ARTSCI SUMMER INTERNSHIP



Queen's Arts and Science Summer Internship Program

Tap into a pool of creative, talented, and innovative students from Queen's Faculty of Arts and Science.

Queen's UNIVERSITY

Employer Guide | 2026-2027

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1. Introduction

Thank you for your interest in recruiting at Queen's!

The ArtSci Summer Internship Program offers employers an opportunity to hire interns for a 4-month term. The internship team wants to make the process of hiring an intern as easy as possible for both you and our students. The first few pages of this guide give you a brief overview of the program model, while the following pages provide more detailed instructions on the steps required to hire an intern.

We encourage all employers to contact the ArtSci Summer Internship team at WIL@queensu.ca any time to discuss how we can help you meet your employment needs.

About the ArtSci Summer Internship Program

The ArtSci Summer Internship Program provides students with a 4-month work experience. Summer internships are full-time (35+ hours per week), paid, professionally supervised, career-related positions offering students the opportunity to learn about current advances, practices, and technologies in business and industry.



Internships begin in May and should be 16 weeks in length; for employment contracts less than 16 weeks, please contact the internship team at WIL@queensu.ca to discuss your employment needs and/or special requests made by the student. Internships are paid and must meet local labour laws and employment standards.

Participating Academic Programs

The ArtSci Summer Internship Program is open to domestic and international undergraduate students in the Faculty of Arts and Science, including the School of Computing.

COMPUTING
Biomedical Computing
Cognitive Science
Computing
Computing & Mathematics
Computing & the Creative Arts
Software Design

CREATIVE ARTS
Computing & the Creative Arts
Drama
Film & Media
Media & Performance Production
Music

HUMANITIES
Art History
Classics and Archaeology
English Language & Literature
History
Indigenous Studies
Languages, Literatures, & Cultures
Philosophy
Religious Studies

LANGUAGES
French Studies
Hispanic Studies
German Studies
Linguistics

SOCIAL SCIENCES
Applied Economics
Economics
Environmental Studies
Gender Studies
Geography
Global Development Studies
Health Studies
Political Studies
Politics, Philosophy and Economics
Psychology
Sociology
Statistics

LIFE & PHYSICAL SCIENCES
Astrophysics
Biochemistry
Biology
Biology & Mathematics
Biology & Psychology
Biotechnology
Chemistry
Earth System Science
Environmental Biology
Environmental Chemistry
Environmental Geology
Environmental Life Sciences
Environmental Science
Environmental Toxicology
Foundations in Chemistry
Geography
Geological Sciences
Kinesiology
Life Sciences
Mathematical Physics
Mathematics
Physics
Psychology
Statistics

Students in their 1st, 2nd, and 3rd year of study are eligible for the ArtSci Summer Internship Program and must have a minimum 1.90 GPA to participate. Employers and students are required to submit one performance evaluation to the internship team near the end of their internship. Students must also submit a mid-point reflection and a final reflective work-term deliverable at the end of the internship, completed outside of their paid internship hours.

1.1 Position Eligibility Criteria

Positions should provide meaningful learning and **professional development opportunities** relevant to the degree to provide significant skills development.

- Positions must include tasks and responsibilities that are aligned with the University Council of Academic Vice-Presidents' Undergraduate Degree Level Expectations.
- Characteristics of eligible roles include:
    - Apply academic knowledge in a workplace setting
    - Analyze information and solve problems using critical thinking and judgement
    - Develop professional skills such as communication, teamwork, initiative, and accountability

    - Communicate ideas, findings, or recommendations to others
    - Learn through supervision and feedback from a workplace mentor or supervisor
    - Gain exposure to professional practices and workplace environments, including industry, organization, or community contexts.

- Positions will generally be considered eligible when they demonstrate multiple characteristics from the list above and provide a meaningful learning experience that supports undergraduate student development.

2. Value for the Employer

Hiring a Queen's summer intern is an opportunity to bring motivated, talented students into your organization. Interns can help increase capacity over the summer months by contributing to meaningful projects and supporting day-to-day operations. Drawing on the knowledge and skills developed through their academic and co-curricular experiences, students bring fresh perspectives, creative ideas, and enthusiasm to your team. At the same time, they gain valuable professional experience and mentorship from your organization. When students return to campus, they help raise awareness of your organization among their peers and future graduates at Queen's.

Queen's Arts and Science students have a lot to offer you:

- Fast, low-risk innovation partners who are ready to contribute to pilot projects and test new ideas.
- Skilled at navigating complexity, with strong analytical, critical-thinking and problem-reframing abilities.
- Human-centred researchers with experience in qualitative methods, ethics and cultural/social analysis to better understand stakeholders.
- Clear communicators with excellent writing, storytelling and presentation skills for internal and external audiences.
- Cross-disciplinary and adaptable with abilities to bridge domains, work in hybrid roles and learn quickly on the job.

We offer support to employers throughout the entire internship process, from the recruitment to internship phase:

A. Recruitment Phase

- We follow a continuous recruitment cycle, so you can post internship positions, interview students, and extend offers when it is convenient for you.
- Our summer internship job board is simple to use to post your internship opportunities, giving you access to students registered in the program and seeking summer positions.
- The internship team helps with posting jobs, scheduling interviews, and offer extension.
- We create and promote opportunities for you to raise your profile on campus through career fairs, employer information sessions, advertising, and sponsorship packages.

