

# Queen's Undergraduate Internship Program (QUIP)

## Frequently Asked Questions 2024 – 2025

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# Contact Information

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## QUIP contact information

Email: [quip@queensu.ca](mailto:quip@queensu.ca)

Website: [careers.queensu.ca/quip](https://careers.queensu.ca/quip)

Phone: +1 (613) 533-2992

Address: 74 Union St – Gordon Hall, 3rd floor

Hours of Operations: Monday to Friday from 8.30 am to 4.30 pm (EST)

## QUIP Drop-in Advising

Join us on Tuesdays, Wednesdays, and Thursdays 11am-12pm EST

Virtual: Go to the Events/Workshops tab in [MyCareer](#) to access the Zoom link

In-person: Come to Career Services (3rd floor of Gordon Hall)

## QUIP Advising Appointments

Email [quip@queensu.ca](mailto:quip@queensu.ca) with your availability Monday-Fridays 9am-4pm EST and whether you prefer to meet with an Internship Coordinator in-person or virtually.

Virtual: A Teams link will be sent once your time slot is finalized

In-person: Come to Career Services (3rd floor of Gordon Hall) for your scheduled appointment time.

# Registration

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## How do I register for QUIP?

Registration for QUIP is year-round. We recommend registering as early as possible to maximize the time you can spend engaging in the internship job search process.

1. Ensure you are eligible to register in QUIP (see below)
2. Log on to [MyCareer](#). Select 'Queen's Undergraduate Internship Program (QUIP) ' and click on "QUIP Registration & Records" in the drop down menu. From the top right of the screen, click "Apply to a Program", search for your program and click "Apply"
  - Smith Engineering at Queen's University
  - Faculty of Arts and Science: Bachelor of Arts (Honours) or Bachelor of Science (Honours)  
Students enrolled in general programs (without Honours) are ineligible for QUIP
  - School of Computing: Bachelor of Computing (Honours)  
COCA students must apply to FAS: Faculty of Arts and Science
  - Faculty of Health Science: Bachelor of Health Sciences (Online or On-Campus)
3. Read all the information and contact us at [quip@queensu.ca](mailto:quip@queensu.ca) if you have any questions
4. Send an email to your department or Undergraduate Programs Assistant to request your Undergraduate Chair's approval to register for QUIP, using the email template provided under "Registration Checklist"
5. When you receive the approval from your department (email response "Confirmed"), log in to MyCareer again and click "Apply" to your program (same as step 2)
6. Complete all the information, upload the original email that you sent and the approval from your department and click "Submit Application"
7. You will receive an email indicating that your QUIP Registration is in Process and the instructions to pay the one-time, non-refundable \$35 QUIP registration fee. Only VISA, Mastercard and AMEX credit cards are accepted (no debit cards or cash)
8. After paying the QUIP Registration Fee and after the QUIP Office reviews your registration

### Domestic students

You will be enrolled in the OnQ course "Queen's Undergraduate Internship Program 2025-2026".

### International students

You will need to apply for your work permit (you will receive a "QUIP Registration-Application for Work Permit required" email with instructions and the Work Permit Letter). Once you inform the date that you have applied, you will be enrolled in the OnQ course "Queen's Undergraduate Internship Program 2025-2026"

### Domestic and International students

Please complete the 3 mandatory QUIP Modules (Cover Letter, Resume, and Interview) in OnQ in any order. Log into OnQ "Queen's Undergraduate Internship Program 2025-2026", go to "Content", select, and complete the "Course & Quiz" and the "Assignment" for each one. These modules are designed to equip you with the skills and knowledge necessary to succeed in your internship search.

