

Queen's Undergraduate Internship Program (QUIP)

TO: Faculty of Engineering and Applied Science 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.

Applied Science graduates who complete an internship as part of their program will be granted a Bachelor of Applied Science with Professional Internship. Participation in the internship program as an Applied Science student means you will be enrolled in the credit courses APSC 301, 302, 303, and 304 (or some subset if you complete a 12 month internship). You will be charged tuition for APSC 302 and 303. A technical report must also be submitted within a month of your return.

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*)

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 an internship in the Faculty of Engineering & Applied Science. There is an expectation that the internship will meet a certain level of technical rigour. If you are unsure about whether a particular internship will qualify, please contact the QUIP Coordinators.
- 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](#) 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 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 (QUIP) 2016-17

REGISTRATION FORM - Faculty of Engineering and Applied Science

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):

- CHEE - Chemical Engineering
 - CIVIL - Civil Engineering
 - ECE - Electrical and Computer Engineering
 - ENCH - Engineering Chemistry
 - ENPH - Engineering Physics
 - GEOE - Geological Engineering
 - MTHE - Mathematics & Engineering
 - MECH - Mechanical and Materials Engineering
 - MINE - Mining Engineering
- Sub-option or stream if applicable:*

Please indicate the industries and/or companies you are interested in working for during your internship year:
Industries: _____ Companies: _____

APPROVAL OF DEPARTMENT OR SCHOOL

I confirm that:

- this student has an **OVERALL GPA of 1.90** and an academic record that merits participation in this program
- this student has passed the **English Proficiency Test**
- 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:

- 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 APSC 302 and 303 (assessment is based on the number of units assigned to each course). **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

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 Engineering and Applied 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 the QUIP Coordinator at quip@queensu.ca.

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