## Queen's Undergraduate Internship Program (QUIP)

| | |
|---|---|
| **TO:** | **School of Computing Students**, 2016-17 (for internships completed during the 2017-18 academic year) |
| **FROM:** | QUIP Coordinator, Career Services – **quip@queensu.ca** |
| **SUBJECT:** | QUIP Registration Procedures, Policies and Regulations |

**Registration forms can be accepted year round. We recommend registering as early as possible in order to maximize the time you can spend engaging in the internship job search process.**

Students in a Bachelor of Computing (Honours) plan (code BCH) can register to do a Professional Internship version of their plan. The COMP courses 390/6.0, 391/3.0, 392/3.0, and 393/3.0 allow students to continue to be registered during the terms of their internship placement (see School of Computing Internship webpage for fee information). Satisfactory completion of a written internship report following completion of the work period enables the internship student to receive course credits plus transcript and diploma annotations for the Professional Internship. The internship replaces the relevant undergraduate project course requirements (CISC 496/3.0 or CISC 498/6.0 or CISC 499/3.0 or COGS 499/3.0).

**REGISTRATION CHECKLIST:**

☐ Read the QUIP Policies and Regulations

☐ Complete and sign the attached registration form

☐ Have the departmental Chair of Undergraduate Studies sign the registration form

☐ Return the registration form to Career Services Reception (3rd Floor, Gordon Hall), along with the $35

registration fee, payable by cash, cheque or credit card (cheques made payable to *Queen's University*)

(613) 533-2992
mycareer@queensu.ca
http://careers.queensu.ca

Queen's University
Career Services

@mycareerqueensu

**IMPORTANT POST-REGISTRATION INFORMATION:**

- All registrants attend QUIP-specific résumé-writing/cover letter and interview preparation workshops before applying for internship positions. Register at MyCareer (https://careers.sso.queensu.ca/home.htm)

- All QUIP positions are posted on a separate QUIP tab on the job posting board in MyCareer. Please note that not all QUIP positions are necessarily eligible for a Computing internship. There is an expectation that the internship will meet a certain level of technical rigour in order to qualify as a replacement for the undergraduate project course.

- Students are encouraged to network with employers and seek out their own internship opportunities if desired

- All job postings have specific application instructions; please **read** carefully

- All communication from the QUIP office will be directed to your Queen's email account, including interview request and job offer notifications

**Note: *You must pay the $35 registration fee and submit the registration form before you are eligible to apply for any QUIP positions.  The non-refundable registration fee is payable only once and qualifies you to apply to as many internship openings as you choose.***

*Queen's is committed to an inclusive campus community with accessible goods, services, and facilities that respect the dignity and independence of persons with disabilities. Accessible formats or appropriate communication supports are available upon request.  For more information, please visit the Queen's Accessibility Hub website or contact us at quip@queensu.ca.*

# Queen's Undergraduate Internship Program (QUIP) - Policies and Regulations

As a participant in the Queen's Undergraduate Internship Program (QUIP), you are obligated to adhere to the high standards and professionalism that your university and our internship employers expect of this program and its students.

The following is a list of program policies and regulations:

- Submit a résumé and cover letter to employers that is truthful, well-constructed and pertinent to the position applied for.  Attend a résumé and cover letter writing workshop prior to starting your application documents.

- Apply only to those positions for which you are prepared to accept an offer.  This means you must inform yourself before applying i.e. job location, nature of the employer's business, nature of the work, etc.  If you cannot find the information, you need ask the QUIP Coordinator.

- Check your Queen's email account regularly – all important notifications, including interview requests and job offers will be communicated via your Queen's email account.

- Prepare for your interviews by attending an interview workshop and conducting background research on the employer and the job.

- Be on time and dress professionally for all required interviews.  If you must cancel or are unavoidably detained, call Career Services so that we can inform the employer.  If you must cancel an interview, provide advance notice.

- When the QUIP office presents you with a job offer, you must make a decision within 48 hours.  Contact the QUIP Coordinator if you have any questions before accepting an offer.

  **IMPORTANT:  If you accept a position either verbally or in writing, you are bound by this agreement.  If for any reason you decide to renege on this acceptance, you will be removed from the internship program for the current year and will not be permitted to participate in future years.**

- Please inform the QUIP office of any offers you receive directly from the employer.  Please copy the QUIP Coordinator (quip@queensu.ca) on any correspondence you have with employers related to interviews or job offers.