9. After completing all the 3 mandatory QUIP Modules you will receive a "Welcome to QUIP" email when your QUIP Registration is approved by the QUIP Office, and you will be granted access to the QUIP Job Board within 1-2 business days

10. QUIP Internship Search Strategy Workshop

- Mandatory for FAS and FHS students
- Optional for Smith Engineering and COMP students

During this workshop, we will work together to explore strategies and techniques that will assist you in the internship search process. Learn how to create an internship search plan, navigate the QUIP Job Board, and initiate contact with potential employers. Please **sign up** in [Events Calendar](#) in MyCareer

### **Eligibility**

**You are eligible to register in QUIP if you meet all the following requirements**

- Domestic or international student
- Enrolled in any undergraduate programs listed below
  - Smith Engineering at Queen's University
  - Faculty of Arts and Science: Bachelor of Arts (Honours) or Bachelor of Science (Honours)
    - Students enrolled in general programs (without Honours) are ineligible for QUIP
    - COCA students are also eligible
  - School of Computing: Bachelor of Computing (Honours)
  - Faculty of Health Science: Bachelor of Health Sciences (Online or On-Campus)
- Completed 2nd or 3rd year of studies before starting an internship
- Minimum GPA of 1.9
- Will be returning to Queen's to complete your degree requirements after the internship

**I received or accepted an offer for an internship before registering for QUIP. What are my next steps? Do I still need to complete the 3 mandatory QUIP Modules?**

Please follow the steps above to register in QUIP and provide the requested information ("Internship Job Offers" section).

Yes. The Modules are a mandatory component of the program and must be completed before the start of an internship. Employers participate in QUIP with the

understanding that they are registered in an accredited program and that they have completed all the requirements.

### **I just registered for QUIP. What can I do to enhance the success of my internship search?**

If you are unsure of where to begin, we suggest the following steps: first, complete the three mandatory QUIP Modules and attend mandatory (if applicable) and optional workshops as soon as possible. Next, review the QUIP Job Board regularly and bring any questions to an Internship Coordinator during QUIP drop-in sessions or one-on-one advising appointments. Apply for positions in the QUIP Job Board in MyCareer . Look for internships outside the QUIP Job Board, through connections or niche areas of interest, and benefit from the QUIP Internship Search Strategy Workshop. If you have larger questions about career options and direction, consider also [meeting with a Career Educator & Coach](#).

We've found that students who start their internship search a semester or two in advance are typically more successful. To increase your chances, use strategies from QUIP modules and workshops to enhance your application documents, keep a close eye on the QUIP job board, apply to a variety of positions, and seek support for your resume, cover letters, and interview preparation during advising. Additionally, being flexible regarding internship type, organization, and location can also improve your success rate.

Career Services offers several employers fairs and information sessions throughout the year. Fairs are a great opportunity to connect with employers and speak to them about their internship opportunities and hiring needs. Find out more about dates and locations of the fairs on the [Career Services website](#).

### **I'm a second year student. How can I best prepare for an internship search?**

Although most internships are pursued after the third year, some students have successfully started internships after their second year. Historically, students seeking internships that require technical skills tend to be more successful when they have completed key third-year courses, as these courses provide essential knowledge for performing technical tasks competently.

It is also important to monitor the QUIP job board to understand hiring timelines and make connections with potential employers. Some employers post internship opportunities a year in advance, specifically targeting second-year students for

positions that will begin after their third year. Staying engaged with the job board can help you identify these opportunities early.

Students generally find success by following the tips discussed in the previous question.

# Modules & Workshops

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**New this year!** QUIP has launched three mandatory QUIP Modules (Cover Letter, Resume, and Interview) to help you get internship search ready as quickly as possible!

QUIP also offers workshops that are optional (Internship Search Strategy is mandatory for Arts and Science and Health Science) and enable you to build on the strategies and techniques you learn from the modules.

## **Where can I find and complete the three mandatory QUIP Modules?**

Please complete the three mandatory QUIP Modules (Cover Letter, Resume, and Interview) in onQ in any order. Log into onQ "Queen's Undergraduate Internship Program 2025-2026", go to "Content", select and complete the "Course & Quiz" and the "Assignment" for each one. These modules are designed to equip you with the skills and knowledge necessary to succeed in your internship search.

After completing all the 3 mandatory QUIP Modules you will receive a "Welcome to QUIP" email when your QUIP Registration is approved by the QUIP Office, and you will be granted access to the QUIP Job Board within 1-2 business days.

