

Carolinian Canada Coalition

Collaborating for a Healthy Ecoregion

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CAROLINIAN CANADA STUDENT INTERN PROGRAM (CCSI) For Habitat Stewardship & Research 2010-2011 REPORTING REQUIREMENTS

*A Partnership of the Carolinian Canada Coalition and University of Waterloo Faculty of Environment
Assistance for this project is provided by the Ministry of Natural Resources and Parks Canada*

1. MID-TERM REPORT + MEDIA RELEASE + PHOTO + INVOICE

The Mid-Term Report will include the following:

- A brief summary (1 – 2 pages) of program activity and progress and how the work links to coastal species at risk. Excerpts from this report may be published.
- A media release that includes mention of support from the program sponsors and a picture of the student at work (in jpeg format) for write-up in the CCC newsletter.
- An invoice to Carolinian Canada Coalition for \$2,000.

Due Date: One week following the mid-term point.

2. FINAL REPORT + FINANCIAL STATEMENT + RESEARCH PAPER + INVOICE

The Final Report will include the following:

- Include a section on the links of your work to Species at Risk (SAR), coastal watersheds and highlight ways that the work will enhance species at risk habitat in the short or long-term
- Outline of work completed
- List of communication activities and copies of media coverage, e.g. presentations
- Benefits of the intern program
- Feedback on the program and process
- Recommendations for next steps.
- Financial Statement showing allocation of funding dollars.
- Research paper (**electronic + 3 bound copies**)
- An invoice to Carolinian Canada Coalition for the balance owing.
- Pictures should be included in the Final Report. Please provide identification and credit information.

Due Date: One month following work term completion.

All reports are to be forwarded to Virginia Lambdin, Carolinian Canada Student Intern Coordinator at office@carolinian.org.

Note: Research conducted as a result of this program may be published.

All reports are to be submitted via e-mail.