



QUEEN'S UNDERGRADUATE INTERNSHIP PROGRAM

QUIP Internships On-Campus – Employer Manual

2023 - 2024



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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 Experiential Learning Cycle

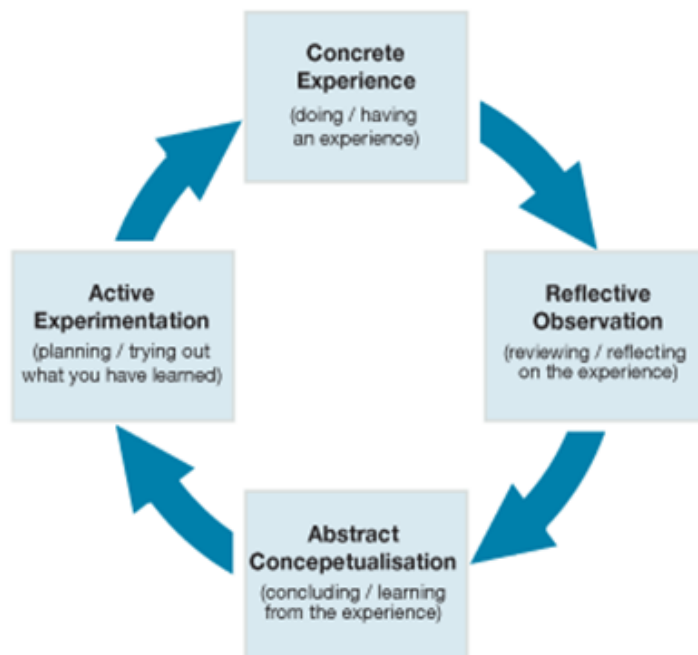


Figure 1. Kolb, D. A. and Fry, R. (1984). *Experiential Learning: Experience as the source of learning and development*. Englewood Cliffs, NJ: Prentice Hall.

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.

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 5 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 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. Internship roles are not teaching or research roles, or roles working in a technical capacity in a teaching or research laboratory or related area. |

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 Faculty of Engineering and Applied Science, 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 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> | Contributes to and provides direct services to students, such as advising. Promotes the well-being of individuals and creating a positive and equitable environment. | Advising Intern |
| <i>Finance and accounting</i> | Contributes to financial and accounting activities. | Accounting Intern, Budget Intern |

Notes: Contact quip@queensu.ca to discuss any internships that you are considering that do not fit into one of these categories. Internship positions supported by research funds should not include work in a technical capacity in a teaching or research laboratory or related area and require consultation with HR before being approved as QUIP internships; please contact your HR Advisor for advice on such cases.

“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)

4. Determine the salary.

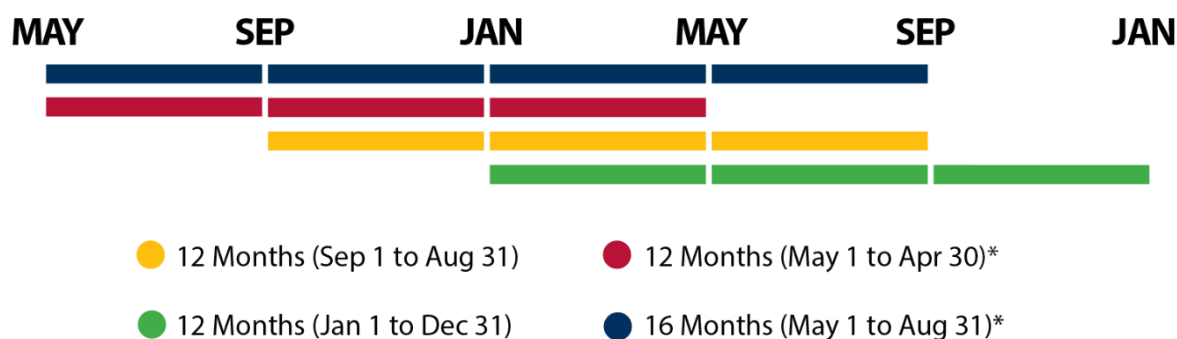
Departments determine the salary for internship positions. The following salary chart provides suggested ranges and was created based on a review of salaries of internships in other organizations.

| | |
|--|--|
| <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 \$33,122 – \$35,053 |
| <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 \$37,558 – \$39,749 |
| <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 \$42,592 – \$45,075 |

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.

