



QUEEN'S UNDERGRADUATE INTERNSHIP PROGRAM

QUIP On-Campus Employer Manual

2025 - 2026

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Welcome to QUIP

QUIP Internships give students the opportunity to develop skills and knowledge through a structured experiential learning program. Students acquire hands-on experience in professional settings, build contacts, learn about workplace expectations, explore career options, bridge theory and practice, and develop skills. Interns graduate with expanded credentials and networks, as the internship is a component of their academic program.

Increasing the number of experiential learning opportunities for students is a priority for the university, and departments on campus can participate by providing QUIP internships for students. Queen's students have a broad range of skills and experiences that they can bring to their internship positions and can make significant contributions during their internships.

The QUIP program is coordinated through a partnership between Faculties/Schools (the academic components) and Career Services (the job search, employer support, and administrative components). As a department, you can create an internship that will give a student the opportunity to engage in significant projects, experience work in a professional setting, and receive regular coaching and performance evaluations to help them build skills and confidence.

The Experiential Learning Cycle



Figure 1. Kolb, D. A. and Fry, R. (1984). *Experiential Learning: Experience as the source of learning and development*. Englewood Cliffs, NJ: Prentice Hall.

PROGRAM OVERVIEW



Internship Parameters

<i>Length of appointment</i>	12-16 months. No renewal permitted after 16 months, and no further notice is required at the end of the contract.
<i>Timing</i>	Most internships start in May or September. It is sometimes possible for a January start date, but this tends to be more complicated for students and less desirable.
<i>Hours of work</i>	35 hours/week. Exact schedule of daily start and end times to be determined by department. Interns should not work overtime.
<i>Probationary Period</i>	6 months
<i>Benefits</i>	Not pension or benefits eligible.
<i>Salary</i>	Determined by department. See page 7 for suggested salary ranges. Students are paid monthly.
<i>Vacation</i>	10 days for any 12-month contract period. All vacation days should be used within the contract period.
<i>Sick leave</i>	Up to 9 paid incidental sick days. Should there be questions related to the payment of sick leave, management of longer-term absences, and/or medical accommodation at the University, please consult with Employee Wellness Services within HR.
<i>Intellectual property</i>	If you want to address intellectual property concerns in your offer letter, please speak with the HR Advisor preparing the letter.
<i>Canadian Police Information Centre (CPIC) Check</i>	Departments can choose to require a CPIC or not; if you do, ensure that this requirement is included in the job qualifications in your job posting.
<i>Termination</i>	In the rare event of a termination, ESA regulations will apply. Should you have concerns about the performance of an intern, please be in contact with the QUIP office, your HR Advisor and Employee Wellness (if applicable) as soon as possible to discuss process and options.
<i>Nature of work</i>	There is a range of what work can form a strong internship learning experience for students. See page 5 for details about typical positions.

QUIP Interns will be entitled to all items governed by the Employment Standards Act and most general Queen's policies apply.

Participating Academic Programs

QUIP is open to domestic and international undergraduate students in the Smith Engineering at Queen's, Faculty of Arts and Science, the School of Computing, and the Faculty of Health Sciences. Students from the following disciplines can participate in QUIP:

COMPUTING

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

CREATIVE ARTS

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

ENGINEERING

Chemical Engineering
Civil Engineering
Computer Engineering
Electrical and Computer Engineering
Innovation
Electrical Engineering
Engineering Chemistry
Engineering Physics
Geological Engineering
Mathematics & Engineering
Mechanical Engineering
Mechatronics and Robotics Engineering
Mining Engineering

HEALTH

Health Sciences

HUMANITIES

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

LANGUAGES

French Studies
German Studies
Hispanic 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

LIFE & PHYSICAL SCIENCES

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

Creating a QUIP Internship in Your Department

1. **Review the *QUIP On-Campus Employer Manual* in full.**
2. **Review the *On-Campus Employer Resources* section of the *QUIP* webpage.**
3. **Create a job description.**

Determine the nature of the position and its activities and write a job description. Please see [Appendix A](#) for a job description template, and [Appendix B](#) for a sample job description. Consider an internship within one of the follow categories:

Category	Description of category	Example job titles
<i>Project and administration coordination</i>	Coordinates one or more projects and/or activities for a department.	Project Intern, Project Coordinator, Office Coordination Intern
<i>Information and technical systems</i>	Provides service and/or technical support to the university's information technology infrastructure.	Solutions Intern, Programming Intern
<i>Communications</i>	Contributes to and/or coordinates activities such as communications, public relations, publications, website and/or social media.	Communications Intern, PR Intern, Publications Intern
<i>Student service/support</i>	<i>Contributes to and provides direct services to students, such as advising. Promotes the well-being of individuals and creating a positive and equitable environment.</i>	<i>Advising Intern</i>
<i>Finance and accounting</i>	Contributes to financial and accounting activities.	Accounting Intern, Budget Intern

4. **Consult with Human Resources.**

Connect with your HR Advisor to ensure the type of work and tasks are appropriate for an intern in your unit and do not conflict with any collective agreements. You can also reach out to quip@queensu.ca with questions or examples or previous intern job descriptions.

"Hiring an intern has been a real benefit to our department. He has brought fresh perspective to a strategic development project and is able to add additional and valuable depth to many of our initiatives. He is keen to take on tasks to help the whole office, and we know we can rely on the quality of his work."

Claire O'Brien

Teaching and Learning Coordinator

Office of the Provost and Vice Principal (Academic)

5. Determine the salary.

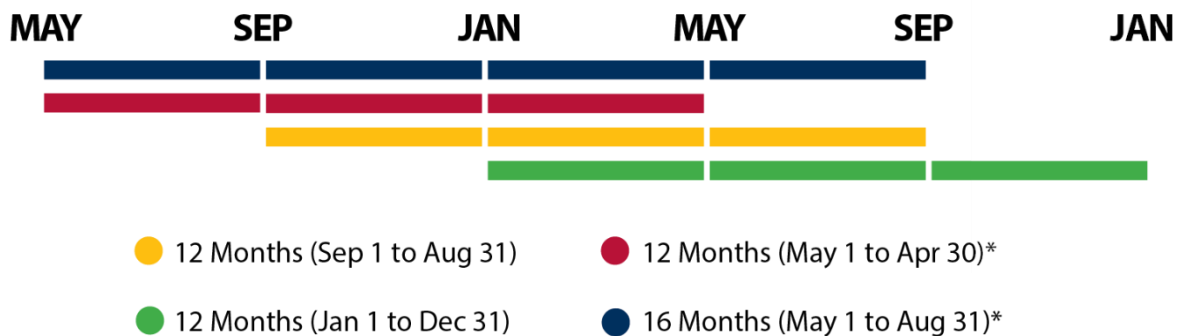
Departments determine the salary for internship positions. The following salary chart provides suggested ranges and was created based on a review of salaries of internships in other organizations.

<i>If the nature of the work of the internship position is most closely related to that at Grade 5, Step 1 – 3.</i>	Recommended annual salary range is \$35,447 – \$37,514
<i>If the nature of the work of the internship position is most closely related to that at Grade 6, Step 1 – 3.</i>	Recommended annual salary range is \$40,195 – \$42,539
<i>If the nature of the work of the internship position is most closely related to that at Grade 7, Step 1 – 3.</i>	Recommended annual salary range is \$45,581 –\$48,239

When determining salary, consider this role with respect to your normally graded positions in your department. The ranges presented here are **75%** of the starting rates for staff positions performing work similar in nature. For budgeting purposes, we recommend you use an estimate of 10% on top of salary for employer-paid premiums (CPP, EI, EHT, and WSIB) based on current rates. For assistance in determining a comparable grade, please contact your HR Advisor.

6. Determine start and end dates.

TYPICAL WORK TERMS



**highest student interest*

7. Confirm Approval for the Position

Complete [HR-FRM-057 Approval to Create a QUIP Internship](#).

The HR form needs to be completed and signed with **two** approval signatures to confirm departmental funding is available for the internship.

Please email this form and the job description to quip@queensu.ca when complete. The QUIP office will send you confirmation and you can move forward to Step 8.

If you are hiring multiple interns for the same role, you can use one HR-FRM-057.

8. Post the Position.

RECOMMENDED RECRUITMENT PERIODS

Internship Start Date	Peak Time to Post Jobs	Recommended Period for Interviews	Recommended Period for Job Offers
January or May*	Mid-September to October*	October*	October-November*
May or September	January-February	February	February-March
September	May-June	June-July	June-July

*** Note:** Most common recruitment period

Follow the step-by-step MyCareer instructions found in [Appendix C](#).