B. Internship Phase

- We prepare students for the transition from academic study to work settings through job search modules, 1-1 advising, and professional workshops.
- We encourage student learning and skill development through reflection and evaluation components while on internship.
- The internship team is always available to offer support to employers and students – email WIL@queensu.ca.

2.1 Hiring Incentives & Tax Credits

Additional hiring incentives (e.g., wage subsidies and funding) are available through government programs designed to offer support to employers who hire students enrolled in accredited programs at their school. **We encourage all employers to explore the various programs and apply early.** When applying for Student Work Placement Program (SWPP) funding, please enter 'ArtSci

Summer Internship Team' and the email address **WIL@queensu.ca** for your SWPP applications. The internship team can assist with eligibility verification and supporting documentation.

Employers in Ontario who hire students enrolled in the ArtSci Summer Internship are NOT eligible for the Ontario Cooperative Education Tax Credit. because the program does not meet the Government of Ontario's criteria for a qualifying internship program.

3. Employer Terms and Conditions and Engaging Diverse Student Talent

Employer Terms and Conditions

Before recruiting with Queen's, please review the Career Services Employer Terms and Conditions. This includes information about topics like:

- General Recruitment Guidelines
- Indigeneity, Equity, Diversity, Inclusion, Accessibility, and Anti-Racism (I-EDIAA) Commitment and Actions
- Use of the MyCareer Job Board
- Job Postings on the MyCareer Job Board
- Declined Job Postings
- Third-Party Recruiters

Engaging Diverse Student Talent

Queen's University is committed to recruiting processes that support diversity, equity, and inclusion. Visit our website for guidelines and resources that offer best practices to consider when recruiting at Queen's, expanding Experiential Learning opportunities, and helping to foster meaningful engagement with a variety of students while offering an inclusive recruiting process.

Hiring International Students

International students are eligible to participate in the ArtSci Summer Internship Program. Please see the Government of Canada guidance on hiring international students: Hire international students - Canada.ca
International students in this program complete their internships during a scheduled break.

4. Recruitment Timelines and Strategies

Recruitment Timelines

Participation in the ArtSci Summer Internship is a competitive process and hiring takes place year-round – all eligible positions must begin in May 2027. This means that you can post positions, conduct interviews, and extend offers at any time during the year. We do not have any posting, ranking, or offer deadlines. The most common recruitment period is January-February.

Recruitment Strategies

We have several ways in which you can increase your organization's profile with Queen's students. We find that an on-campus presence helps students connect with employers and increases the number of applicants an employer can expect to receive for their internship posting.

A) Career Fairs

Internship employers are encouraged to attend on-campus events to connect directly with students. Employer presence at these events increases student awareness about your company and increases the number of applicants you will receive for the position. It is also an opportunity to connect with our returned interns who may be searching for new graduate positions. Please contact the Employer Engagement Team at gocr@queensu.ca for booking.

B) Host an Information Session or Pop-Up Booth

Employer information sessions provide an opportunity to make connections with Queen's students and let them know about your organization and your internship program. Please contact the Employer Engagement Team at gocr@queensu.ca for booking.

Events List:

- **Summer & Full-Time Opportunities Fair** - Tuesday, January 19, 2027
- **Winter Engineering & Technology Fair** - Wednesday, January 20, 2027
    - Recommended for organizations targeting students in STEM degrees within the Faculty of Arts and Science, including the School of Computing
- **Career & Further Education Fair** – Wednesday, September 22, 2027
- **Fall Engineering & Technology Fair** – Thursday, September 23, 2027

Sign-up to be invited to upcoming Career Fairs and check our Career Fairs webpage for career fair registration details.

C) Sponsorship and Advertising

To increase your visibility and brand awareness, we offer many varied opportunities. These include information sessions, branding opportunities and sponsorships. Your presence on campus will give you the opportunity to engage with students and better inform them of your recruitment programs. Please contact our Employer Engagement Team at gocr@queensu.ca for more information about potential opportunities.

5. Posting an Internship Position

Internship positions can be posted directly to the ArtSci Summer Internship Job Board within MyCareer. Although postings can be accepted at any time during the year, employers may refer to the recommended recruitment period (January-February) to access the widest pool of candidates.

Please see Appendix A for a job description template, and Appendix B for a sample job description. Once you gather all the necessary information for MyCareer, proceed to posting the role. Follow the step-by-step MyCareer instructions found in Appendix C.

Once your position is posted, the internship team at Career Services will work to get the word out to students. If you know of students through your own networks who may be interested, please direct them to contact WIL@queensu.ca.

5.1 Applicant Review Options

View applications as they are submitted:
All students will be required to apply through MyCareer. You can list any additional application methods you require (ie. company e-mail address or website link) in the application instructions section.
By logging into MyCareer / ArtSci Summer Internship Program / ArtSci Summer Internship Job Board, employers can view the number of applications received for each job posting (column"# of Applications") and the application submitted by each student ("Click to view") at anytime leading up to the deadline. This option allows employers to "Download Package" or access to a "Quick Preview" of the students' applications on an ongoing basis.