5. Determine start and end dates.

TYPICAL WORK TERMS



**highest student interest*

6. 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 a confirmation and you can move forward to Step 7.

7. 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 all 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 best support the student.
- 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. Email quip@queensu.ca with the name of your chosen candidate and the following information:
 - Start and end dates
 - Salary
 - Work schedule
 - Any changes to the original job description
- b) Students will have 2 business days to reply to the job offer. 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.
 - Alternatively, you may offer the role directly to the selected candidate(s). However, we do ask that you cc quip@queensu.ca on all correspondence so we can best support you and the student.

4. Hire the Successful Candidate

Once the student(s) has/have accepted, complete the second half 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 2-3 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 Equity, Diversity, Inclusion, and Indigenization (EDII) 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 read the following 3 documents on EDII and Student Recruitment:

- [Employer Terms and Conditions](#)
- [EDII Best Practices through the Recruitment Cycle](#)
- [Experiential Learning: Investing in Student Skills and Experience Development](#)

For more information, please visit our [Equity, Diversity, Inclusion and Indigenization \(EDII\)](#) webpage. Should you require additional support and assistance regarding EDII best practices for student internships recruitment, please contact quip@queensu.ca.

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 On-Campus Job Description

Company/Organization Name: ABC Department

Job Title: Community and Brand Coordinator

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 2024

Application Deadline: Sunday, February 18th, 2024 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 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, 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. We offer a competitive base salary, 3 weeks of vacation in your first year with the company and comprehensive health and dental benefits.

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

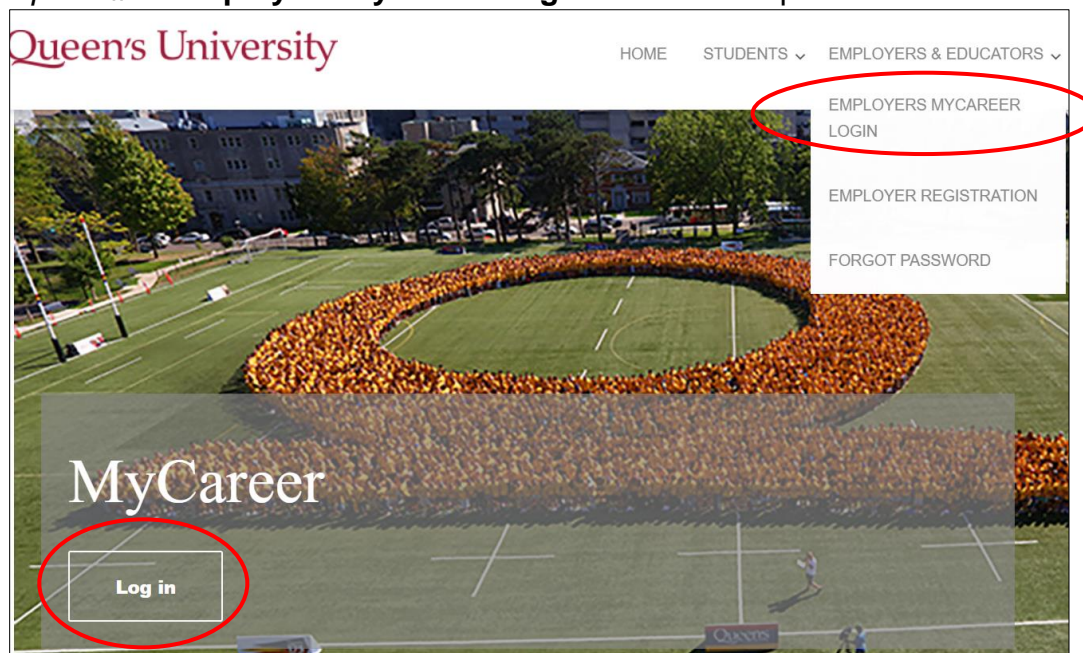
Please use the following step-by-step guide to support your MyCareer Internship posting.

