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**Note:** This is a guide for Faculty of Law students considering applying for an IHRP and/or Asper Centre summer internship. More general information on International Careers can be found in the Career Development Office’s *International Career Guide* (2009).
I. Information Sessions and Application Deadlines

<table>
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<tr>
<th>Date</th>
<th>Session Title</th>
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<tbody>
<tr>
<td>October 21, 2014</td>
<td>Information Session # 1: Introduction to IHRP and IHRP-Asper Summer Internship Opportunities</td>
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<tr>
<td>12:30-2:00 p.m.</td>
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<td>EM119</td>
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<tr>
<td>October 28, 2014</td>
<td>Information Session # 2: Finding a Topic for your Internship and Partner Organization</td>
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<tr>
<td>November 11, 2014</td>
<td>Information Session # 3: Drafting Your Proposal</td>
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<td>EM119</td>
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<td>November 19, 2014</td>
<td>Faculty of Law Summer Jobs Fair</td>
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<td>12:30-2:00 p.m.</td>
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<tr>
<td>December 5, 2014</td>
<td>Deadline for Submission of Competitive Internship Application Package for UNHCR, and Department of Justice</td>
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II. Introduction to the IHRP and Asper Internship Programs

Every year, the International Human Rights Program ("IHRP") at the Faculty of Law offers between 15-20 internship opportunities. The IHRP has been offering summer internships for over 25 years and has placed over 300 students at governmental, non-governmental, and inter-governmental organizations around the world. Interns have the opportunity to participate in human rights research and advocacy, often at the grassroots level. A list of past student internships, including reports about their experiences, can be found here.

The IHRP and Asper Centre for Constitutional Rights ("Asper") partner to offer between 1 and 3 internships that focus on Canadian constitutional rights, multiculturalism and/or protection of human rights in Canada (see Section IV for more details.)
This guide will provide you with information about the internship program and assist you with applying for an internship. That said, both the Directors of the IHRP and the Asper Centre are willing and available to meet with students to develop internship proposals.

a. **Who can Apply?**
IHRP internships are open to all 1L and 2L J.D. students at the Faculty of Law, and to a limited number of LL.M. students. Law students enrolled in joint degree programs are also eligible to apply. Third year J.D. students, S.J.D., and exchange students are ineligible. Note that students enrolled in a joint degree program may be requested to maximize funding opportunities from both faculties; please contact the IHRP Director to discuss if you are enrolled in a joint-degree program.

b. **Process**
Students apply to become an IHRP summer intern and must meet all associated deadlines and requirements (see above). Application forms are available at UTlawcareers.ca and completed applications must be submitted electronically through UTlawcareers.

c. **Funding**
Not all students require funding for their internship and students may choose to apply for an IHRP internship without seeking funding. On their application forms, students must indicate whether they would like to be considered for funding and from what source (Faculty or firm).

- Faculty funding is only available to students who can demonstrate financial need (discussed below).
- The IHRP-Asper internships are available to students regardless of financial need.
- Firm funding is only available to students who have accepted a second-year summer job at a participating law firm and whose law firm is supportive of the internship (see below).

Students may be selected as an IHRP intern and receive neither Faculty nor firm-funding. In this instance, if they wish to pursue the internship, they will be required to do so at their own expense or to apply for alternative funding (see below). Please note that the Faculty does not have additional discretionary funds to support human rights internships.

d. **General Expectations**
Interns are required to attend mandatory pre-departure training session(s), including Safety Abroad Training, and to sign various forms and waivers.

Students will be required to provide information for the University’s Safety Abroad database, which allows the University to monitor intern safety. All mandatory information must be provided in order to receive funding. If any mandatory information is missing, the IHRP reserves the right to withhold funding until it is provided. Each student will be asked to access the database prior to departure in order to provide their primary overseas telephone numbers and their primary overseas addresses closer to the date of departure.
Interns are required to obtain sufficient supplementary travel health insurance, since no such insurance is provided by the IHRP, Faculty of Law, or University. This insurance should be comprehensive and allow for repatriation if required.

Interns are required to complete short mid-summer and final reports, which are usually posted online, and are expected to facilitate contact between the IHRP Director and their partner organization.

Upon completion of their internship, interns are required to submit an article for publication in Rights Review based on their internship experiences.

Students are expected to attend at least one event to share their experiences with prospective interns, and may be asked to participate in other events, depending on the subject matter of their internship. (For firm-funded interns, some sponsoring law firms may require interns to prepare a written report or oral presentation at the end of the summer as well.)

e. Geographic Limitations
The University of Toronto, including the IHRP, cannot allow students to travel to dangerous areas while participating in University-sponsored programs. Interns should consult the Government of Canada’s travel advisories before planning their internship. Under no circumstances can the IHRP approve internships to areas where the Government of Canada recommends “avoid[ing] all travel” and “avoid[ing] non-essential travel,” regardless of the funding source.

III. IHRP Internships
The IHRP selects the majority of its summer interns based on student-initiated internship proposals (“student-initiated internships”). Students research and find suitable partner organizations, approach the organization to host them as an intern, develop a project with the organization, and then apply to the IHRP (or their firm, if applicable) to approve/fund their proposal. This process usually results in the strongest applications because it allows students to create opportunities that capitalize on their past experiences and interests.