Receive application bundle after the job posting deadline:
Employers will receive the application bundle in one single PDF file to the email address linked to the job posting the business day after the application deadline. All students in the bundle are registered in the program and eligible for a summer internship.

6. Interviewing Candidates

Wherever possible, please cc wil@queensu.ca on all interview communications with Queen's students. This allows the best service delivery and support from the internship team to the student and to the employer.

6.1 Types of Interviews

There are several possible methods to host and conduct your student recruitment interviews. Regardless of which format you choose, we highly recommend giving students **at least 2 business days' notice** prior to the interview. This allows them sufficient time to prepare.

1. **Phone or Virtual Interviews:** The internship team can assist with scheduling phone and video conferencing interviews, such as Zoom or Microsoft Teams.
2. **On-campus Interviews:** Rooms at Queen's Career Services and scheduling service are provided free of charge to employers hiring through our internship programs. Employer sends list of candidates, preferred dates, and times to the internship team. The internship team sends confirmation once all candidates have been scheduled.
3. **On-site Interviews:** If your organization is outside the Kingston area, on-site interviews at your location generally require 4-5 days notice for students to arrange their academic schedules and transportation. Once we have confirmed the student's availability, we will connect you directly with the student to arrange a time that works for you and your hiring managers.

6.2 Steps for Scheduling Interviews

Stage of Interview	Option 1 – Internship Team Schedules Interviews on Behalf of Employer	Option 2 – Employer Schedules Interviews
Confirming Candidate Availability	• Send a list of the candidates you would like to interview to the internship team WIL@queensu.ca • Receive confirmation from the internship team that your chosen candidates are still available for an interview.	• It is to your advantage to send a list of the candidates you would like to interview to the internship team WIL@queensu.ca The internship team can then check their availability. • Receive confirmation from the internship team that your chosen candidates are still available for an interview.
Required Information to Schedule Interviews	If you request the internship team to schedule interviews on your behalf, we require the following information: • Job ID and Position Title from MyCareer • Name of students • Date(s) and time(s) • Interview Location / Online Platform • Duration of the interviews • Time in between interviews • Duration and time of breaks • Name of interviewers	With this option, your office will schedule and conduct interviews on your own accord. Please cc WIL@queensu.ca on any correspondence with students. Please make sure to include the full name of the student in your email.
Confirmed Interviews	The internship team will send you the confirmed schedule with the name of the students and the timeslots	With this option, your office will schedule and conduct interviews on your own accord. Please cc WIL@queensu.ca on any correspondence with students. Please make sure to include the full name of the student in your email.

7. Job Offers

Wherever possible, please cc WIL@queensu.ca on all offer communication with Queen's students. This allows the best service delivery and support from the internship team to the student and to the employer.

Under Ontario's Working for Workers Four Act, 2024 (Bill 149), employers who interview candidates for publicly advertised job postings are required to notify interviewed candidates of the hiring decision within 45 calendar days of the final interview, provided the position meets the requirements set out in the legislation.

7.1 Steps for Offering Jobs

Stage of Job Offer	Option 1 – Internship Team Extends Offer on Behalf of Employer	Option 2 – Employer Extends Offer Directly to the Student
Confirming Candidate Availability	• During peak periods, students may be receiving multiple job offers so we ask that all offers are extended through the internship team. • Send a list of the candidates you would like to extend an offer to the internship team WIL@queensu.ca • Receive confirmation from the internship team that your chosen candidates are still available for hire.	• Send a list of the candidates you would like to extend an offer to the internship team WIL@queensu.ca • Receive confirmation from the internship team that your chosen candidates are still available for hire. If you contact a student directly, please copy on all correspondence.
Job Offer	Email with the name of your chosen candidate and provide the following mandatory information: ○ Student name ○ Job ID ○ Job Title ○ Start Date ○ Duration or end date ○ Location ○ Salary ○ Number of working hours per week ○ Deadline to respond – date and time (**please ensure the students have at least 2 business days to respond to the offer**) We can extend an offer to the student without the following information, but it is nice to have: ○ Benefits / Vacation ○ Work schedule/overtime hours ○ Any changes to the original job description	With this option, your office will present the job offer directly to the student with the information that you deem suitable. **The student should be provided with at least 2 business days to respond to the offer**. Please cc the internship team on any correspondence with a student. Please make sure to include the full name of the student in your email.
Job Acceptance	The internship team will contact you with the student's decision. If the student has further questions about the offer, the internship team will connect you and the student via email.	With this option, your office will present the job offer directly to the student with the information that you deem suitable. Please cc the internship team on any correspondence with a student. Please make sure to include the full name of the student in your email.

Student acceptances of offers are deemed to be final, regardless of whether the offer is verbal, conditional, or formal.

8. Employer Commitment

In hiring an intern through the ArtSci Summer Internship Program, you agree to meet the following conditions as outlined below:

During the recruitment phase:

- Follow the Employer Terms and Conditions for posting positions to the MyCareer webpage.
- Follow the CACEE Ethical Recruitment Guidelines.
- Conduct interviews through, or with the knowledge of, the internship office.
- Extend offers to potential interns through the internship office or copy the WIL@queensu.ca email on any offer-related communications.

