



## Alliance against Violence and Adversity (AVA): National Health Research Training Platform

### AVA Community Agency Internship Program (CAIP) Guidelines

#### AVA's Objectives & Guiding Principles

- **Strengthen and build capacity** to transform population (community) health and social services to promote the health and wellness of girls, women, and gender-diverse people, at risk/affected by violence and adversity over the life cycle.
- **Use a collaborative, innovative**, cross-sectoral/disciplinary/jurisdictional training platform to train hundreds of Canadian service providers and academics in the social services/community health field working with this population.
- **Make intergenerational and population impacts**, and promote a positive lifespan for girls, women, and gender-diverse people.

AVA is also committed to addressing inequities and health disparities disproportionately impacting girls, women, and gender-diverse people with intersectional identities. This includes, but is not limited to, (dis)ability, race, ethnicity, Indigeneity, and gender identity. AVA relies on Equity, Diversity, Inclusion and Accessibility (EDIA) initiatives, and Sex and Gender-Based Analysis (SGBA+) is at the core of reaching AVA's objective. Visit the [AVA Training website](#) to learn more about AVA's Guiding Principles.

### Section 1: Internship Program Overview

#### Background

*The purpose of the AVA Community Agency Internship Program (CAIP) is to foster comfort and capacity for "moving knowledge into action"<sup>1</sup> also known as Implementation Science. In the CAIP, this is characterized by community agency leader and scholar-intern engaged collaborations that will advance AVA's objective, via experiential and reciprocal learning experiences.*

The AVA CAIP is available competitively to AVA scholars who want to engage in community-based training in high-needs areas that relate to girls, women, and gender-diverse people.

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<sup>1</sup> Graham, I.D., Kothari, A., McCutcheon, C. (2018) Moving knowledge into action for more effective practice, programmes and policy: protocol for a research programme on integrated knowledge translation. *Implementation Science*, 13(22). <https://doi.org/10.1186/s13012-017-0700-y>

These “high-needs” areas (deemed as such, by the Canadian Institute for Health Research (CIHR) Girls’ and Women’s Health and Wellness Research Pool) include:

- **Youth and Family Wellness**, especially gender roles and identities, mental health and wellness (e.g. stress, anxiety, depression), physical and psychological abuse (e.g. gender-based violence, harassment, discrimination, racism and cyber abuse), justice system involvement (e.g. witness to/victim of crime) and substance misuse.
- **Sexual and Reproductive Health**, especially postpartum health, including depression, often an outcome of exposure to childhood adversity and violence and sexually transmitted infections including HIV.
- **Health Services and Population-Based Approaches to Wellness**, especially limited access to health services, health promotion and social determinants of health for non-communicable disease (e.g. mental health problems).

### [Benefits of participating in this internship program](#)

As in all reciprocal learning environments such as this one, there are benefits for all those involved. Some of the benefits include, but are not limited to, the scholar-intern developing comfort, skills, and experience working with community organizations. Additionally, community agencies are partnered with high-caliber scholars to undertake work on a specific project or issue, or engage in service delivery that addresses the needs of the agency.

### Scope of the Program

The CAIP involves matching a suitable scholar (i.e. graduate level student or higher) who has applied to be an AVA scholar-intern, with an AVA community agency who has also applied to host a scholar-intern to work on an agency project that will meet the needs of the agency. Details about how to apply and eligibility criteria is below in sections 3 and 4, below.

Community agency internship projects can involve taking part in community agency programs and services, including (but not limited to):

- supporting service delivery (e.g. client facing-service),
- evidence-informed program innovation,
- evaluation,
- other activities relevant to the scholar’s internship individual development plan (iIDP) and career goals.

Internships consist of a minimum of 10 hours of work/week, up to a maximum of 20 hours of work/week. This may be done virtually, in-person, or a combination of both. It is up to the community agency host and scholar-intern to determine the exact activities that will be part of the internship.

The AVA team coordinates with the agency to hire and orientate the AVA scholar-intern they are matched with, and provides funding support to the agency to pay the AVA scholar-intern to complete the agency project.

Tools and templates are provided by AVA to plan for a successful internship experience and meet goals and objectives for everyone involved. For example, the AVA scholar-intern’s internship Individual Development Plan (iIDP) may be used to identify specific activities or tasks the scholar-intern can engage in to complete the project, but also increase the scholar-intern’s skills in a particular area.

Roles and responsibilities of each person involved in the CAIP is discussed in Section 2 below.

### Duration of the internship

The duration of an internship is 3 months, however it can be extended or “stacked” for longer experiences, up to 6 to 12 months total. Currently, a maximum of 6 months of funding support is being approved (to start); however, at the midway point, agencies are able to apply for an additional 6 months of funding support (maximum 12 months total) to complete the project objectives.