While it may seem daunting to approach an organization, many students find that organizations are very open to hosting interns who are completing a professional degree program and not seeking remuneration. Also, the Director of the IHRP can assist you in approaching an organization. An extensive list of potential partner organizations can be found on the IHRP website here.

A minority of IHRP interns apply for a posted position through an open recruiting process and, upon or in anticipation of receiving an Offer Letter, apply to the IHRP/their firm for funding (“competitive internships”). This year, the IHRP has entered into an informal collaboration with the UNHCR in an attempt to increase the chances of our students successfully applying for competitive internships (see below).

Students can apply for both student-initiated and competitive internships, and will have to submit complete application packages for both. However, if you receive an Offer Letter for a
competitive internship with one of our partner organizations, you will be required to withdraw your application for a student-initiated internship. If the student has applied for both types of internships and has not heard back as to whether he/she has received a competitive internship by the application deadline, he/she should inform the IHRP Selection Committee of this fact. The student may then wish to list the organization to which he/she has applied as a preferred alternative so that the Committee knows you may seek to change your destination if you are selected by the alternative organization.

a. Basic Information re: IHRP Internships

i. Substance of Internship

The IHRP internship program is meant to support international human rights law-related experiences, even where the partner organization is based in Canada. To the extent that a student is interested focusing on Canadian constitutional rights, multiculturalism and/or protection of human rights in Canada, he/she should apply for a joint IHRP-Asper Internship (see below).

ii. Faculty-Funded

Faculty-funding is available to:

- 1L and 2L J.D. students who can demonstrate financial need (including students who have received faculty or firm-funded internships in the past); and
- A limited number of LL.M. students.

Students who apply and obtain faculty-funding for their internships receive a stipend of between $2,500-5,000 and the opportunity to receive as much as $2,500 in additional travel or supplementary living-expense funds.

For the purposes of faculty-funding, financial need can be demonstrated through receipt of:

- bursaries and/or interest-free loans from the Faculty of Law;
- government student financial assistance (i.e. Canadian provincial student loans, US Stafford or Perkins loans, etc.); and/or
- needs-based funding from a third-party organization.

If a student cannot demonstrate financial need through these means but would still like to be considered for faculty-funding, he/she is required to complete the Faculty of Law’s financial aid application to assess whether or not he/she has financial need (regardless of the fact that he/she is not actually receiving any funding from the Faculty). This application must be submitted to the Financial Aid Office usually by early December.

iii. Firm-Funded

Firm-funded internships are open to 2L J.D. students who have accepted a summer position with a sponsoring law firm. Students typically spend the first part of the summer working at a law firm and the latter part of the summer as an IHRP summer intern (from 4-8 weeks depending on the firm). While students are working at the sponsoring law firm, they are integrated as much as possible into the law firm’s summer program and included in social and other events held by the law firm during the summer.
Each sponsoring law firm remunerates its summer internship students for the duration of the entire summer. As a result of this arrangement, participating students receive the same salary as non-internship students for the duration of employment (usually from 12-14 weeks in total). Students should be aware that some law firms will only offer a specific number of weeks of salary even though your internship may run longer. Students should also be aware that some partner organizations may require a minimum time commitment from the intern.

Sponsoring firms differ on the number of students allowed to participate in a split summer, so students must discuss the IHRP internship program directly with them. For advice on how and when to raise the possibility of participating in an IHRP internship with participating firms, please set up an appointment with an advisor in the Career Development Office.

This year’s sponsoring firms are as follows:
- Borden Ladner Gervais – Toronto and Vancouver
- Cassels Brock - Toronto
- Fasken Martineau - Toronto
- Dentons - Toronto
- Goodmans – Toronto
- Blakes – Toronto
- Osler – Toronto
- Torys - Toronto

Please note that Osler imposes the further additional requirement on its split summers: students must work either for a firm-sponsored public interest group or other entity that is involved in diversity issues or is otherwise working on issues affecting women, racialized groups, the LGBT community or other diverse groups.

Second-year students who accept an offer with a sponsoring law firm are not eligible to apply for a Faculty-funded internship.

The firm-funded internship program is not open to 1L J.D. students who accept a summer position at a firm.

iv. Selection of Interns
Applications are considered by the IHRP Internship Selection Committee, which is comprised of the Director of the IHRP, the Assistant Dean (Students), and the Chair of the IHRP’s Faculty Advisory Committee. If the student is seeking funding from their firm, the Career Development Office and the sponsoring firm will also be involved in the selection process. Applications are assessed based on: the partner organization, the proposal, and the student’s strengths and interests. Interns will be selected on March 10, 2015 consistent with the Faculty’s co-curricular hiring process.

v. Duration of Internship
IHRP interns (except those who receive firm-funding) are expected to intern for a minimum of ten weeks, the precise dates for which will be decided by the intern and the organization.
Experience has shown that this is the shortest time within which an intern can learn about the organization and its work, and still contribute usefully to the organization. Many interns arrange for longer internships.