During the internship:

- Fairly compensate the intern for their work.
- Provide training to assist the intern in fulfilling job responsibilities.
- Structure the intern's work activities as outlined in the interview/hiring process. It is recognized that some changes may be required by the employer's need to react to changing business conditions. Changes to the core responsibilities of the job should be promptly communicated to internship staff.
- Assign a mentor to the intern, if available. Mentors can be the intern's direct Supervisor or another appropriate individual within the organization. For guidance on mentorship during an internship, we recommend using Mentor Canada's Work-Integrated Learning Mentorship Guide (developed in collaboration with Queen's)
- Provide opportunities for personal and professional growth.
- Offer the intern opportunities to interact with professional peers and role models.
- Use the mid-point check in and the end of term performance evaluation to provide the intern with feedback regarding areas of strengths, areas of growth and suggestions for self-improvement and skill-development.
- Abide by all applicable laws and regulations as employers, including the Ontario Occupational Health and Safety Act or jurisdictional equivalent. The employer is responsible for the intern's health and safety at work.
- Provide the intern with a safe, inclusive, and welcoming workplace adequate for the execution of a meaningful learning experience.
- Promptly communicate any current or impending issues or concerns that may materially affect the intern's employment status, including health and safety concerns, to both the intern and the WIL Office (ex: injuries, workplace accidents, performance concerns, etc.).
- Access to the intern by Queen's internship office staff will be provided on paid work time as required.

If you have any questions about the Employer Commitment, connect with us at WIL@queensu.ca.

9. Accessibility at Queen's

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 our website or contact the internship team at WIL@queensu.ca .

10. Contact the ArtSci Summer Internship team

The best way to reach the internship team is by email.

Queen's University | Career Services
ArtSci Summer Internship Program
Hours: Monday to Friday, 8:30am – 4:30pm (EST)
Email: WIL@queensu.ca
Phone: 613-533-2992

Appendix A – Job Description Template

Instructions: when creating your internship job description, please use the following categories. Consider copy and pasting the categories into a Word document.

Job title

Location

Number of positions

Salary

Job Description

Job Qualifications (include any requirements like CPIC if applicable)

Job Start/End Dates

Application Deadline (we recommend a posting stays up for 2-3 weeks; we also find because students are managing heavy course loads, they tend to apply close to the deadline)

Appendix B – Sample Job Description

Company/Organization Name: ABC Employer

Job Title: Community and Brand Coordinator

Number of Positions: 1

Salary: $22 per hour

Location of Work: Toronto, Ontario

Geographic Location of Employer: Greater Toronto Area

Job Type: Internship

Commitment: 35 hrs./week, 4 months

Start Date: May 3, 2027

Deadline: January 29, 2027, at 11:59PM EST

Internal Competition Number: 123XYZ

Job Description:

Who is ABC Employer?

ABC Employer is an innovative company that specializes in XYZ. We are searching for a student intern to lead our efforts of enhancing local and global awareness of the ABC Employer brand. We aspire to be the world leader in our field. To achieve this, we need talented and hardworking staff.

Your Position at Employer ABC

Your job as a Community and Brand Coordinator will be to coordinate ABC's community outreach and engagement initiatives. You will be responsible for increasing ABC's presence in the community as well as building relationships with other organizations that support ABC's work.

As a Community and Brand Coordinator, you will also be responsible for the following duties:

- Develop and implement outreach strategies for active ABC campaigns.
- Coordinate the development and distribution of promotional campaign materials.
- Seek out community groups and organizations to explore potential partnership opportunities.
- Identify relevant community events and ensure ABC's participation in such events.
- Other duties as required.

You will be reporting to the Director of Communications. You will be part of a vibrant team with lots of opportunities to learn about the industry and grow your professional skills and network.

Required Qualifications:

Candidates must possess the following qualifications:

- Excellent oral and written communication skills.
- Works well independently and as part of a team.
- Project coordination experience (either in a work or co-curricular setting).
- Enrolled in an undergraduate degree program and eligible for the ArtSci Summer Internship Program.
- Proven ability to work effectively and independently.
- Respects diversity and promotes inclusion in the workplace.

Preferred Qualifications:

- Excellent knowledge of Social Media platforms.
- Experience working with local community organizations.
- Experience managing a budget (could be in a workplace, for an event or a student/volunteer club/ organization).
- Familiarity with graphic design software.

How to Apply:

You must apply through BOTH MyCareer and by sending your application to the employer email address indicated below.

To apply for the Community and Brand Manager Coordinator, please email a cover letter and resume addressed to Hina Asad, Employment Specialist, at **ABCEmployer@abc.com**. The deadline to apply for this position is **Friday, January 29, 2027, at 11:59PM EST**.

ABC Employer will review all applications after the deadline and will contact successful applicants. If you have any questions about the position or how to apply, please contact Hina by phone at 1(613) 123-4567 or by email at ABCEmployer@abc.com.