## **What workshops does QUIP offer?**

### **Internship Search Strategy (MANDATORY/OPTIONAL)**

MANDATORY for QUIP registrants in: Arts and Science & Health Science

OPTIONAL for QUIP registrants in: Smith Engineering & School of Computing

During this workshop, we will work together to explore strategies and techniques that will assist you in the internship search process. Learn how to create an internship search plan, navigate the QUIP Job Board, and initiate contact with potential employers.

### **Resume and Cover Letter (OPTIONAL)**

During this workshop you will build on the content from the QUIP Resume and Cover Letter modules and practice resume and cover letter-writing strategies and techniques tailored specifically to helping you find your ideal internship. We suggest that you bring a copy of your resume and cover letter with you.

### **Interview (OPTIONAL)**

During this workshop you will build on the content from the QUIP Interview Module and practice strategies for highlighting your unique skills, knowledge, and experience relevant to specific internship opportunities. We suggest that you bring with you some of the job descriptions for internships you have or plan to apply to.

Please register for workshops in the Events/Workshops Calendar in [MyCareer](#).

***IMPORTANT***

*To access the QUIP Job Board, please see the instructions listed in the "Registration" section.*

**I signed up for a workshop, but I can no longer attend. What do I do?**

Please either cancel your registration on [MyCareer](#) or email us at [quip@queensu.ca](mailto:quip@queensu.ca) so that we can cancel your registration for you. On occasion, QUIP workshops are fully booked and there is a wait list of students who would like to attend. Your prompt communication might allow another student to attend in your place.



# Advising Appointments

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## How do I make an appointment?

Email [quip@queensu.ca](mailto:quip@queensu.ca) with your availability Monday-Fridays 9am-4pm EST and whether you prefer to meet with an Internship Coordinator in-person or virtually.

Virtual: A Teams link will be sent once your time slot is finalized

In-person: Come to Career Services (3rd floor of Gordon Hall) for your scheduled appointment time.

## How many appointments can I have?

As a QUIP registrant there is no set limit on the number of appointments you can book with an Internship Coordinator. Appointment availability may vary during peak times. For time-sensitive inquiries, include any relevant deadlines when requesting an appointment.

## What type of support do the Internship Coordinators offer?

Internship Coordinators provide supports that are not limited to:

- Internship search strategies
- Cover letter and resume writing
- Interview preparation
- Decisions making on job offers

We are also available to provide support while you complete your internship. In hiring through QUIP, Employers have agreed to allow interns to meet with Internship Coordinators during working hours.

## Do I have to make an appointment if I have a quick question?

Brief questions are best asked during drop-in advising, which runs every Tuesday, Wednesday, and Thursday from 11:00am – 12:00pm EST year-round. There is no appointment necessary, and an Internship Coordinator will be available to answer your questions. You can access the link to virtual drop-in advising in the [Events Calendar](#) on MyCareer or visit us in Career Services on the 3<sup>rd</sup> floor of Gordon Hall. If you need a timelier response, you are encouraged to email [quip@queensu.ca](mailto:quip@queensu.ca).

# Applications

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## **How do I apply to positions?**

Detailed application instructions are listed at the bottom of each position on the QUIP Job Board listed under “Application Instructions.” Please read this section carefully for each posting. Applications must always be submitted through MyCareer, but some postings require multiple methods of application (i.e., employer website or e-mail). Always preview your application before uploading to ensure that you are including the correct information.

## **Am I eligible for all positions on the QUIP Job Board?**

Students in the School of Computing may not be eligible for all roles on the job board as positions must provide experience in developing technical skills. Eligibility will be clearly listed in the “Application Instructions” section in MyCareer.

Should you be in Computing (not including COCA) and are unsure whether a specific position will qualify as an internship, please contact [quip@queensu.ca](mailto:quip@queensu.ca) before the position expires.

Students in Smith Engineering, Faculty of Arts and Science, and Faculty of Health Sciences are eligible to apply for any position posted on the QUIP Job Board.

## **How do I know what internship start dates I’m eligible for?**

Your initial start dates are determined by your Faculty when you register for QUIP. Continuing eligibility depends on the number of completed units and academic progress. To review your current eligibility as you progress, see the ‘Co-Op Sequence’ section under the ‘Co-Op’ tab on your MyCareer account.