Firm-funded interns typically spend the first part of the summer working at a law firm and the latter part of the summer as an IHRP summer intern (from 4-8 weeks depending on the firm) (see above).

b. Student-Initiated Internships
As noted above, the IHRP selects the majority of its summer interns based on student-initiated internship proposals. It takes a fair bit of time and effort to apply for a student-initiated internship (see the “Tips” section below, along with the list of potential partner organizations on the IHRP website). However, it is hoped that this time and effort is worthwhile in terms of ensuring that your internship caters to your unique background and interests and is as fulfilling as possible.

The following organizations have expressed a particular interest in hosting IHRP interns for the summer of 2015:

- Canada without Poverty (Ottawa)
- Equality Effect (Malawi, Kenya)
- Katiba (Kenya)
- Toronto ALPHA (Association for Learning and Preservation of the History of WWII in Asia)
- United Nations Economic and Social Council for Asia/Pacific (Thailand)

c. Competitive Internships
You can learn more about internship opportunities in the Career Development Office’s International Career Guide (2009), though you will also have to do a fair amount of internet research to find current information.

To apply for a competitive internship at an organization other than the ones mentioned in the following subsection, you must fulfill all the application requirements and submit your application directly to the organization. If the internships are at inter-governmental organizations (i.e. the UN), international court or tribunal (ICC, IACHR, ICTY) or leading non-governmental organizations (i.e. Human Rights Watch, Amnesty International), competition for intern positions will be intense. Students should be aware that they will have no control over the work that they do with the host organization (versus student-initiated internships where they work with the partner organization in advance to develop a project).

Please note that the deadline for receipt of applications by the International Criminal Court is November 1, 2014. For most other courts, tribunals, and commissions, applications must be received at least 3 months in advance of the desired start-date. That said, the IHRP recommends that you aim to submit applications by December 2014.

A general overview of the process is as follows:
The student completes all application requirements stipulated by the recruiting organization and submits the application directly to the recruiting organization by specified deadline. Many of these deadlines are in October and November, so make sure to check websites early!

The recruiting organization determines whether or not to present the student with an Offer Letter.

If a student receives an Offer Letter and the organization provides no funding or insufficient funding, the student can apply for funding from the IHRP. His/her application will be considered along with the pool of student-initiated internship applications.

If you have not received an Offer Letter by the deadline for submission of applications to the IHRP, you can still apply for funding, but your application may not be as competitive and, if you are approved for funding, it will be conditional on receipt of the Offer Letter.

d. Competitive Internships at “Informal” Partner Organizations
This year, the IHRP has set up informal collaborative arrangements with the following partner organizations who offer competitive internships:

- Government of Canada, Department of Justice, Crimes Against Humanity and War Crimes Section (Ottawa)
- United Nations High Commissioner for Refugees – Africa and Asia Field Offices (“UNHCR”)

These are “informal” in the sense that these partner organizations are not obligated to find internship placements for our students. Instead, they will flag our applications upon receipt and will endeavor to find placements for the IHRP’s strongest candidates. The aim is to increase the chances of our students successfully applying for competitive internships (see below). Historically, we have had success in placing our students through these types of arrangements.

A student may submit an application for all of the competitive internships with our informal partner organizations, but the IHRP will only select and forward his/her application to one of them. Students may also apply for a competitive internship at a non-partner organization or a student-initiated internship in order to increase their odds of securing an IHRP summer internship.

Students should not apply directly to these partner organizations. Applications should be submitted to the IHRP. Students who apply directly to the partner organizations will not be able to take advantage of our informal arrangement.

The specifics for applying for each of the Competitive internships are set out below. A general overview of the process is as follows:

- Interested students submit their applications to the IHRP in the format specified below on-or-before the due date.
- The IHRP Selection Committee reviews the applications and selects between 1-2 applications to submit to the partner organization.
• The partner organization determines whether or not to present the student with an Offer Letter. (The IHRP has no ability to influence this decision, and the partner organization’s decision is final.)
• If the student receives an Offer Letter, he/she applies for funding from the IHRP and his/her application is considered along with the pool of student-initiated internship applications. Students may also apply to their firm for funding through the firm-funded process.

As a general rule, receipt of an Offer Letter from one of these partner organizations will be given significant weight by the IHRP Selection Committee in terms of determining funding for internships.

i. Government of Canada, Department of Justice, Crimes Against Humanity and War Crimes Section (Ottawa, Canada)

The goal of the Crimes Against Humanity and War Crimes Section is to provide advice and support investigations into allegations of the presence of war criminals in Canada in the context of the enforcement of Canada’s No Safe Haven policy. As a partner within the War Crimes Program, the Section gives advice on all matters related to war crimes, crimes against humanity and genocide (related international criminal law) in the criminal, citizenship and immigration contexts.

The Section’s mandate requires expertise in civil litigation, criminal law, international criminal law, immigration and refugee law, citizenship, public law and administrative law. The Section has experience running large, document and expert centred civil litigation cases, often with evidence in many languages.