**Important consideration:** When deciding on the duration of the internship, the community agency should consider the length of time it may take to orientate the intern to the agency, role, and expectations, and to move through the hiring paperwork (e.g. payroll, criminal record check). For example, a project alone may take 3 months to complete, however, the hiring/orientation process at the agency might add an additional month or two to the process (depending on the agency). If you are unsure of the duration to apply for, please reach out to the AVA Project Manager.

### Internship pay

Scholar-Interns completing an internship will be funded by AVA and paid via the community agency, commensurate with their level of education and the typical rate of pay at the host agency. This will be coordinated between the AVA Project Manager, community agency, and intern. Below is an **example** of rates of intern pay as per the approved CIHR budget.

- **Master’s students:** \$21/hour (before deductions) to support up to 20 hours per week for a 3-month (\$5,460), 6-month (\$10,920) or 12-month (\$21,840) internship period.
- **Doctoral students:** \$26/hour (before deductions) to support up to 20 hours per week for a 3-month (\$6,760), 6-month (\$13,520) or 12-month (\$27,040) internship period.
- **Post-Doctoral Fellows:** \$31/hour (before deductions) to support up to 20 hours per week for a 3-month (\$8060), 6-month (\$16,120) or 12-month (\$32,240) internship period.

**IMPORTANT!** While AVA calculates the agency’s funding support based on the details in the applications from the agency and the scholar, we acknowledge there are varying rates of pay across the country, as well as provincial legislation. For this reason, it is up to the agency to determine the intern’s rate of pay based on typical rate of pay in the region, level of education, and agency position.

### Funding limit

Community agencies can typically receive a maximum of \$30,000 over 6 years to ensure equal opportunity for all AVA community partners across Canada. Exceptional circumstances will be considered for agencies who request funds over and above the \$30,000. A “waitlist” of agencies requesting additional funds will be compiled in case funds become available for an agency that has already reached the maximum.

### Monetary compensation for Community Agency Hosts

Host community agencies will also be provided monetary compensation from AVA to enable participation by offsetting various costs, e.g. agency reimbursement for community mentors’ absence from regular work; administration costs. Please refer to the Guidelines for Funding Community Partner Agencies for Participation in AVA Activities document package for more details about this compensation that can be found at [www.avatraining.ca](http://www.avatraining.ca).

*Note: In order for the community agency to qualify for funding, the applying community partner agency must operate outside of a University.*

### How to Become Involved in the Program

There are various ways community agencies and scholars can become involved in the AVA CAIP, but all methods involve completing an application. Links to online applications can be found on the AVA Training website on the [CAIP webpage](#). More details about the application process is below in Section 4.

#### *If you are an interested community agency*

If you are a community agency leader and your agency has identified a project an intern can help the agency complete, you can submit an online application with the details of the project. Current internship opportunities are listed on the AVA Training website, and can be used as examples for agencies when applying to the CAIP (if needed). Once the application has been submitted, the AVA Team will contact you to discuss the next steps and any potential intern matches.

If you are a community agency leader who *has* been part of the AVA Triadic Mentorship Program (TMP) and you would like your scholar-mentee to receive funding support for working on an internship project at your agency, you will need to complete the same process as above.

#### *If you are an interested scholar*

If you are a scholar and you would like to participate in the CAIP, you can submit an online application. Current internship opportunities are listed on the AVA Training website, and you are welcome to apply to any of them if they feel they would be a good fit. If there are no current opportunities that you feel would be a good fit for your learning goals/interests, you can note in the application that you will need to be matched with a suitable agency. Once the application has been submitted, the AVA Team will contact you to discuss the next steps and any potential community agency matches.

If you are a scholar who *has* been part of the AVA Triadic Mentorship Program (TMP) and you would like funding support to work on a project at your community agency mentor's agency, you will need to complete the same process as above.

#### *If you are an interested university academic*

If you are a university academic and you have identified a scholar or a community agency who could benefit from this program, please encourage them to apply to the program or to contact us. We also welcome academics and scholars applying on behalf on a community agency whom they would like to partner with (with the agency's approval of course).

**If you have any questions about whether your situation is right for the CAIP, please don't hesitate to reach out the the AVA Project Manager at [avatraining@ucalgary.ca](mailto:avatraining@ucalgary.ca).**

## **Section 2: Internship Program Participant Roles & Responsibilities**

As with all AVA Training Platform programs, everyone plays a role in the training and learning that takes place. Below is an outline of some of the roles and responsibilities for each participant in the Community Agency Internship program.