Required Application Document:

- Resume
- Cover Letter

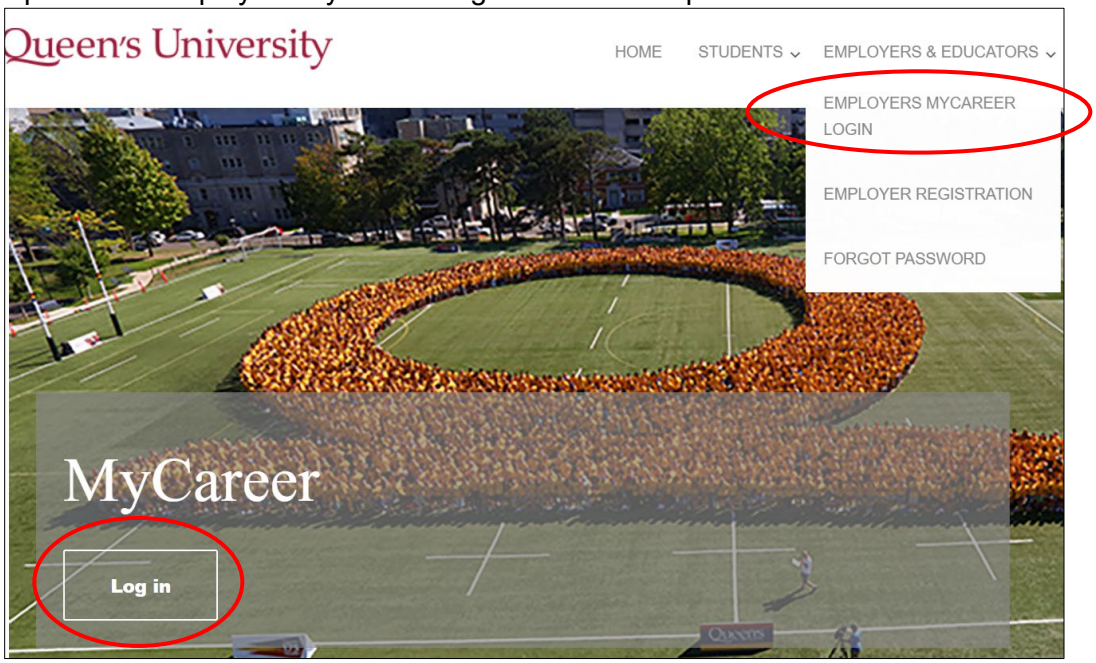
Employment Equity and Accessibility Statement

Insert company-specific equity and accessibility statement.

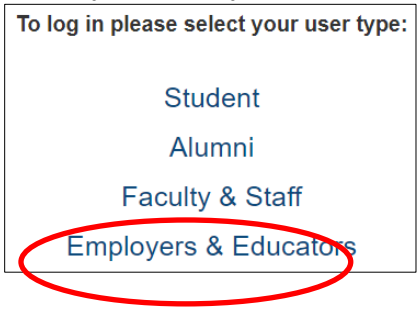
Appendix C – MyCareer Internship Posting Procedure

Please use the following step-by-step guide to support your MyCareer Internship posting.

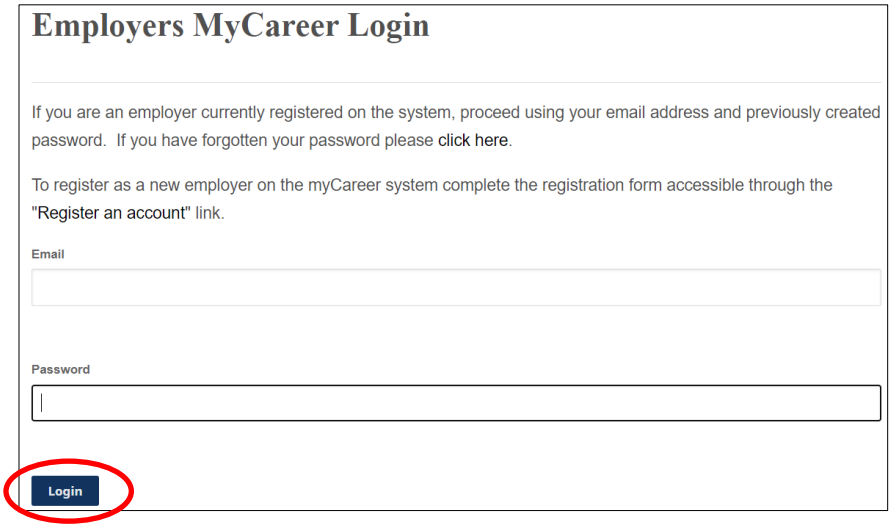
1. Navigate to MyCareer's login access via:
   Option #1. "Log in" button -or-
   Option #2. "Employers MyCareer Login" from the drop-down menu.



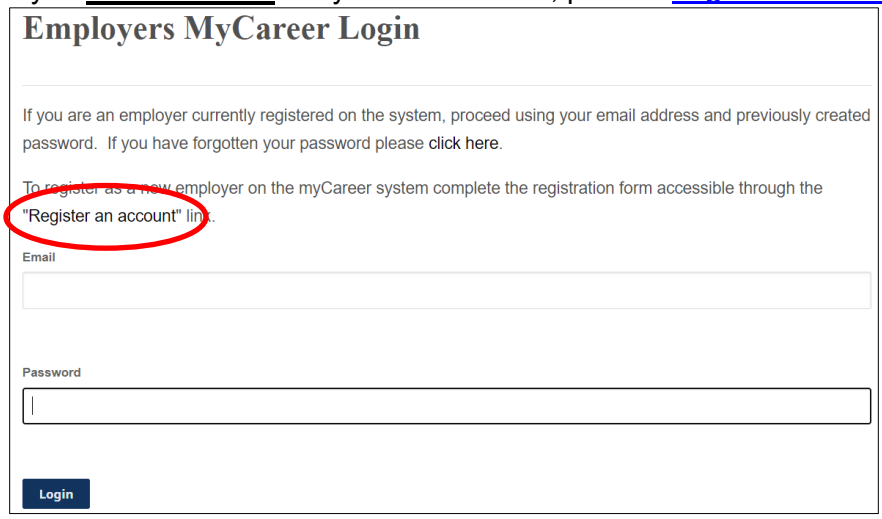
2. Select your user type as "**Employers & Educators**"