Once your position is posted, the QUIP 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 quip@queensu.ca.

Interviews and Job Offers

1. When the Posting Closes

The QUIP office will screen and bundle student applications into one file. We will send the job bundle to you within 1-business day following the posting closing. Candidate applications within the bundle have confirmed eligibility to proceed with the interview process.

2. Interview and Review Candidates

- a) Review the applicants in the bundle that the QUIP team sent to your office.
- b) Decide which candidates you would like to interview and email quip@queensu.ca to arrange interviews on your behalf. Alternatively, you may connect with candidates directly. However, we do ask that you cc quip@queensu.ca on all correspondence so we can provide the best support to students in their preparation.
- c) Complete your interview and assessment process. You will determine your interview process. There are no set questions required.

3. Make a Job Offer

- a) Confirm candidate availability. During peak recruitment periods, students may receive multiple job offers. We therefore ask that all offers are extended through the QUIP Office. You could either send the offer directly to the student, copying quip@queensu.ca so we can provide support as they make their decision, or you can request us to send the offer to the student on your behalf.

Please provide the following 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)
- b) The QUIP Office will contact you with the student's decision. If the student has further questions about the offer, the QUIP Office will connect you and the student via email.

4. Hire the Successful Candidate

Once the student(s) has/have accepted the verbal intent to offer, complete Step 2 of **HR FRM 057 Approval to Create a QUIP Internship** and send to your HR Advisor. They will complete the offer letter and review it with you.

Onboarding and Supervising a QUIP Intern

The onboarding for your QUIP intern will likely follow a similar process to when you orient other new team members. The New Employee Onboarding Checklist on the Queen's HR Intranet provides an easy-to-follow process. Please also see [Appendix E](#) for a Remote Onboarding Checklist. Because of the unique nature of these experiential learning positions, there are some additional considerations:

Intern Contact Information:

Interns will already have a Queen's NetID and email address in their role as students. However, for their work, please ask the intern to use their new employee NetID and email account (created automatically once their contract is in the system) rather than their student NetID and email account for all work-related activities. This allows you to give interns access to systems required for their position using the NetID associated with the internship and then terminate this access at the end of the internship. For complete details about the use of the employee email account see the [Fact Sheet](#) from the Records Management and Privacy Office and work with your department's IT Admin Rep if you have any questions.

QUIP Program Information:

Interns will have attended a Pre-Departure Session with a QUIP Coordinator and will have received a copy of the QUIP Pre-Departure Manual. If your intern(s) has any questions about the QUIP program that you cannot answer, please ask them to contact quip@queensu.ca.

Check-Ins and Questions from the QUIP Coordinator:

You and the intern will receive an email check-in from QUIP within the first few weeks of the student's internship. This is a chance for you to let us know that things are going well, and to seek our assistance if you have any questions or if there is anything not going smoothly. Throughout the internship promptly inform the intern and the QUIP team should there be any current or impending issues that may materially affect the intern's employment status.

Performance and Learning:

The goal of the internship is a positive learning experience for the intern. Your role as employer includes providing meaningful work and on-going supervision and coaching. Specifically, you will

- Complete performance evaluations at 4, 8, and 12 months (and 16 if applicable). Every four months your intern will give you the appropriate performance evaluation form. After you complete your section, please meet with the intern, and discuss their goals and performance. The intern will then send the completed form to QUIP.
- Ensure the intern knows who to go to for questions and support with their work.
- Provide regular feedback and coaching.

- Possibly be asked to review a draft of the intern's final report that they will be submitting near the end of their internship.

Questions or Concerns?

The QUIP team is available throughout the internship should you or your intern(s) have any questions or concerns – send an email to quip@queensu.ca.

Best Practices for Indigeneity, Equity, Diversity, Inclusion, Accessibility, and Anti-Racism (I-EDI AA) in Student Recruiting

Queen's University is committed to recruiting processes that support diversity, equity, and inclusion. These guidelines offer best practices to consider when recruiting at Queen's, helping to foster meaningful engagement with a variety of students and offer an inclusive recruiting process.

We have consulted across Queen's University faculties, the human rights and equity office, and student services units to develop the following recommendations on supporting students from equity-deserving backgrounds and to contribute to your goals for improving equity and inclusion in your organization.