## Community Agency Internship Leader

- Apply to host an AVA scholar-intern and receive funding support
- Offer intern(s) a community-based experiential placement that supports not only the agency's needs, but the scholar's learning objectives and career goals as noted in their internship application as it relates to AVA's objectives.
- Constant collaboration between the internship leader and the scholar-intern is key to success!
- Work together with AVA Project Manager to coordinate the hiring and hosting of an AVA Intern.
- **IMPORTANT!** While AVA calculates the agency's funding support based on the applications from the agency and the scholar, we acknowledge there are varying rates of pay across the country, as well as provincial legislation. For this reason, it is up to the agency to determine the intern's rate of pay based on typical rate of pay in the region, level of education, and agency position.
- Provide an orientation of the agency and the project to the scholar-intern.
- Advise AVA Project Manager if any issues with the intern arise and cannot be resolved between them first.
- Complete the following evaluation documents:
  - Midpoint Self-Evaluation
  - End of Internship Self-Evaluation
- Community agency hosts are strongly recommended to complete the AVA Online Training Certificate, especially the following 4 courses (**at minimum**) listed below which are part of the [AVA Online Training Modules](#). These courses aim to provide foundational knowledge for hosts on topics which will assist with facilitating an AVA internship.
  - Adversity, Gender-Based Violence and Health (~1hr)
  - Implementing Knowledge into Practice: An Introduction to Implementation Science (~1 hr)
  - Implementation Planning (~1 hr)
  - Research Readiness (~1 hr)

**Internship Leaders should aim to have these courses completed by the mid-point of the internship.**

A full list of courses offered through the AVA Online Training Modules is available at [www.avatraining.ca/ava-online-courses/](http://www.avatraining.ca/ava-online-courses/).

## Scholar-Interns

- Apply to become an AVA scholar-intern in the CAIP.
- Primarily responsibility for the project is that of the intern's, however, successful completion requires constant collaboration between the scholar-intern and internship leader.
- Work on a community-based project/task aligned with AVA's objectives. They also pursue their learning objectives and career goals stated in their internship application and/or iIDP. The focus is on gaining experience and comfort with research-related tasks in a community setting.
- Await acceptance to the CAIP, and coordinate the start of an internship with the AVA Project Manager, before they begin interning at an agency. Interns will also be required to understand and comply with the agency's safeguarding policies (e.g. criminal record check).

- Complete orientation to the agency and utilize tools provided to them and the agency to discuss/determine desired outcomes/deliverables of the internship project.
  - Maintain records and communications related to the work completed during the internship.
  - Comply with the agency's record keeping, data management (if applicable), confidentiality, and Human Resources policies and practice.
  - Complete the following evaluation documents:
    - Midpoint Self-Evaluation
    - Midpoint Report
    - End of Internship Self-Evaluation
    - End of Internship Report
  - Obtain an [AVA Online Training Certificate](#) by completing the course requirements for the AVA Foundations, Intermediate and Advanced levels of the [AVA Online Training Modules](#). The anticipated time commitment required to complete these courses is approximately the equivalent of a 3 credit University course. The AVA Online Training Modules are intended to be completed outside of the intern's paid time. Scholar-interns should aim to have these courses completed by the midpoint of the internship (ideally done prior to the start of the internship). More information about the AVA Online Training Modules, including AVA Online microcredentialing badges and the [AVA Online Training Certificate](#), is available at [www.avatraining.ca/ava-online/](http://www.avatraining.ca/ava-online/).
- Note:** Internships are more likely to be granted and renewed for those interns who:
- Obtain an AVA Online Training Certificate
  - [Participate in the Triadic Mentorship Program](#)
- Create a 5-minute video presentation outlining the project or work engaged in during the internship as well as key areas of learning and growth as they relate to AVA's goals, objectives and guiding principles (upon completion of the internship). If a scholar-intern is unable or prefers not to be video recorded, an alternate method of presentation may be considered. Scholar-interns should refer to the questions posed in the End of Internship Self-Evaluation to guide their presentation.

### AVA Team (AVA Project Manager or Delegate)

- Coordinate the matching and hiring of an appropriate AVA Scholar-Intern with a Community Agency Internship host. This will include:
  - Reviewing applications from interested scholars,
  - Calculating funding support for the agency based on the CIHR budget,
  - Advise the intern of the pre-employment paperwork required (e.g. Criminal Record Check; Vulnerable Sector Check),
  - Pay for the above noted 'checks' if they are required by the Agency.
- Coordinate a one-time lumpsum transfer of AVA CIHR H RTP funds from the University of Calgary Finance Department to the Agency's payroll/finance department to pay the intern and compensate the Agency for administrative expenses related to hosting an AVA intern. The aim is for the transfer to be completed prior to the intern's first pay.
- Provide tools/template to support the internship project lead and the intern to create a project plan, timeline, and deliverables.
- Assess the need for additional AVA CIHR H RTP funding to complete the internship project if necessary.
- Provide support to the internship leader and/or scholar intern as required (e.g. unresolved conflict; etc.)