In addition, the Section supports ongoing criminal investigations undertaken by the Royal Canadian Mounted Police into those matters that may lead to criminal charges under the Crimes Against Humanity and War Crimes Act. Once charges are approved by the Attorney General, the Section supports the ongoing criminal case prosecuted by the Public Prosecution Service of Canada.

The Section also engages in many outreach programs in the international community as well as domestically in communities, educational institutions and other government branches.

The Section consists of a Director, Deputy Director, Senior Counsel/Manager of the Law, counsel, analysts/historians, and language, document and research specialists, and support staff. Interns with the Section will work closely with lawyers within the section to conduct legal research (Canadian and comparative law); prepare legal memorandum on diverse legal issues, including issues related to international criminal law; draft pleadings; organize and summarize evidence (transcripts, witness statements etc.).

The successful intern will be required to obtain security clearance (which could take up to 6 months) and to sign various forms, including a confidentiality agreement.
To apply, students should submit the IHRP Internship Application form. Please note any background you may have in areas of law relevant to the Section.

ii. **United Nations High Commissioner for Refugees – Africa and Asia Field Offices ("UNHCR")**

Internships are available at UNHCR field offices in Africa and Asia only. The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and find safe refuge in another State, with the option to return home voluntarily, integrate locally or to resettle in a third country. It also has a mandate to help stateless people.

To be eligible for an internship with the UNHCR, students must have taken a course in, or be enrolled in one of: Public International Law, International Human Rights Law, Women’s Rights in International Law, International Human Rights Clinic, and/or the Law of Forced Migration. Student with equivalent experience in graduate program previously completed are also eligible.

Students applying for a UNHCR internship must complete the form found at Appendix C to this Guide, as well as submit a full application for funding to the IHRP in January.

**IV. Joint IHRP-Asper Faculty-Funded Internships**
The IHRP and Asper Centre for Constitutional Rights ("Asper") offer between 1 and 3 internships that focus on Canadian constitutional rights, multiculturalism and/or protection of human rights in Canada. Students whose projects relate to these topics are not eligible to apply for IHRP internships and may only apply for a Joint IHRP-Asper Internship.

Unless otherwise noted below, the deadlines, forms, and application process for the IHRP-Asper internships are the same as those of IHRP internships.

a. **Basic Information**
i. **Substance of Internship**
The Joint IHRP-Asper Centre internships are meant to support work on Canadian constitutional rights, multiculturalism and/or the protection of human rights in Canada. To the extent that a student is interested in focusing on international human rights, even at an organization based in Canada, he/she should apply for an IHRP faculty-funded internship (see above).

ii. **Amount of Funding**
Students who apply and obtain faculty-funding for a Joint IHRP-Asper internship receive a stipend of between $3000- $10,000.

iii. **Eligibility for Funding**
Faculty-funding is available to:
• 1L and 2L J.D. students (including students who have received IHRP faculty or firm-funded internships in the past); and
• A limited number of LL.M. students.

The IHRP-Asper internships are available to students regardless of financial need.

iv. Setting up an Internship
The Joint IHRP-Asper internships are available to support both competitive and student-initiated internships. (See below to learn more about the types of internships available and how to apply for each.)

v. Selection of Interns
Applications for faculty-funded Joint IHRP-Asper internships are considered by the Director of the IHRP, the Director of the Asper Centre, and the Assistant Dean (Students). Applications are assessed on the following criteria: the partner organization, the proposal, and the student’s strengths and interests. It is expected the process will be competitive.

vi. Duration of Internship
Joint IHRP-Asper Faculty-funded interns are expected to intern for a minimum of ten weeks, the precise dates for which will be decided by the intern and the organization. Experience has shown that this is the shortest time within which an intern can learn about the organization and its work, and still contribute usefully to the organization. Many interns arrange for longer internships.

b. Student-Initiated Internships
It is expected that most Joint IHRP-Asper internships will be selected based on student-initiated internship proposals. It takes a fair bit of time and effort to apply for a student-initiated internship (see the “Tips” section below). However, it is hoped that this time and effort is worthwhile in terms of ensuring that your internship caters to your unique background and interests and is as fulfilling as possible.

c. Competitive Internships
To apply for a competitive internship you must fulfill all the application requirements and submit your application directly to the organization. Students should be aware that they will have no control over the work that they do with the host organization (versus student-initiated internships where they work with the partner organization in advance to develop a project).

A general overview of the process is as follows:

- The student completes all application requirements stipulated by the recruiting organization and submits the application directly to the recruiting organization by specified deadline.
- The recruiting organization determines whether or not to present the student with an Offer Letter.
- If a student receives an Offer Letter and the organization provides no funding or insufficient funding, the student can apply for funding from the IHRP. His/her
application will be considered along with the pool of student-initiated internship applications.

If you have not received an Offer Letter by the deadline for submission of applications, you can still apply for funding, but your application may not be as competitive and, if you are approved for funding, it will be conditional on receipt of the Offer Letter.