\*For international students, eligibility is also determined by how early you apply for your work permit and inform the QUIP office by updating MyCareer. Once you have applied, log into MyCareer, click on the circle with three white dots at the bottom right corner of the screen, select “Submit a Form,” select “QUIP - Work Permit applied - Date” and enter the date that you have applied. This will give you access to the QUIP Job Board.

## **Does the QUIP Job Board have job postings for internships outside Canada?**

Yes. The QUIP Job Board welcomes job postings from international companies. That said, employers often prefer to hire locally due to constraints such as visa processes, differences in employment laws, and limited resources for recruiting from abroad. Students interested in international internships should work with an Internship Coordinator to address the added considerations related to international internships.

## When will internship positions be posted?

Positions are posted throughout the year and there are no set deadlines for employers to post. In general, employers tend to recruit along the following timeframe:

Internship/Position Start Date	Peak Time to Post Jobs	Recommended Period for Interviews	Recommended Period for Extending Jobs 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

*If you have questions about when a specific company hired last year, please email, [quip@queensu.ca](mailto:quip@queensu.ca) or attend drop-in advising.*

## How do employers know that I'm registered in QUIP?

For every job posting, you are required to apply through the QUIP Job Board on MyCareer and any other method outlined in the posting. The applications on MyCareer are sent directly to employers and acts as confirmation of your registration in QUIP.

Some employers may require proof of registration in a co-op program. The QUIP office can provide you with documentation confirming that QUIP is an accredited internship program equivalent to co-op.

Please contact [quip@queensu.ca](mailto:quip@queensu.ca) to request a "Confirmation of Registration" letter and we will send it to you by email. The letter indicates that:

- you are seeking a 12-16-month, full-time, paid internship in a degree-related field of employment and the dates that you are eligible to start an internship (Jan, May and or Sep and the year)
- you are recognized by the university as proceeding full time in your degree program while on internship and for its whole duration
- the internship is a required component of your degree plan

### **Can I apply to jobs outside of the QUIP job board?**

Yes. In addition to reviewing and applying to internships posted on the QUIP Job Board on [MyCareer](#), QUIP registrants are encouraged to look for internships through outreach or niche areas of interest. A great place to start your search is the “QUIP Internship Search Strategy” workshop.

The QUIP Office will need to approve any position that is not posted in the QUIP Job Board, which must be considered a professional experience and eligible to receive academic credit, in addition to meet the QUIP parameters:

- 12 – 16 months in length
- Full time (min 35 hrs\week)
- Paid at least local minimum wage
- Start in January, May, or September

Please save a copy of the original job posting with the job description of the position you are interested in applying or the position that you have been offered (preferably as a pdf) and send it to [quip@queensu.ca](mailto:quip@queensu.ca) for approval. There can be additional considerations when reviewing international internships, so it is important that you contact us as soon as possible.

### **Do I have to submit a resume, cover letter and transcript with every application?**

Including a cover letter with your application, even if it's not explicitly requested, is a good practice and can enhance your chances of advancing in the recruitment process. Some employers will indicate if they are only accepting resumes. Uploading a transcript is not necessary unless specifically requested by the employer under “Application Instructions” or “Application Material Required.”

# Interviews

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## **How will I be contacted if I am going to be interviewed?**

You may be contacted for an interview directly by the employer or by our office. Each company chooses how to move forward with the interview process and our office may reach out to you on an employer's behalf to set up an interview time. Most employers will be looking to host interviews during regular business hours.

Should a company contact you directly to set up an interview, please email [quip@queensu.ca](mailto:quip@queensu.ca) to let us know so we can offer interview preparation support or answer any questions you may have. Please include the date of your interview so we can respond in a timely fashion.

## **How are interviews conducted?**

Interview methods are chosen by the employer. Interviews can be done in a variety of ways, including:

- In person at Career Services
- In person at the employer's work location
- Via phone
- Virtually via Teams, Zoom or an alternative platform (most common)

We highly recommend that employers give students at least 2 business days' notice prior to the interview to allow students sufficient time to prepare.