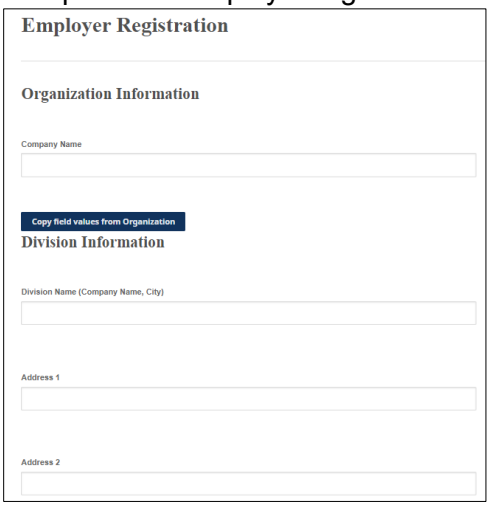
3. From the Employer MyCareer Login page:
    a. If you **have** a MyCareer Account, please login with your personal credentials and proceed to #4.



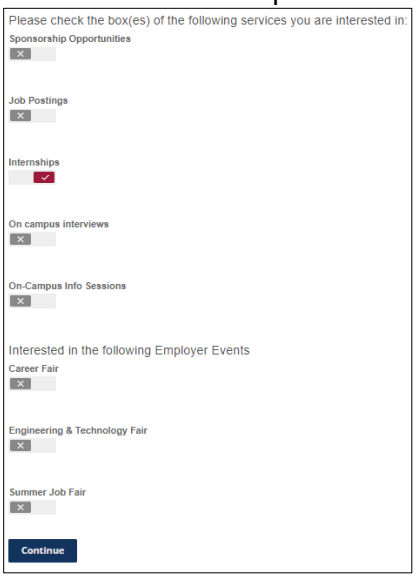
    b. If you **DO NOT have** a MyCareer Account, please "**Register an Account**"



Complete the Employer registration fields.



Ensure the “Internships” box is clicked.



Important: Please email after you create and register your MyCareer Account. The internship team will need to grant you permission and access to the ArtSci Summer Internship Job Board. Only employers with ArtSci Summer Internship permission can post directly on this job board. If you’ve posted to the General Job Board already, please let us know and we can move or copy your posting to the ArtSci Summer Internship Job Board.

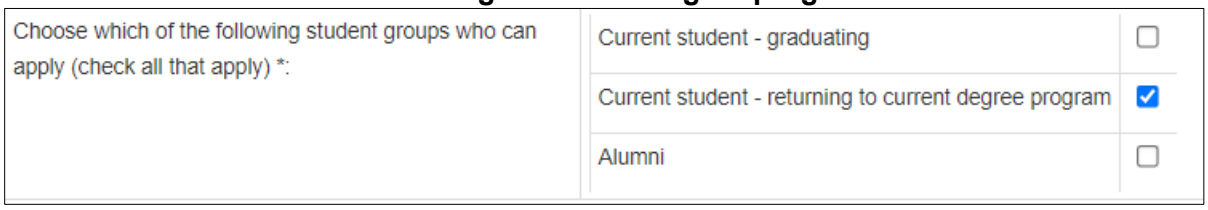
The internship team will inform you when access has been granted. Once you have the ArtSci Summer Internship Job Board permission, login to your account and proceed with #4.

4. Go to **ArtSci Summer Internship Program > ArtSci Summer Internship Job Board> Post a Job**

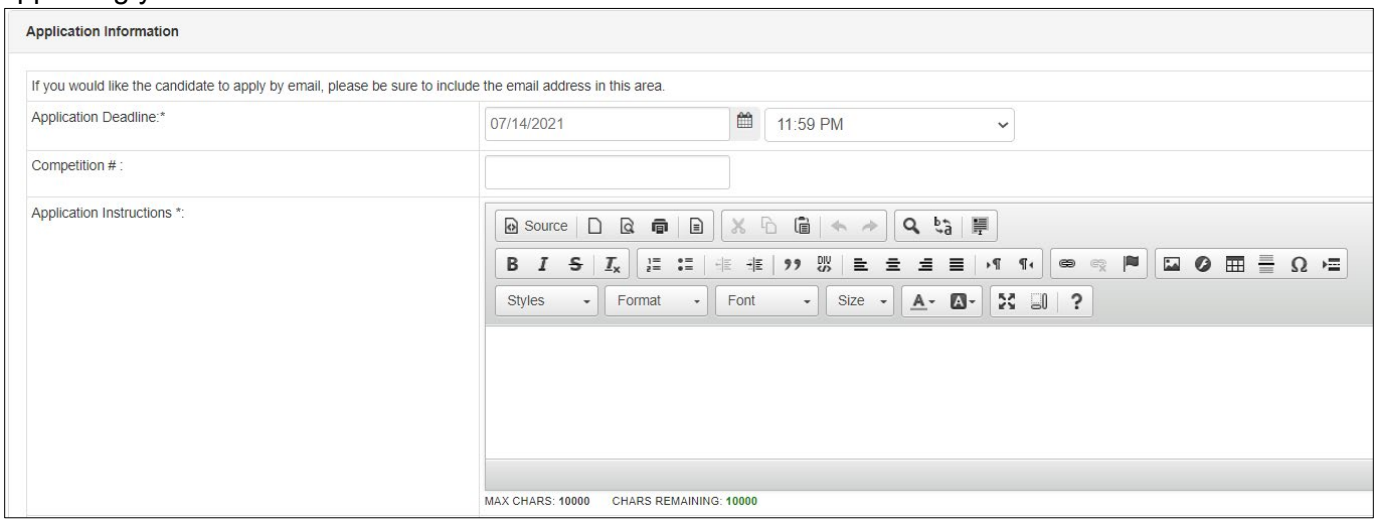
5. Read and Accept the Terms and Conditions:

6. Scroll down to "**Job Posting Information**" and complete required fields using the job description and any additional information provided by email.

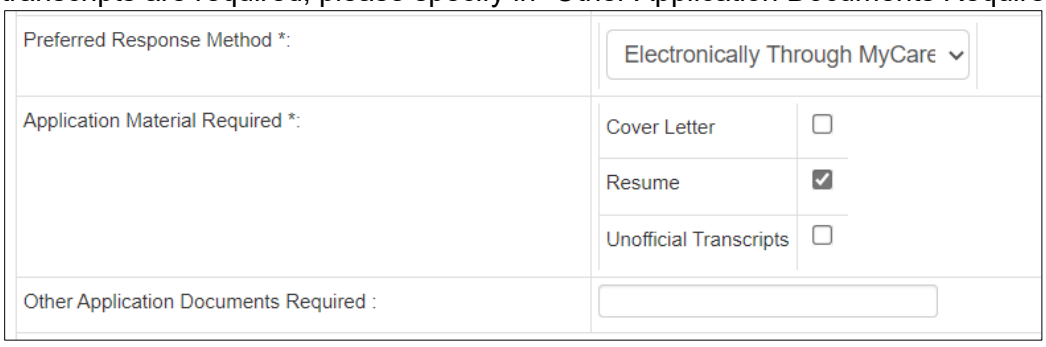
7. Select "**Current Student – Returning to current degree program**":



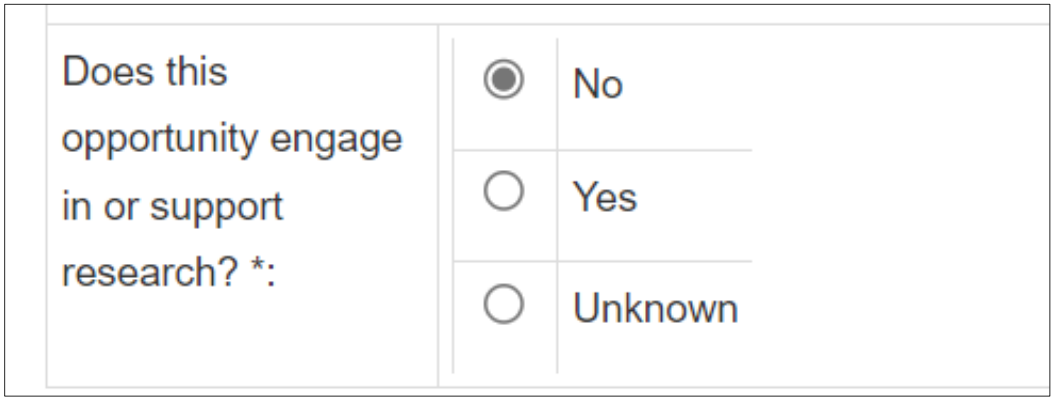
8. Under **Application Information**: Select an application deadline and enter any additional special instructions for the candidate to follow. Career Services will also add templated messaging upon approving your role.



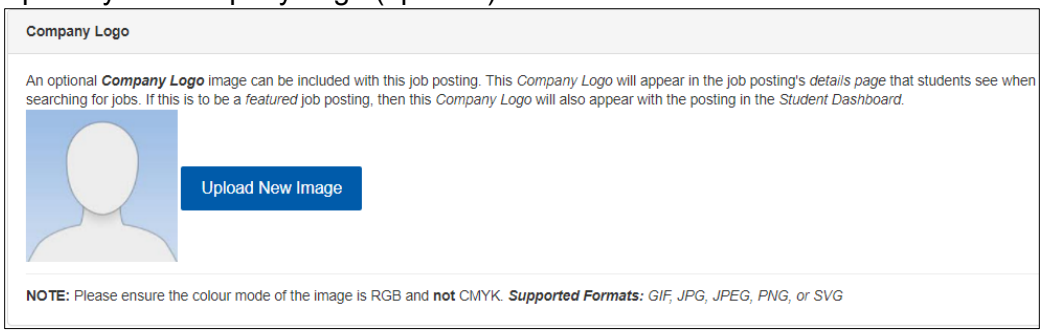
9. Select "**Electronically Through MyCareer**" as the Preferred Response Method. Enter the required application documents & any notes for additional requested documents.
Note: Resume is required. Cover Letter and Unofficial Transcripts are optional. If official transcripts are required, please specify in "Other Application Documents Required".