V. Tips for Putting Together a Successful Internship Proposal

Step 1: Identify your Strengths and Interests
Before you approach a partner organization, think carefully about your strengths and interests. A strong proposal capitalizes on the qualities and experiences that make you unique. Consider the following questions when determining your strength and interests:

- What were you interested in and what did you study before coming to law? What work experience or volunteer experiences do you have?
- What interests have you developed in law school? What topics have grabbed your attention? Could particular topics, courses, or volunteer experiences form the basis of an interesting internship?
- Have you travelled internationally? If so, where? What did you like about the places you visited? What did you not like?
- What are your personal and professional strengths? Do you like working in groups or do you tend to work alone? Are you well-organized? Do you like predictability or “flying by the seat of your pants”?
- Do you want to be on the “front lines” (field work) or do you prefer to be “behind the scenes” (policy work)? Do you want to have direct contact with victims or with policy leaders?
- Do you have particular life experiences that may be useful in terms of advocacy on behalf of particular vulnerable groups?
- Can you speak another language?

Step 2: Identify Potential Partner Organizations
At this stage, you should identify 2-3 potential partner organizations. Students often find this the most difficult step in the process. Here are some ways to identify partners:

- Look at the IHRP Potential Partner Organizations list, which is available online.
- Brainstorm people you already know who work in public interest organizations. Approach these people and ask them for information about potential partners.
- Do some research to isolate those organizations that are already working on the issues in which you are interested. Google, google, google!
- Consult the list of past IHRP summer internships and determine whether any of the organizations on the list share your interests. (The list of past interns along with reports can be found on our website here.)
- Contact previous interns to learn more about the organization they worked for and other organizations that they may have developed connections with. (To obtain up-to-date contact information for past interns, contact the Director of the IHRP.)
- Speak with the Director of the IHRP about possible contacts or ideas she may have.
An ideal partner organization will have at least some of the following attributes:

- At least a portion of their work will focus on international human rights law or advocacy;
- They will appear credible (to determine credibility check out who funds them, who is on their board, who is their staff etc.); and
- They will have hosted interns before and/or understand the responsibilities associated with the same.

**Step 3: Approach Potential Partner Organizations (for Student-Initiated Internships Only)**

Where are you applying for a student-initiated internship, you will be required to approach the partner. Before you approach a potential partner organization, you should understand the type of work the organization undertakes, consider why you want to work with them, and be able to articulate how you will add value to their existing work.

Bear in mind the following when you approach a potential partner organization:

- Try to identify the person(s) at the organization who would most benefit from or be interested in your internship proposal and address your correspondence to that person. If you cannot identify such a person, address it to the Executive Director and Legal Director.
- If you know someone who has a contact at the organization (i.e. a former intern, the Director, a personal contact), do not hesitate to request that he/she facilitate your introduction to the organization.
- You may wish to send an initial email outlining your interest in the organization and then suggest a follow-up phone call to discuss details. Do not underestimate the power of speaking directly to someone versus communication exclusively through email.
- Once you have solidified your partnership, request a letter of support to include in your application package.
- All correspondence should be professional in tone and content. Do not hesitate to ask the Director of the IHRP review a draft of your correspondence.

**Step 4: Draft the Proposal**

The proposal is one of the most important parts of your application. (Please find attached a sample internship application for your review.)

A strong proposal will answer the following questions:

- What are the issues or problems that you hope to engage with? Why are these issues important? Why are you interested in these issues?
- What is the goal of your particular project? Is the goal realistic given time, financial, and other constraints?
- How does your project relate to your particular skills or experiences?
- Who is your partner organization? Does this organization have particular expertise with the issue? Are they credible? What is their previous track record? Have they hosted past interns? If so, what have these interns done?
- What kind of contribution can you make to the partner organization? How will your work contribute to a solution to these problems?
- What are some of the potential problems or stumbling blocks you may encounter and how would you address these?
What do you hope to take away from the experience?

You may wish to ask your partner organization to review your proposal to ensure that it reflects their understanding of the project. Staff in the Career Development Office have also generously offered to review proposals.

**Step 5: Create a Budget**

The IHRP only provides financial assistance to students who are receiving financial aid. The IHRP usually awards interns $3000-5000 to cover costs associated with the internship. If you expect that your expenses will exceed $5000, please explain why and how much additional money you require. In certain circumstances, the IHRP may award an additional $2500 in funding. You must disclose any and all other funds that you have received or expect to receive in relation to the internship.

Your budget should include line items for:
- anticipated living expenses (including housing, food, phone, transit, personal expenses);
- the cost of travel to the internship site or sites;
- fees for visas or other required travel documentation;
- fees for travel inoculation; and
- fees for travel and medical insurance.
APPENDIX A: Sample Internship Application

A. Student Contact Information (redacted)

B. Financial Aid Information (redacted)

C. IHRP Internship for which you are Applying

Please check off the internships for which you are applying.

- [ ] International Criminal Court (Competitive Internship)
- [ ] International Criminal Tribunal for Rwanda (Competitive Internship)
- [x] United Nations High Commissioner for Refugees (Competitive internship)
- [ ] Inter-American Commission on Human Rights (Competitive internship)
- [ ] IHRP Student-Initiated Internship
- [ ] Other Competitive Internship
- [ ] Joint IHRP-Asper Student-Initiated Internship
  - [ ] Student-Initiated
  - [ ] Competitive

Have you applied for or received other IHRP Summer Internships? If so, please provide details below.