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**

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

- 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

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

Employer Registration

Organization Information

Company Name

Copy field values from Organization

Division Information

Division Name (Company Name, City)

Address 1

Address 2

Ensure the "Internships" box is clicked.

Please check the box(es) of the following services you are interested in.

Sponsorship Opportunities
☒

Job Postings
☒

Internships
☒

On campus interviews
☒

On-Campus Info Sessions
☒

Interested in the following Employer Events

Career Fair
☒

Engineering & Technology Fair
☒

Summer Job Fair
☒

Continue

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**

Test2021 employer

Dashboard

Job Postings

Events / Workshops

QUEEN'S UNDERGRADUATE INTERNSHIP PROGRAM (QUIP)

QUIP Information

QUIP FAQ

QUIP Registration & Records

QUIP JOB BOARD

QUIP Interviews

Queen's Work Study Program

Summer Work Experience Program

Logout

QUIP Job Board

Post a Job

SAVED FILTERS: - Select-

Current Job Postings

No Records Found.

5. Read and Accept the Terms and Conditions:














































Terms And Conditions

All prospective employers understand that Queen's University Career Services reserves the right to approve all job postings prior to positions being listed as active on our employment site. This approval process is necessary to ensure that content submitted is relevant to the context of our employment site and our intended site audiences. We reserve the right to reject job postings to our sites, terminate accounts, restrict employers' access to the employment website, based upon our sole discretion. Career Services is a member of CACEE, the Canadian Association of Career Educators and Employers, and adheres to the Guidelines for Ethical Recruitment at Post-Secondary Educational Institutions and expect our employer partners to do so as well. My Career is an online job posting system used by Queen's University Career Services to advertise employment opportunities to Queen's students and alumni. Career Services requires all employers to provide the following information in order to post a job opportunity. Failure to do so may result in the job postings not being

Accept
Decline

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

- | | | |
|--|---|-------------------------------------|
| Choose which of the following student groups who can apply (check all that apply) *: | Current student - graduating | <input type="checkbox"/> |
| | Current student - returning to current degree program | <input checked="" type="checkbox"/> |
| | Alumni | <input type="checkbox"/> |

- | Application Information | |
|--|---|
| If you would like the candidate to apply by email, please be sure to include the email address in this area. | |
| Application Deadline:* | 05/16/2021  11:59 PM  |
| Competition # : | <input type="text"/> |
| Application Instructions *: | <div>  Source          </div> <div>  B  I  S  T_x                              </div> |

- | | | |
|--|---------------------------------|-------------------------------------|
| Preferred Response Method *: | Electronically Through MyCare ▾ | |
| Application Material Required *: | Cover Letter | <input type="checkbox"/> |
| | Resume | <input checked="" type="checkbox"/> |
| | Unofficial Transcripts | <input type="checkbox"/> |
| Other Application Documents Required : | <input type="text"/> | |


- 19

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

11. 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*.



Upload New Image

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

12. Click 'Submit Posting for Approval'

Submit Posting for Approval

Preview Posting

Delete Posting

13. 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

Post a Job

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 » »

14. 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 (or a comparable internal evaluation mechanism) 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 University [COVID-19 information](#)
- Queen's EL Hub's [Experiential Learning WrapAround](#)
- CEWIL Canada [Tips for Supervising Students Remotely](#)
- CEWIL Canada [Tips for Onboarding 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 | |