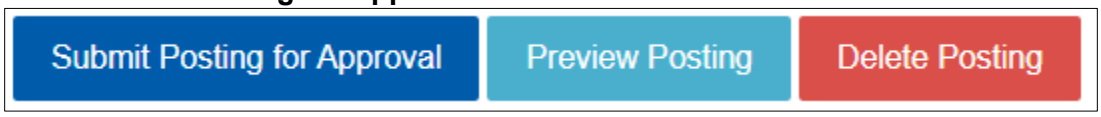
10. Select “Yes” or “No” for this question. Research opportunities might contribute to various facets of a research process, such as "embark on inquiry and so determine a need for knowledge/understanding; find/generate needed information/data using appropriate methodology; critically evaluate information/data and the process to find/generate them; organize information collected/generated; synthesize and analyze new knowledge; and communicate knowledge and understanding and the processes used to generate them (Willison & O'Regan, 2007).



11. Upload your Company Logo (optional)



12. Click ‘**Submit Posting for Approval**”



13. You will see your role under your ArtSci Summer Internship Postings landing page.

14. The internship team will review & approve your role as soon as possible. You will receive email communication when the posting has gone live.

15. Connect with at any time should you encounter any issues.

Thank you for recruiting with our program & Queen’s University!

Appendix D – Onboarding Checklist

Please use the following resources to support supervision of your intern supervision. These checklists do not need to be submitted to the internship office.

Effective onboarding and supervision processes increase the student's sense of belonging in a new learning environment, reduce the time it takes for them to reach desired productivity levels, and improve their overall learning and performance.

We encourage you to tailor each list to make it as useful as possible for you and your team:

1. Before First Day of Work
2. During First Day of Work
3. During First Two Weeks

Additional Resources:

- Queen's EL Hub's Experiential Learning WrapAround
- CEWIL Canada Tips for Onboarding and Supervising Students Remotely
- Mentor Canada's Work-Integrated Learning (WIL) Mentorship Guide

1. Before First Day of Work

Task	Date Completed
Send introductory email with point-of-contact and arrival details	
Send general info about your organization, office, policies and regulations	
Send any administrative paper work that can be signed in advance	
Set-up designated work space, email and organization accounts, and arrange for office keys	
Develop a training plan and schedule for first few weeks	
Send email to your team announcing arrival of new intern and distribute orientation plan to relevant team members	
Send introductory email with point-of-contact and arrival details	
Send general info about your organization, office, policies and regulations	

2. During First Day of Work

Task	Date Completed
Welcome new intern and show them their workspace	
Tour the office; introduce intern to staff, location of washrooms, lunchroom, emergency exit, first aid kit and other key health and safety hazards and resources (*Be sure to follow standard health and safety processes as you would for any new staff)	
Provide keys/access cards, work station, supplies	
Review hours of work, schedule, pay schedule, overtime policy, and vacation planning	
Discuss procedures for scheduling time off and unexpected absences	

Task	Date Completed
Review departmental policies for cell phone, personal calls, social media and personal computing	
Computer and telephone orientation (log-ins, password, networks, email, voicemail)	
Review accommodation policies; discuss any required accommodations	
Discuss organizational goals and/or priorities for Equity, Diversity and Inclusivity	
Complete any outstanding forms	
Review employee resources and supports e.g. employee resource groups, health and wellness services	
Provide general organization/industry orientation materials to be reviewed	
Consider assigning a team member to take intern to lunch; ensure intern is now included (as appropriate) in team activities	
Welcome new intern and show them their workspace	
Tour the office; introduce intern to staff, location of washrooms, lunchroom, emergency exit, first aid kit and other key health and safety hazards and resources (*Be sure to follow standard health and safety processes as you would for any new staff)	
Provide keys/access cards, work station, supplies	
Review hours of work, schedule, pay schedule, overtime policy, and vacation planning	

3. During First Two Weeks

Task	Date Completed
Schedule introductory meeting with supervisor to: review job description, responsibilities, student learning goals, competencies and expectations, frequency of future meetings, how to receive questions and how often intern can expect to receive feedback	
Provide training plan and schedule; consider opportunities for networking	
Review requirements of the university for performance appraisals and timelines for updates and other communications	
Review contact information for university internship coordinator and procedure for information sharing	
Arrange for any company and/or department specific training (e.g. computer software training)	
Ensure site-specific health and safety training is complete	
Review team meeting protocols and expectations	
Schedule 1:1 meetings on an ongoing basis to provide ongoing and consistent feedback	
Provide meaningful work (either training or substantive work) with increased responsibility	
Contact university staff if any concerns arise	
Ask student for feedback about their first two weeks	
Schedule introductory meeting with supervisor to: review job description, responsibilities, student learning goals, competencies and expectations, frequency of future meetings, how to receive questions and how often intern can expect to receive feedback	

Sources:

Higher Education Quality Council of Ontario. 2016. *A Practical Guide for Work-Integrated Learning.* Queen's Printer for Ontario.
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