I have not applied for other internships with the IHRP.

D. General Statement of Interest in International Human Rights and/or Public Interest Law and Related Skills

I have long held a strong interest in international development work, as evidenced by my undergraduate degree in International Development Studies. My work and volunteer experiences only further confirm my commitment to this field. For one year, I worked in Sri Lanka as a Junior Program Officer for X. I have also conducted research for organizations such as X, X and X (see resume attached for more details). More recently, my interest has evolved to focus specifically on the role of law in international development.

My motivation in applying for IHRP internship funding lies in my commitment to furthering global equity through the law and more specifically, my concern for refugees and the challenges they face. My experiences working with Afghan youth in Toronto, many of whom previously lived in Pakistan within refugee camps, have underscored the vulnerability of these populations and their need for legal protection. With this in mind, I recently became involved with the United Nations High Commissioner for Refugees (UNHCR) X (through Pro Bono Students Canada). Under the auspices of this program, I underwent training to conduct legal rights education for asylum seekers held in detention centers around Toronto and will be
leading a legal education workshop in March. Interning with the UNHCR will be an excellent opportunity to make further contributions in this field and develop my legal skills.

E. Current Courses and Transcript (redacted)

F. Internship Proposal

It is not always possible for refugees to return to their homes or settle in countries of first asylum. In these situations, third country resettlement is frequently the only viable long-term option, making it a critical element of international refugee law. The UNHCR Regional Office for X has offered me a summer internship with their Resettlement Unit. As an intern, I will assist in all aspects of the resettlement process, including assessment of eligibility, preparation of referrals and coordination of submission and selection. The specific terms of reference are as follows:

• Determining whether resettlement is the most appropriate solution for individual refugees, taking into account available information and established UNHCR resettlement criteria outlined in the Resettlement Handbook;
• Interviewing candidates for resettlement, completing Resettlement Registration Forms and preparing case documentation for submissions. Case documentation must demonstrate knowledge of country of origin information as well as receiving country quotas and procedures;
• Providing counseling to individual refugees, explaining the process, prospects and problems involved in resettlement in order to enable individuals to be realistic about their future prospects;
• Working closely with UNHCR staff, NGOs, and resettlement country representatives to identify vulnerable cases for resettlement submission as priority cases;
• Following-up on the outcome of decisions for each case submitted for resettlement consideration and providing additional information or documentation if necessary;
• Any other assigned duties related to resettlement efforts.

With my background in international development and familiarity with refugee issues, I am in a strong position to make such contributions to the UNHCR. Prior to commencing my legal education, I completed a multi-disciplinary undergraduate program that allowed me to achieve a broad understanding of international development issues, including the myriad of factors that create refugee flows and the complex issues that arise thereafter. I have had the opportunity to study the evolution and effects of the 1951 UN Convention on Refugees, the role of the UNHCR and other elements of the international refugee regime through courses such as Global Governance and Citizenship & Immigration.

In addition to my academic qualifications, professional experiences have also prepared me to make substantial contributions. My work with Afghan refugee youth has developed within me an understanding of, and sensitivity towards, the challenges that refugees face. Recently, my knowledge of refugee law has further expanded through the training provided by the UNHCR Detention Center Program. In addition, my one-year placement in Sri Lanka with X has given me an appreciation of how development work unfolds in practice in overseas contexts.
What I will gain from this internship is further international work experience and most importantly, an opportunity to develop legal experience in an area that I am considering pursuing as a long-term career. Interviewing and counseling resettlement candidates as well as assessing cases and preparing documentation for submission will provide me with valuable legal experience. It will also deepen my understanding of the strengths and weaknesses of the international refugee legal system. This internship will allow me to learn a great deal about international human rights work from those more experienced in the field as well as the nature of working for an international organization. In summary, an internship with the UNHCR is an important step for me in the process of creating a meaningful career in international human rights law.

G. Proposed Partner Organization Details
Name: UNHCR Regional Office for X
Description of Work: The UNHCR leads and coordinates international efforts to protect the rights of refugees. It strives to protect these rights by upholding the right to seek asylum and find refuge. It also supports refugees in their efforts to voluntarily return home, integrate locally or resettle in a third country.

H. Letter of Support
Please find the attached email that confirms support for this internship from the UNHCR Regional Office for X.