Queen's Principles for Campus Recruiting:

1. To ensure all organizations recruiting students and graduates through our career offices use recruiting practices that are open, accessible, and inclusive with respect to many aspects of diversity including ethnicity, gender, race, sexual orientation, ability, and socioeconomic status.
2. To provide supports for our employers about best practices for recruitment with an EDII lens, specific to student and new graduate populations, from engaging with students and posting jobs to interviews.
3. To communicate our policies and procedures when engaging with students (on-campus or virtually) and coordinating processes for receiving and responding to disclosures of inappropriate incidents involving discrimination, harassment, or sexual violence with recruiters.

Please refer to the following for more information:

- [Employer Terms and Conditions](#)
- [Engaging Diverse Student Talent](#)

Should you require additional support and assistance regarding EDII best practices for student internships recruitment, please contact quip@queensu.ca.

Frequently Asked Questions

How are internships funded?

Departments are fully responsible for funding the salary of the intern. If they are using additional sources of funding, they will need to ensure it can be used to pay an intern that is receiving academic credit. Post secondary institutions do not qualify for Ontario Co-op Tax Credit or Government of Canada Student Work Placement Program.

Can units share an intern?

Yes, this can be a good option for departments that don't have enough work or resources for a full-year, full-time position. There are additional considerations to keep in mind around supervision and reporting structures that hiring managers would need to discuss in advance of recruitment.

Do positions have to be posted if the department has a student in mind?

It is recommended to post positions to provide opportunity to the broadest and most diverse group of students. That said, units can hire the student they have in mind if they are eligible for QUIP, there is no requirement to post. The QUIP team can follow up with the student if they are not currently registered in QUIP.

Do interns receive a staff card?

No. Interns have a unique status at the university – students who are working as interns. As students, they are not eligible for staff cards.

Do interns go to HR New Staff orientation?

It is not recommended. While QUIP interns could attend, because they have been students at Queen's for two or three years, they will already know most of the introductory information about the university. Also, their benefit coverage is different, so it might be confusing for them to be at that part of the orientation session. We recommend that units develop their own orientation for the intern(s) to the department and their role.

What is the process for extending a position?

Internships cannot be longer than 16 months. If you would like to extend the position beyond the original end date for up to 16 months (e.g. originally 12 months and you and the intern would like to extend to 16 months), please complete a new HR057 form with the adjusted end date and submit to quip@queensu.ca and your HRA so they can generate a letter for the intern.

Appendix A – Job Description Template

Instructions: when creating your internship job description, please use the following categories. Consider copying 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 stay 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 On-Campus Job Description

Company/Organization Name: ABC Department

Job Title: Community and Brand Coordinator Intern

Number of Positions: 1

Salary: \$38,000/year

Location of Work: Kingston, Ontario

Geographic Location of Employer: Eastern Ontario

Job Type: Internship

Commitment: 35 hrs/week, 12 – 16 months

Start Date: May 2026

Application Deadline: Sunday, February 15th, 2026 at 11:59PM EST *(An application deadline of 2-3 weeks after the posting is live is recommended)*

Job Description:

ABC Department is searching for a student to lead our efforts to promote our services and resources to our university's diverse student population. Our goal is to ensure all students are aware of what we offer and how we can support them. To achieve this, we need talented and hardworking staff.

Your Position at Department ABC:

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

As a Community and Brand Coordinator Intern, 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 student 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 (2nd or 3rd year) and eligible for QUIP.

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 MyCareer. Note that QUIP internships are required to be 12 to 16 months in length.

Required Application Document:

Resume

Optional Application Documents:

- Cover Letter
- Unofficial Transcripts

Employment Equity and Accessibility Statement

(This is the University statement – you can use this or a department-specific statement)

The University invites applications from all qualified individuals. Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal Peoples, persons with disabilities, and persons of any sexual orientation or gender identity.

The University provides support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact Human Resources at hadmin@queensu.ca.

