

Queen's Undergraduate Internship Program (QUIP)

TO: Faculty of Arts and Science Students, 2016-17
(for internships completed during the 2017-2018 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.

As a Faculty of Arts and Science student, you have the option of seeking the permission of your Undergraduate Chair to withdraw from your current program of academic study in order to complete a 12-16 month internship. As a participant in QUIP, you agree to return to your studies upon completion of the internship.

Arts and Science students in BAH and BSCH program plans who successfully complete an internship through the QUIP program will be given the "with Professional Internship" designation on their degrees. Participation in the QUIP program as an Arts and Science student means that you will be enrolled in the credit courses INTN 301/1.5, 302/1.5, and 303/3.0. You will be charged tuition for these courses, and you will be evaluated based on a self-reflection document that must be submitted upon your return to Queen's and three performance evaluations / reflections (one per course) that must be submitted throughout the internship. These courses are taken in addition to the courses that are part of your degree program, and thus, they do not replace any required or elective courses in your program.

You might also investigate if the activities you undertake during your internship can contribute toward one of the independent studies courses numbered 59x in the Arts and Science calendar (see: <http://www.queensu.ca/artsci/programs-and-degrees/academic-calendar>). This option is only available if:

- (i) The nature of the internship is such that the Department/School overseeing your primary plan of study (home department) is prepared to approve registration in the appropriate 59x Independent Studies course; the 59x course may be used as credit towards your Plan or to your elective component of your degree, at the discretion of the home department.
- (ii) You can find a faculty member from your home department who agrees to act as an academic supervisor to evaluate your academic performance.
- (iii) the independent studies course is approved by the Associate Dean (Studies).

Contact the Chair of Undergraduate Studies in your department if you believe your internship has potential to contribute to an independent studies course.

REGISTRATION CHECKLIST:

- Complete and sign the attached registration form
- Have the departmental Chair of Undergraduate Studies sign the registration form. **Note that if you are in a Medial plan or a Specialization plan that involves two departments, you will need a signature from two Undergraduate Chairs (one from each of your home departments). If you are in Concurrent Education, you will need a signature from the Concurrent Education Assistant as well.**
- **If you are in the Certificate in Business program, we recommend that you also contact your CIB Program Manager about your QUIP registration.**
- 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)
- (optional) If applying to receive academic credit for an independent studies course through your internship placement, fill out the appropriate independent studies course form (available from the Student Services Office, Faculty of Arts and Science) and have it signed by both your Undergraduate Chair and the Associate Dean (Studies).

IMPORTANT POST-REGISTRATION INFORMATION:

- All Arts & Science registrants attend mandatory, QUIP-specific workshops in résumé-writing/cover letters, interview preparation, and internship search 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
- 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:

- Attend a workshop to learn how to conduct an internship search.
- 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 their 3rd or 4th year. 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.

QUEEN'S UNDERGRADUATE INTERNSHIP PROGRAM 2016-17 Registration Form – Faculty of Arts & Science

Surname: _____ First Name: _____ Middle Initial: _____
 Preferred Name: _____ Student Number: _____ NetID: _____
 Phone Number: _____ Email: _____ @queensu.ca
 As of Sept 2016, enrolled in: 2nd yr 3rd yr Other: __ International student: Yes No
 Program: BAH BSCH Subject 1 (eg. *Biology*): _____
 Plan: Specialization Major Major/Minor Medial Subject 2 (if applicable): _____
 Enrolled in Concurrent Education? Yes No Enrolled in Certificate in Business? Yes No
 Industries of interest: _____
 Companies of interest: _____

APPROVAL OF DEPARTMENT OR SCHOOL

I confirm that:

- this student has a **CUMULATIVE GPA of 1.90** and an academic record that merits participation in this program
- the department certifies that the student will not be prevented from graduation due to changes in prerequisites and/or compulsory courses while the student is on internship,
- the department will allow this student to return to his/her original program of study 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

Only for students in Medial or Specialization plans involving two departments:

 2nd Chair of Undergraduate Studies (Name) 2nd Chair of Undergraduate Studies (Signature) Date

Only for students in Concurrent Education:

 Concurrent Education Assistant (Name) Concurrent Education Assistant (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:

- 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 tuition for INTN 301, 302, and 303. **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 for completion of my academic program after the internship
- Please check the box below if it applies to you:
 I have arranged for my internship to be part of an appropriate independent studies course (59x-series) and the appropriate Independent Studies form counter-signed by the Associate Dean (Studies) is appended.

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

Collection of Personal Information

Personal information collected on this form is collected under the authority of the Royal Charter of 1841, and the Ontario Freedom of Information and Protection of Privacy Act. The information collected will be used by Career Services and the Faculty of Arts and Science to assess eligibility for QUIP, for contacting you during your participation, and may also be used for external reporting requirements, as well as internal planning and statistical analysis. For more information contact quip@queensu.ca.

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