I. Budget

<table>
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<th>Item</th>
<th>Cost in CAD $</th>
<th>Multiplier</th>
<th>Total</th>
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<tr>
<td>Food, Transportation, Phone &amp; Personal Expenses</td>
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</tr>
<tr>
<td>Vaccinations</td>
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<td>1</td>
<td>200</td>
</tr>
</tbody>
</table>

**TOTAL = $4,980**

J. Short Biographical Paragraph
Jane Doe is a 2nd year JD candidate at the Faculty of Law. She completed a B.A. (Hons.) in Psychology from the University of Toronto. In 2003, Jane spent a year living and working in India with the NGO X. At NGO X, she was responsible for organizing workshops for migrant workers on international human rights instruments. Jane previously completed a summer internship program with X and Y where she conducted election monitoring during the Ugandan elections. At the law school, Jane is involved in XYZ and is a member of XYZ. Jane is proficient in English and French.
Appendix B:

2015 IHRP and Asper Centre Summer Internship Application Form
(available on utlawcareers.ca)
2015 SUMMER INTERNSHIP APPLICATION FORM
(IHRP INTERNSHIPS AND ASPER INTERNSHIPS)

A. Student Contact Information

Name:

Year of Studies:

Sessional Address:
_______________________________________
_______________________________________

Phone Number:

E-mail:

B. Financial Need Information

Please check all that apply to you for the academic year 2015-:

_______ I am receiving bursaries and/or interest-free loans from the Faculty of Law.

_______ I am receiving government student financial assistance (i.e., OSAP, BC Student Assistance Program, US Stafford or Perkins loans). Please specify from which province/jurisdiction you are receiving funding:

_______ I am receiving needs-based funding from the following organization (please specify):

_______ I am not receiving Faculty of Law financial aid or government student financial assistance but have submitted the Financial Aid form to the Financial Aid Office who has determined that I have financial need.

_______ I am not receiving Faculty of Law financial aid or government student financial assistance and do not wish to be assessed for financial need or have been assessed has not having financial need.
C. Funding
Please check off the funding sources for which you wish to be considered

_______ I am applying for Faculty of Law funding (only available to students who can demonstrate financial need by checking one or more boxes in Section B)
_______ I am applying for firm funding (only available to 2L students who have accepted an offer at a participating law firm)
_______ I am not applying for funding from the Faculty or a firm

D. IHRP Internship for which you are Applying
Please check off the internships for which you are applying.

_______ United Nations High Commissioner for Refugees – Africa and Asia Field Offices (Competitive internship)
_______ Department of Justice, War Crimes Unit (Competitive Internship)
_______ Other Competitive Internship (please specify: ____________________________)
_______ IHRP Student-Initiated Internship
_______ Joint IHRP-Asper Internship
_____ Student-Initiated
_____ Competitive (please specify: ____________________________)

Have you applied for or received IHRP Summer Internships in the past? If so, please provide details below.

E. General Statement of Interest in International Human Rights and/or Public Interest Law and Related Skills*

In no more than 250 words, please provide a description of your interest in international human rights or public interest law, and any related skills (language, work in high pressure environment, organizational development etc.).

Please include information regarding any particular substantive interest (i.e. women’s human rights, humanitarian law, children’s rights, economic and social rights etc.) and/or past related experience (i.e. past employment, volunteer positions, courses, extra-curricular activities, publications etc.).

If you have not yet had the opportunity to demonstrate your interest in international human rights, please explain what factors informed your decision to apply for this internship.
If you are applying for a Joint IHRP-Asper Centre Internship, please provide similar information as it relates to Canadian constitutional law, protection of human rights in Canada, and/or public interest law.

F. Current Courses, Transcript and Curriculum Vitae
Please list all courses that you will be taking during the current academic year. Please attach your transcript. Please attach your curriculum vitae.

G. Internship Proposal
In no more than 750 words, please describe your proposed internship. A strong proposal will answer the following questions:

- What are the issues or problems that you hope to engage with? Why are these issues important? Why are you interested in these issues?
- What is the goal of your particular project? Is the goal realistic given time, financial, and other constraints?
- How does your project relate to your particular skills or experiences?
- Who is your partner organization? Does this organization have particular expertise with the issue? Are they credible? What is their previous track record?
- What kind of contribution can you make to the partner organization? How will your work contribute to a solution to these problems?
- What are some of the potential problems or stumbling blocks you may encounter and how would you address these?
- What do you hope to take away from the experience?

H. Proposed Partner Organization Details
Please provide the full name of the host organization, a description of its work or mandate, its mailing address, telephone number, the name of your proposed supervisor or partners and their email address.

I. Letter of Support or Offer Letter
Please attach to your application a letter or email message of support from your proposed partner organization.

J. Safety and Security Issues
Please indicate the current Department of Foreign Affairs and International Trade Travel Warning for the country and specific city/region in which you propose to work, and provide a realistic assessment of any safety/security issues you may encounter and how you will mitigate against them.

K. Project Budget
The IHRP usually awards interns $3000-5000 to cover all costs associated with the internship. If you expect that your expenses will exceed $5000, please explain why and how much additional money you require. In certain circumstances, the IHRP may award an additional
$2500 in funding. You must disclose any other funding that you have obtained or been offered in relation to the proposed internship.

Your budget should include line items for:
- anticipated living expenses (including housing, food, phone, transit, personal expenses);
- the cost of travel to the internship site or sites;
- fees for visas or other required travel documentation;
- fees for travel inoculation;
- fees for travel and medical insurance;
- any other costs associated with the internship.
Appendix C:
UNHCR Application Form
A. Student Contact Information

Name:

Year of Studies:

Sessional Address:

_______________________________________

_______________________________________

Phone Number:

E-mail:

B. Preferred Posting for Internship

Please check off where you would like to be posted (you may indicate more than one choice).