## **What if I cannot make an interview at the requested date/time?**

We are happy to support your request for a different interview arrangement. However, the final decision on the interview method is at the employer's discretion, and changes cannot be guaranteed. While many employers can accommodate alternative arrangements, please ensure you provide ample notice for requests to modify the interview.

## **How long will it take for a company to contact me if I'm going to be interviewed for a position?**

Each company has different processes for reviewing applications and interviewing candidates and some employers must coordinate interviews with multiple departments. As such, there is no general timeline between when you apply and when you may receive an interview request.

**Should I follow up with a thank you note? How long after the interview should I do this?  
What if I don't have the interviewer's contact information?**

Sending a brief thank you note by email is an excellent way to reiterate your interest in a position and to thank the interviewer. This is also an opportunity to detail why you are a good candidate and to discuss anything you may have forgotten to mention. It is advisable to send a thank you note within 24 – 48 hours after you meet with the employer. If you do not have the interviewer's contact details (i.e., QUIP set up the interview for you), please contact us at [quip@queensu.ca](mailto:quip@queensu.ca) and we would be happy to forward your thank you note to the employer.

**What type of questions will be asked by an interviewer?**

The type of questions you will be asked will depend on the employer and the job you applied for. You may be asked several types of questions in each interview to assess your skill set; these may include behavioral, challenging and/or technical questions.

**How should I prepare for the interview?**

A great place to start preparing for your interview is to review the mandatory 'Interview' QUIP module and attend the optional "QUIP Interview Strategies Workshop." Various resources can also be found on the QUIP OnQ page, and you can also email [quip@queensu.ca](mailto:quip@queensu.ca) to book a one-on-one advising appointment with an Internship Coordinator.

**How long do I need to wait after being interviewed to find out if I will be offered a position?**

Generally, decision making about a position is made within a two-week period following an interview. However, this process can take longer as there are many factors that employers are taking into consideration when deciding who to hire. Employers are not obligated to contact you if you are not the successful candidate.

**I have not received many interviews. What should I do?**

Please email us at [quip@queensu.ca](mailto:quip@queensu.ca) to set up an appointment with an Internship Coordinator. We will be able to meet with you to review your current resume/cover letter writing and internship search strategies to assist you further.

# Internship Job Offers

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## I received an internship offer through the QUIP office. What are my next steps?

Please follow the directions outlined in the email offer sent from our office. Students have two business days to respond to an offer. This allows you time to consider the offer and to reach out to an Internship Coordinator at [quip@queensu.ca](mailto:quip@queensu.ca) if you need any support in making your decision or if you have any questions. You can also attend drop-in advising for support.

## I received an internship offer directly from an employer. What are my next steps?

Please provide us with the following items, so we can walk you through the next steps:

- **Job ID** number from the QUIP Job Board
- **Job description** including tasks, responsibilities, qualifications etc. (if the position was not posted in the QUIP Job Board or if you are not sure if it was) - forward us an email from the employer with the information if it is not in the offer
- **Company contact information** - full name and email of the person you have been in contact with, not a generic email address.
- **Offer - forward us the email you received from the employer with the offer and the deadline to respond.** The offer should include the following minimum information: Job Title, Start Date, Duration or end date, Location, Salary, and Number of hours of work per week. If the offer does not contain all that information, please contact the employer to request it and forward the email to us.

You can contact an Internship Coordinator at [quip@queensu.ca](mailto:quip@queensu.ca) if you need any support in making your decision or if you have any questions. You can also attend drop-in advising for support.

## Can I accept a job offer then decline it for another job offer later?

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.** For this reason, we encourage you to taking time provided by the employer to thoughtfully consider your offer before sharing your decision. We recommend coming to drop-in advising or meeting with an Internship Coordinator if you have questions about your offer or need support in your decision making.

**It will be difficult for me to provide the decision of on my offer by the deadline provided.  
Can I request more time?**

Offer deadlines are determined by the employer. If employers indicate less than two business days, the QUIP team enforces that students are provided at least two business days to accept or decline. If you require more time to provide your decision, it is possible to ask for an extension. This is usually by one or two business days, and it is up to the employer if they will agree to it. You can request this directly from the employer or we can ask on your behalf. There are additional considerations related to asking for an extension (i.e. employer relationship) that can be discussed with an Internship Coordinator at drop-in or in an appointment.