Appendix C – MyCareer Internship Posting Procedure

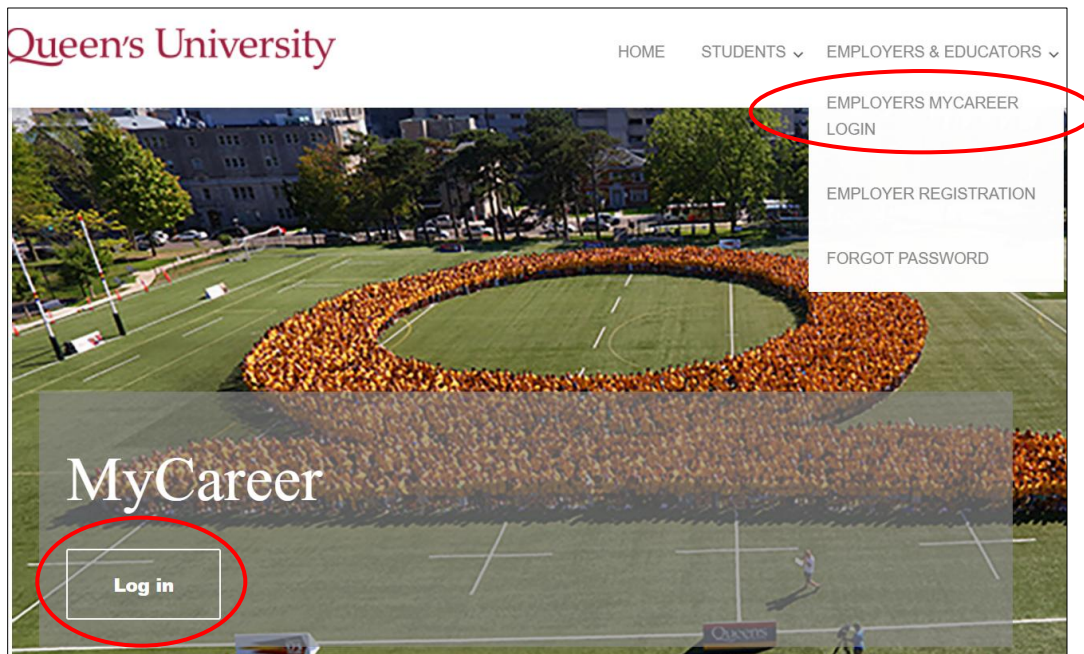
Please use the following step-by-step guide to support your MyCareer Internship posting.

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"

To log in please select your user type:

Student

Alumni

Faculty & Staff

Employers & Educators (circled in red)

Note: Although you are faculty or staff at the University, for the purposes of hiring a student intern, you are the "Employer".

3. From the Employer MyCareer Login page:

- a. If you **have** a MyCareer Account, please login with your personal credentials and proceed to #4.



Employers MyCareer Login

If you are an employer currently registered on the system, proceed using your email address and previously created password. If you have forgotten your password please [click here](#).

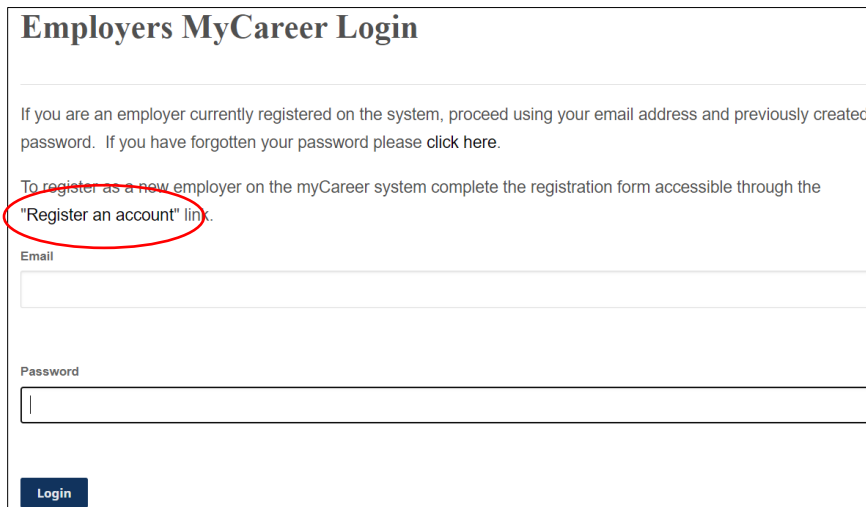
To register as a new employer on the myCareer system complete the registration form accessible through the "Register an account" link.

Email

Password

Login

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



Employers MyCareer Login

If you are an employer currently registered on the system, proceed using your email address and previously created password. If you have forgotten your password please [click here](#).

To register as a new employer on the myCareer system complete the registration form accessible through the ["Register an account" link](#).

Email

Password

Login

- c. Complete the Employer registration fields. Please use "**Queen's University**" as your organization and your **department** as the division.