### Academic Mentors

Mentoring an intern in this program may be a continuation of the Triadic Mentorship and its activities, with the addition of mentoring an intern as they engage in their community agency placement experience. For scholars who enter the Community Agency Internship program after completing the Triadic Mentorship program or who go directly into the Internship program, the involvement of an academic mentor is not required but can be accommodated if desired by the scholar-intern and/or community agency host/mentor.

### Section 3: Eligibility, Evaluation, and Intern Selection Criteria

#### Community Agency Host Criteria

- Committed to collaborating with AVA leads around the intern hiring and agency orientation process.
- Committed to hosting an intern for a minimum of 3 months.
- Committed to providing the intern with a safe work environment.
- Commitment to adhering to AVA's Guiding Principles.
- Committed to supporting the intern to meet their learning objective (aligned with AVA's objectives), and being able to provide the intern with the support and resources they require to complete the internship project/task.
- If the agency is proposing a particular project in their application, the project must be in alignment with the AVA objectives.

#### Scholar-Intern Eligibility Criteria

Scholars must meet the following criteria in order to apply for and be considered for the AVA Community Agency Internship program:

- Scholar-interns must be a graduate student (masters/doctoral) or post-doctoral fellow.
- If a scholar is currently participating in the Triadic Mentorship program, they must complete month 4 of the program prior to being accepted into the Community Agency Internship program.

#### Scholar-Intern Evaluation Criteria

Applications will be evaluated by an adjudication committee (see Section 3 below) based on the following criteria:

- Alignment of the proposed placementwork (as identified in the Triadic Mentorship) with the AVA Training Platform objective and HRTP high-priority areas as noted above.
- Proof of acceptance or participation in the work.
- Quality and feasibility of the information provided in their application and/or IDP, and alignment with AVA Training Platform objectives and proposed activities with the community agency.
- Quality of anticipated outcomes (i.e. for the intern, agency, and AVA)
- EDIA considerations

#### Scholar-Intern Selection Criteria

In scenarios where an agency has applied to host an intern and they have a particular project/task they would like an intern to work on, scholar-interns will be selected based on the following criteria:

- Alignment of the agency's mission/objectives and scholar-intern's goals/interests
- Alignment of hours the scholar-intern is available to work and hours the agency is available/committed to host/support the intern.

- Alignment of duration the scholar-intern is available to engage in an internship, and duration an agency host is available/committed to hosting an intern.

## Program Evaluation

AVA aims to evaluate each of its programs to not only track the outcomes, but to determine if they are working well or if they can be improved. At the midpoint and end of each internship, scholar-interns and community agency leaders are asked to complete self-reflection documents to assist with and inform AVA's evaluation process. These documents ask scholar-interns and community agency leaders to reflect on their knowledge, goals, perspectives and motivations when they began the internship as well as how the internship experience impacted these aspects of their personal and professional growth. Additionally, scholar-interns are asked to complete a midpoint and end of internship report which gathers information about the activities (and associated outcomes) engaged in during the internship.

## Section 4: Application & Adjudication Processes

Regardless of the route of entry into the AVA Community Internship program, the application instructions are the same and are below. If you are unsure about whether you can become involved with this internship program at this time, please send us an email at [avatraining@ucalgary.ca](mailto:avatraining@ucalgary.ca).

### How to Apply

The preferred method of application to the Community Agency Internship program is by completing an online application.

#### Community Agency Host

Online applications can be submitted using this [agency host online application form](#). It can also be found at [www.avatraining.ca](http://www.avatraining.ca). Access to the online application and other application accommodations can also be requested by contacting [avatraining@ucalgary.ca](mailto:avatraining@ucalgary.ca).

Applications will be adjudicated following the below guidelines. If the agency host proposed a projects in their application and both the agency and the project meet the evaluation criteria, the project will be added to a list which prospective scholar-interns can apply for competitively.

#### Scholar-Intern

Online applications can be submitted using this [scholar-intern online application form](#). It can also be found at [www.avatraining.ca](http://www.avatraining.ca). Access to the online application and other application accommodations can also be requested by contacting [avatraining@ucalgary.ca](mailto:avatraining@ucalgary.ca).

**If you require assistance with completing the application process, please contact [avatraining@ucalgary.ca](mailto:avatraining@ucalgary.ca).**

### Deadline for Applications

There is no deadline for applications, as AVA takes CAIP applications on a rolling basis.

### Adjudication Process

Applications will be reviewed within a month after the application deadline by a team of at least 3 reviewers -- AVA's Project Manager, AVA's Scientific Director, and another person from the Triadic Mentorship & Internship and/or Community Engagement Working Groups. Guests may be invited to adjudicate, such as EDIA Champion. If there is a conflict of interest between any of

the reviewers and the applicants, a different reviewer will take the place of the reviewer(s) with the conflict of interest.

***We look forward to your interest and participation in the AVA Community Agency Internship program!***