___________________ Field Office Preference # 1 (Africa or Asia only)

___________________ Field Office Preference # 2 (Africa or Asia only)

___________________ Field Office Preference # 3 (Africa or Asia only)

C. General Statement of Interest in International Human Rights and/or Public Interest Law and Related Skills

In no more than 250 words, please provide a description of your interest in international human rights or public interest law, and any related skills (language, work in high pressure environment, organizational development etc.).

Please include information regarding any particular substantive interest (i.e. women’s human rights, humanitarian law, children’s rights, economic and social rights etc.) and/or past related experience (i.e. past employment, volunteer positions, courses, extra-curricular activities, publications etc.).

If you have not yet had the opportunity to demonstrate your interest in international human rights, please explain what factors informed your decision to apply for this internship.
D. **Current Courses and Transcript**

Please list all courses that you will be taking during the current academic year. If you are an upper year student, please attach your transcript.

E. **Short Biographical Paragraph**

Students are required to submit a brief biographical paragraph that outlines their educational background, relevant work or volunteer experience, and related skills or interest.
Appendix D: Alternative Sources of Funding

In addition to the Faculty-funded and firm-funded IHRP internships, there are other sources of funding that you may wish to explore when planning an internship. Below are several possible alternative sources of funding. Further information on alternative sources of funding can be found in the McGill *International Law Career Guide* (on reserve in the library) or through the *Canadian Directory to Foundations and Grants* (available at Robarts Library.)

- **Arthur C. Helton Fellowship**
- **Action Canada Fellowship**
  This is a $20,000 CDN fellowship grant that requires a one year commitment concurrent with studies. However, the proceeds you receive can be used for any purpose, including a summer internship. Please check website regularly for application deadline.
- **Students for Development Internship (AUCC and CIDA)**
- **Canadian Window on International Development Awards**
- **Canada-Latin America and the Caribbean Research Exchange Grants**
- **IDRC Doctoral Research Awards**
- **Government of Canada International Research Scholarships**
- **Scobie Award for Exploratory Research Trip for Ph.D Student**
- **Canadian Bar Association (CBA) Young Lawyers International Program Internships**

For those of you who are graduating (or recently graduated) and interested in international human rights work, please consider the following:

- **Human Rights Advocates Program at Columbia University**
- **IDRC Internships (must be enrolled in a graduate program, i.e. LLM or SJD)**
- **Law Foundation of Ontario Public Interest Articling Fellowship**
## Appendix E: Sample Email to Prospective Partner Organization

* This is a sample email that can be used as a template when contacting potential partner organizations to explore the possibility of a summer internship. You are by no means required to use this email, and can modify it as you see fit. The key is to appear professional and like you did your homework. This should not look like a form letter that you have sent to a number of different organizations!

You should address the email to a specific person (i.e. internship coordinator, Executive Director, staff lawyer etc.), and avoid sending it to a general mailbox.

---

Dear [NAME OF RECIPIENT – AVOID “TO WHOM IT MAY CONCERN”]:

I am a [YEAR]-year law student at the University of Toronto Faculty of Law in Toronto, Canada. I am very interested in completing an internship at [FULL NAME OF ORGANIZATION] during the summer of 2015, and am writing to explore the possibility of that with you. Indeed, if you are interested in hosting me as an intern, I may be able to obtain funding to support my internship through the Faculty’s International Human Rights Program (“IHRP”).

The IHRP enhances the legal protection of existing and emerging international human rights through advocacy, knowledge-exchange, and capacity-building initiatives that provide experiential learning opportunities for students and legal expertise to civil society. Through its summer internship program, the IHRP transforms Canadian law students into global citizens by providing formative experiences at a pivotal point in their careers. The IHRP has been sending interns into the field over 25 years. [Indeed, I understand that you hosted an IHRP intern in YEAR: NAME OF INTERN]. You can learn more about the IHRP and past internship placements by visiting [www.ihrp.law.utoronto.ca](http://www.ihrp.law.utoronto.ca) or contacting the Director, Renu Mandhane, at [renu.mandhane@utoronto.ca](mailto:renu.mandhane@utoronto.ca).

I am confident that I would contribute positively to your organization for the following reasons. [PROVIDE OUTLINE OF YOUR PAST EXPERIENCES, SKILLS, EXPERIENCE AND LINK THIS DIRECTLY TO THE ORGANIZATION’S WORK]. Please find attached my curriculum vitae, which provides additional information about my experience and background.

I look forward to hearing from you about the possibility of interning at [NAME OF ORGANIZATION]. Please do not hesitate to contact me to discuss further or if you require additional information. I can be reached via email or by telephone at [ADD NUMBER – INCLUDE INTERNATIONAL AREA CODE IF NECESSARY]. I understand that you must be very busy; therefore, if I do not hear from you within two weeks, I will follow up once more. Also, please feel free to forward my email to you colleagues in the event that someone else at the organization may be better able to assist me.

Sincerely,

[YOUR FULL NAME]

J.D. Candidate, Expected 20[XX]