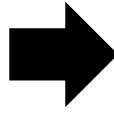
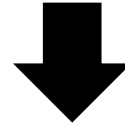


## Internship Planning & Registration Steps

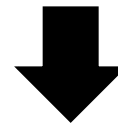
Confirm you have a **Co-op** Work Permit or apply for it ASAP



Register in EMP 010 and complete the job application assignment in your 1<sup>st</sup> semester



Then book an appointment with your Coordinator Work-Integrated Education in CareerCentral. Have your job application assignment ready to review together and discuss your internship goals and questions.



Submit your Work Term Record in CareerCentral by:  
**DEC 1** for WIN 2022 start  
**APR 1** for SPR 2022 start  
**AUG 1** for Fall 2022 term start

\*PLEASE NOTE: BUS 500 is a course with a continuous intake and registration for the Win 2022 semester will continue until mid-February and there is no January deadline for BUS 500 registrations



### \*NOTE: BEFORE you can REGISTER in your INTERNSHIP, you MUST have:

- A valid Co-op Work Permit on file in addition to a Study Permit (*with an end date of at least 3 months from the start of your internship*)
- Completed ENG 160
- An overall cumulative GPA of 2.00 or better
- Completed 2 semesters or a minimum of 24 credits or 8 courses
- Submitted a Work Term Record in CareerCentral along with your learning objectives/goals

(\*Please note that submitting the WTR in CareerCentral **does not mean** you are registered and your hours will only start to count towards your internship when you are registered in BUS 500).

# Common Internship Questions

## What is an internship?

*Internships are designed to give you real world work experience and contacts that will hopefully help you on your way towards a great career when you finish your program.*

## What programs offer internships?

*Internships are a part of three NIC programs:*

- *Business Administration Post Degree Diploma - Global Business Management*
- *Business Administration Post Degree Diploma - Pre-Professional Accountant*
- *Global Tourism & Hospitality Management Advanced Diploma*

*You need to first complete EMP 010 and one year of academic courses before you can complete your internship work term (BUS 500 or THM 390).*

## Are internships paid or unpaid?

*Either – This decision is up to the employer but ultimately it is really up to you (the student) to decide what would be best for you. If you have the financial resources to afford an unpaid internship and the opportunity will provide you with great work experience and skills to add to your resume, then completing an unpaid internship might be a good option for you.*

## When can I do an internship?

*After you've successfully completed 2 terms, you have the requirements completed and it works best for you.*

## How long are internships?

*Overall length is flexible and depends on each internship but the minimum hourly requirements are from 180 to 360 hours.*

*BUS 500 = 180hrs minimum / THM 390 = 360hrs minimum*

## Do employers need to do any paperwork?

*Not at first, because we have a digital platform and everything is submitted via CareerCentral electronically but they will have to complete an evaluation form on your performance before your complete your internship. Everything is done on CareerCentral and there is no paperwork to complete or have employers sign other than the evaluation.*

## How much does the internship cost?

*The same as all other academic, 3-credit courses at the College.*

## Where can I intern at?

*There are no limitations to where you can complete the internship provided it's a legitimate business where you will be supervised, mentored and the internship is related to your academic studies and future career goals. Every intern will provide their own rationale in their work term record regarding why this is a good internship opportunity for them and how it will help them with their future career goals. Ideally wherever you intern, the experience will provide you with skills to help you get closer to your long-term career goals.*

**Can I intern at the place I already work?**

*Yes, as long as the internship is somehow different from the part-time work you are already responsible for and is aligned with your academic program or future career goals. Ideally you will be learning and taking on new skills or responsibilities as part of your internship that you weren't already doing as part of your part-time position.*

**I don't meet the requirements for my internship course (BUS 500 or THM 390). Can I still graduate?**

*Please contact the Coordinator Work-Integrated Education, Anita Budisa-Bonneau to arrange a course substitution for BUS 500 to complete your program and graduate.*

**BEFORE YOUR INTERNSHIP WORK TERM:****I found a job for my internship work term. What do I need to do next?**

*Contact your Coordinator to confirm that your position will work for your internship, and submit a Work Term Record in CareerCentral for the correct academic semester that you want to complete your internship in.*

**DURING YOUR INTERNSHIP WORK TERM:****Now that I'm working, is there anything I need to do?**

*Yes. At the very beginning of your work term, you need to fill out the 'Goals and Objectives' section of your Work Term Record in CareerCentral. It is helpful to discuss your goals with your supervisor to determine what is possible and to have your supervisor's support. It is recommended that you review your Final Project criteria and discuss it with your supervisor.*

**It is mandatory to schedule a work site visit during my internship work term?**

*No, it is ideal to check in with your Coordinator midway through your internship and for your coordinator to perform a site visit to see you at your workplace and to speak with your supervisor however it isn't always possible and it may not be appropriate if the location is wanting to have less visitors on site.*

**AT THE END OF YOUR INTERNSHIP WORK TERM:****I'm finishing my internship work term. Is there anything I need to do?**

*Yes. There are three things you need to do in your Work Term Record:*

- 1. You need to give your supervisor the 'Supervisor Final Evaluation Form.' Once it's completed by your supervisor, you need to upload the form into your Work Term Record.*
- 2. Fill out the 'Final Student Evaluation' form in your Work Term Record.*
- 3. Complete your Final Project and upload it into your Work Term Record.*