The screenshot shows the 'Employer Registration' form. It has a title 'Employer Registration' at the top. Below it is a section titled 'Organization Information' with a 'Company Name' text input field. Underneath is a blue button labeled 'Copy field values from Organization'. This is followed by a section titled 'Division Information' with a 'Division Name (Company Name, City)' text input field, an 'Address 1' text input field, and an 'Address 2' text input field.

Ensure the "Internships" box is clicked.

The screenshot shows a form titled 'Please check the box(es) of the following services you are interested in:'. It contains several sections, each with a label and a checkbox: 'Sponsorship Opportunities' (unchecked), 'Job Postings' (unchecked), 'Internships' (checked with a red checkmark), 'On campus interviews' (unchecked), 'On-Campus Info Sessions' (unchecked), 'Interested in the following Employer Events' (with sub-items 'Career Fair' and 'Engineering & Technology Fair', both unchecked), and 'Summer Job Fair' (unchecked). At the bottom is a blue 'Continue' button.

Important: Please email quip@queensu.ca after you create and register your MyCareer Account. The QUIP team will need to grant you permission and access to the QUIP Job Board. Only employers with QUIP permission can post on our QUIP job board.

The QUIP Team will inform you when access has been granted. Once you have the QUIP Job Board permission, login to your account and proceed with #4.

4. Go to **QUIP > QUIP Job Board> Post a Job**

5. Read and Accept the Terms and Conditions:

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


Example:

Does this opportunity engage in or support research? *:	<input checked="" type="radio"/>	No
	<input type="radio"/>	Yes
	<input type="radio"/>	Unknown

1. Upload your Department Logo (optional)

Company Logo

An optional **Company Logo** image can be included with this job posting. This **Company Logo** will appear in the job posting's *details* page that students see when searching for jobs. If this is to be a *featured* job posting, then this **Company Logo** will also appear with the posting in the *Student Dashboard*.



NOTE: Please ensure the colour mode of the image is RGB and **not** CMYK. **Supported Formats:** GIF, JPG, JPEG, PNG, or SVG

2. Click 'Submit Posting for Approval'

3. You will see your role under your QUIP Postings landing page.

Test2021 employer

- Dashboard
- General Job Postings
- Work Study Program
- QUIP**
 - QUIP information
 - QUIP POSTINGS**
 - QUIP Applications
 - QUIP Interviews
- SWEP
- Events / Workshops
- Logout

QUIP Job Postings

SAVED FILTERS: - Select -

Current Job Postings

TOTAL RESULTS: 1 DISPLAYING: 1 - 1

« « 1 » »

	Term	Job ID	Job Title	Organization	Division
<input type="checkbox"/>	2020-2021	117716	Test	Test Profile for Orbis System Development (Not a Real Employer)	Career Services: Special Project

« « 1 » »

The QUIP Team will review & approve your role as soon as possible. You will receive email communication when it has gone Live. Connect with quip@queensu.ca at any time should you encounter any issues.

Appendix D – Employer Agreement

In hiring an intern from the Queen's Undergraduate Internship Program (QUIP), you agree to the meet the following conditions:

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 QUIP Office.
- Extend offers to potential interns through the QUIP Office or copy the QUIP Office 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 were 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 role should be promptly communicated to QUIP staff.
- Assign a mentor to the intern, if available. Mentors can be the intern's direct Supervisor or another appropriate individual within the organization.
- Provide opportunities for personal and professional growth.
- Offer the intern opportunities to interact with professional peers and role models.
- Use the 4-, 8- and 12-month QUIP performance evaluations to provide the intern with feedback regarding areas of strengths, weaknesses 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 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 QUIP Office (ex: injuries, workplace accidents, performance concerns, etc.).
- Access to the Intern by QUIP staff will be provided on paid work time as required.

Any questions about this Employer Attestation please contact the QUIP team at quip@queensu.ca.

Appendix E – Onboarding Checklist

Below is a helpful checklist for preparing, onboarding, and supervising your QUIP intern. 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 Supervising Students Remotely](#)

Sources:

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

Cooper, L., Orrell, J. and Bowden, M. 2010. *Work Integrated Learning: A Guide to Effective Practice*. NY, NY: Routledge.

McClellan, G.S., Creager, K. and Savoca, M. (2018) *A Good Job: Campus Employment as a High-Impact Practice*. Sterling, Virginia: Stylus Publishing.

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	

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	
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	

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	