

THE UNIVERSITY OF BRITISH COLUMBIA
Department of Educational Studies

***Policy for Supporting EDST-based Editorships &
Students Paid Internships in Scholarly Publications***

¹ (Policy approved by EDST on April 21st, 2022 Meeting)

The Policy aims to support and promote:

- (a) journals and scholarly publications (e.g., book series) whose editors are affiliated with EDST.
 - (b) Paid internship opportunities offered to EDST graduate students in journals and scholarly publications more generally whose editors are affiliated with EDST.
1. The Department will support the work of EDST-based faculty members who serve as Editors in peer-reviewed academic journals and scholarly publications (including book series). The funding is available yearly for the duration of the editorship. It includes:
 - Travel for up to \$500 per annum to be used by the EDST-based Editor only.
 - Infrastructure support – shared office space, photocopying, mailing/careers, and dispatching costs – per annum, up to \$500.

Faculty members can submit an application to the Department Head. The application will provide details and duration of the editorship. The decision to fund the editorship will be made by the Department Head, following consultations with the members of the Head's Advisory Committee (HAC).

2. In an effort to promote graduate student opportunities to learn about and participate in scholarly publications and their related processes, EDST will support up to three graduate student paid internships opportunities per annum in an EDST-based scholarly publication, as described in section (1) of the present policy, up to one resident per publication. This is an opportunity for the selected students to take part in one volume/year worth of editorial scholarly work, its management, and organisation. Equally, the paid internship position offers an opportunity to experience first-hand how academic publishing works – from the initial submission process, through peer review, and to final publication.

(a) Term of the Paid Internship: one academic year, with a possibility of renewal for a second and final year.

(b) Selection and Features of Work: The responsibility to advertise and select the finalist for the position lies with the Editor of the concerned EDST-based Editor. The

¹ The approved policy replaces the Policy for Funding Editorship in Education Journals (Approved at the Department Meeting on Thursday, April 21, 2022).

work will include some of the following responsibilities: administrative duties, assistance to the Editor, the identification of external reviewers and maintaining the database of reviewers, book reviews editing, managing the publication's media accounts, the planning and promotion of the publication's events, the submission of review essays, and publication-related activities.

- (c) **EDST Support:** EDST will allocate to each select intern the equivalence of 60 hours per annum (or 5 hours per month, paid directly to the student according to the relevant EDST & UBC policies).
- (d) **Reporting:** At the end of the paid internship the EDST-based publication editor will submit a summative report regarding the work undertaken by the student during the year. No renewal for a second year, or any subsequent selection of interns, will be considered failing the submission of this yearly report.
- (e) **Application Process:** EDST-based publication editors can submit an application to the Department Head. The application will provide details of the selected graduate intern and the tasks entrusted to them for the year. The decision to fund the intership will be made by the Department Head, following consultations with the members of the Head's Advisory Committee (HAC).