

## **NIC INTERNSHIP PROGRAM: EMPLOYER GUIDE**

We are pleased to provide you more information about becoming an Internship employer to North Island College's Internship Program.

The Global Business Management and Pre-Professional Accounting post degree programs are designed to provide bachelor degree graduates with a complete international business education in two years.

In year one, students will develop a strong foundation in essential business functions: accounting, finance, marketing, human resource management, business writing, and administration. Coursework focuses on the international context, giving students a global perspective in all areas of study.

In year two, students deepen their business understanding with advanced topics such as international relations, strategic management, and commercial law. They also begin to put theory into practice when they apply knowledge gained from several business disciplines to manage a company in an online business simulation. Students become part of management teams, making strategic business decisions in an effort to achieve a competitive advantage in their industry.

### **WHAT IS AN INTERNSHIP?**

The two-year post degree diploma includes a one-term internship (full-time or part-time, paid or unpaid) in a position related to business management or accounting. The internship will give students the opportunity to apply theories and methods learned in the classroom to the analysis of actual business problems encountered in the workplace. They will also learn new skills to enhance their future employment success and/or to prepare them for further employment or academic study. Students must complete a minimum of 8 courses prior to beginning their internship.

### **INTERNSHIP PLACEMENT REQUIREMENTS:**

The Internship placement requirements are as follows:

- The internship position must be reflective of a student's academic studies
- A minimum of 180 hours per four month semester
- May be paid or unpaid

### **STUDENT WORK PERMITS:**

In this academic program, work experience is part of the curriculum. Foreign students who wish to participate in an internship program must apply for and obtain a work permit and SIN card prior to commencing their internship. It is recommended that you collect a copy of these documents when the student begins their internship with your company. If you have any questions about Off-campus work permits or Post-graduation work permits, please contact NIC International: 250-334-5033.

### **SUPERVISOR RESPONSIBILITIES:**

The Internship Supervisor responsibilities are as follows:

- To prepare the student's co-workers and other staff for the arrival of the student
- To provide the students productive, supervised work and discuss expectations for the internship with the student, and to provide the student with feedback on their performance
- To provide the student with an orientation of the workplace, including an overview of the organization, physical layout, relevant personnel, safety practices, and the duties and tasks expected during the placement
- To participate in a site visit by an Internship Coordinator and to complete a student evaluation prior to the end of the internship
- To keep in contact with the Coordinator Work Integrated Education at NIC during the term, especially if any unforeseen circumstances arise

### **STUDENT RESPONSIBILITIES:**

The NIC Internship Student responsibilities are as follows:

- To conduct themselves in a professional manner
- To coordinate and participate in an onsite visit with the Internship Coordinator
- To work towards personal growth and building a positive reputation in the work place
- To achieve satisfactory or better employer evaluation for the internship

### **INTERNSHIP REQUIREMENTS – EVALUATION:**

The NIC Internship Coordinator will manage the following list of curriculum. For your information, the Student Internship requirements are as follows:

- Learning Objectives: Students are required to complete SMART objectives and share them with their supervisor and internship coordinator demonstrating their willingness to engage
- Mid-placement Reflection Exercise: Students are required to complete a review on their performance and experience as well as their status on the completion of their Learning Objectives. Students are required to discuss their written reflection with the internship coordinator and discuss plans for the remainder of their placement
- Project: Students are required to complete an internship project. It may be an overall reflective/analytic piece on their experience or a project that can benefit the employer and student such as a research project or consultative report
- Placement Evaluation: Students are to complete a self-evaluation on their internship performance
- Presentation: Students are required to conduct an oral presentation to their peers and other program stakeholders on their internship experience and future goals

### **FOR MORE INFORMATION:**

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