- All interns must complete online Off Campus Activity Safety Policy (OCASP) forms. All students working in a country other than Canada, or in a remote location or in an industrial/field setting must complete high risk forms. All others complete low risk (working in office setting/urban area).

- Complete your internship with integrity and professionalism. Students who accept a QUIP position are required to successfully complete their internship and to return to their academic program for a full 4th year; those with more than 90.0 units at the start of the internship are not eligible*‡. The internship is a contract between student and employer and should be considered binding by both parties. Contact the QUIP Coordinator as soon as possible if you have any questions or concerns during the internship.

- If you are an international student and wish to obtain an internship you must apply for a work permit.  This process must begin well in advance of accepting an internship offer as you do NOT need a job offer to apply for a work permit. Please visit the Queen's University International Centre for details and instructions on how to apply.

- If you are taking part in an international internship it is your responsibility to visit the Queen's University International Centre and ensure that you have the correct work visas and permits in place.

- You and your employer will complete three Performance Evaluations during your internship.  These forms will be available on onQ. Completed forms should be uploaded to onQ at the 4-month, 8-month, and 12-month marks of the internship.

‡ Students going into third year in September 2016, who took extra courses during first and second year, are allowed a maximum of 96.0 units.
* Students in the Certificate in Business program are allowed a maximum of 90.0 units, but this maximum excludes their 600-level Commerce courses.

## REGISTRATION FORM – School of Computing

Surname: _____    First Name: _____    Middle Initial: _____

Preferred Name: _____    Student Number: _____    NetID: _____

Phone/Cell Number: _____    Email: _____    @queensu.ca

As of September 2016, enrolled in:    International Student:    ☐ Yes    ☐ No

☐ 2nd year   ☐ 3rd year   ☐ Other:_____    Enrolled in Certificate in Business? ☐ Yes    ☐ No

Program (please check one):    *Note: COCA students must use the Arts & Science form*

☐ BMCO – Biomedical Computing    ☐ COMP - Computing

☐ COGS -  Cognitive Science    ☐ CSCI - Computer Science

☐ COMA - Computing and Mathematics    ☐ SODE - Software Design

Industries of interest: _____

Companies of interest: _____

### APPROVAL OF DEPARTMENT OR SCHOOL

I confirm that:

- this student has a **CUMULATIVE GPA of 1.9** and an academic record that merits participation in this program.
- this student has not completed more than 90.0 units*‡ and is eligible for the Queen's Undergraduate Internship Program provided he/she does not complete more than 90.0 units*‡ prior to an internship and maintains a GPA of 1.9.
- the department will allow this student to return to his/her original program without penalty upon completion of the internship (contingent on satisfactory completion of the current academic year).

_____    _____    _____

Chair of Undergraduate Studies **(Name)**    Chair of Undergraduate Studies **(Signature)**    Date

### STUDENT STATEMENT OF UNDERSTANDING:

I _____(print name) have read and understand the QUIP policies and regulations outlined above.

As a participant in QUIP, I agree to:

- complete no more than 90.0 units*‡ prior to the start of my internship, recognizing that completing more than 90.0 units*‡ prior to an internship will render me ineligible for the Queen's Undergraduate Internship Program.
- allow my Queen's academic record to be released to those employers to whom I have applied
- pay a non-refundable, one-time application fee of $35.00 with submission of this application and **if I accept an internship under this program;**
- pay the applicable tuition fees for the COMP 39x courses required for the internship. **N.B.** International students are assessed on the basis of international course fees, but may be eligible for offsetting bursary assistance.
- return to Queen's University full-time for two terms for completion of my academic program immediately after the internship
  **I understand that if I accept a position either verbally or in writing, I am bound by this agreement.  If for any reason I decide to renege on this acceptance, I understand that I will be removed from the internship program for the current year and will not be permitted to participate in future years.**

_____    _____

Student signature    Date

‡ Students going into third year in September 2016, who took extra courses during first and second year, are allowed a maximum of 96.0 units.

* Students in the Certificate in Business program are allowed a maximum of 90.0 units, but this maximum excludes their 600-level Commerce courses

**Collection of Personal Information**

| **Career Services Use Only**    Application fee: ☐ Cash   ☐ Cheque   ☐ Credit    Initials: _____    Date: _____ |