# International Students

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## **I'm an international student. How do I apply for my work permit?**

International students completing their undergraduate degree at Queen's University require a Co-Op/Intern Work Permit from Immigration, Refugees and Citizenship Canada (IRCC) to participate in QUIP. International students participating in QUIP may also need to apply to extend their Study Permit to reflect the new completion date of their degree. When international students register in QUIP, they will be provided with detailed application instructions as well as a letter from the QUIP office to submit with their application to IRCC. Please connect with the [Queen's University International Centre](#) (QUIC) to learn more about requirements for work and study permits.

## **I'm an international student. How can I best prepare for a Canadian internship search?**

Canadian employers value transferable skills as much as the technical skills typically acquired through academic studies. Transferable skills enable you to complete your job tasks successfully and include communication, leadership, time-management, team work etc. Canadian employers often expect that students engage in experiences outside of the classroom, such as volunteering, student clubs, sports, community engagement, research and lab work, competitions, conferences, personal projects, and part-time jobs. The [Major Maps](#) are an immensely helpful tool for identifying extracurricular activities related to your degree.

However, it is not enough to simply engage in those activities. What will make you successful in the job search process is being able to articulate what skills you have gained as a result and connect them to the requirements of the job that you are applying to – this process is known as tailoring your application. Using [Skills Cards](#) can help you identify and talk about your skills. [Here](#) are more strategies to prepare you for your Canadian internship search.

## **I'm an international student. Are there any specific supports to assist me with this process?**

Students who are English Language learners can make appointments with the EAL Program Coordinator through [Student Academic Success Services](#). They can work with you on academic writing and language support and can be reached at [eal.sass@queensu.ca](mailto:eal.sass@queensu.ca).

For services and support with work permits, visas, and health insurance (UHIP), international students can contact the [Queen's University International Centre](#) (QUIC).

# Pre-Departure

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## What happens once I have accepted an internship position?

Congratulations! Our office will be in touch to provide you with information to prepare you for your upcoming internship. There are a few steps you will need to complete before starting; once you have reviewed the Pre-Departure information from the QUIP office, please contact [quip@queensu.ca](mailto:quip@queensu.ca) if you have any questions.

## How do I prove that I have secured an internship? For example, to insurance, landlords, etc.

Please contact [quip@queensu.ca](mailto:quip@queensu.ca) to request a "Confirmation of Enrollment" letter and we will send it to you by email. The letter will indicate that:

- You are registered in QUIP
- You will be working as a full-time, paid intern at (company name) from (start date) to (end date)
- You are recognized by the university as proceeding full time in your degree program while on internship and for its whole duration.
- The internship is a required component of the student's degree plan
- Upon completion of the internship year, the student is expected to return to campus to complete degree requirements.

## Other

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### **Do roles have to be 12 – 16 months in length?**

Yes, all positions through QUIP must be 12 – 16 months in length and with the same employer, as this maximizes the professional experience. The longer duration allows interns ample opportunity to: grow into the role, develop their skills at a deeper level and even take on leadership roles while on internship thus enhancing post-graduation employability.

### **How likely is it that I'll obtain an internship? How many people in my program are successful in finding an internship?**

QUIP is an optional program and there will be different levels of time and effort that students are willing or able to put into their internship search. Additionally, QUIP internship opportunities tend to follow what is typical of the current labour market. We have seen that almost all students who are committed to their internship search access the services available to them are successful in securing an internship. Our Employer Engagement team are always working with new and established employers to post thousands of positions each year. For more suggestions regarding a successful internship see the "Registration" section.

### **I may need an accommodation during my internship search/ interview process/ internship, etc. What should I do?**

We are here to assist you at any point of the internship process. As each student's needs are unique, we ask that you email [quip@queensu.ca](mailto:quip@queensu.ca) to speak with an Internship Coordinator about your request. Each situation is assessed on a case-by-case basis and may include support from QUIP, your Employer, [Student Wellness Services](#) and/or [Student Accessibility Services](#), depending on the nature of the request.