

# **Queen's Undergraduate Internship Program (QUIP)**

## **Frequently Asked Questions 2023 – 2024**

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# Workshops

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## Which workshops do I need to complete?

The following table indicates the **required** and **recommended** QUIP workshops for all participating Faculties:

	FEAS	FAS	FHS	COMP
<b>Resume and Cover Letter</b>	Required	Required	Required	Required
<b>Interview Strategies</b>	Required	Required	Required	Required
<b>Internship Search Strategy</b>	NOT required but recommended	Required	Required	NOT required but recommended

## How do I register for workshops?

Workshops are listed on the [Events Calendar](#) on MyCareer and easily searchable using the "QUIP Events" search toggle. Please register for QUIP workshops in advance.

## Do I need to take the workshops in a particular order?

No. QUIP workshops can be taken in any order.

## Can I apply for jobs before attending the workshops?

The expectation is that students attend the required workshops as soon as possible after they register for the program. Workshops are designed to assist you in your internship search so you can create effective application documents and be prepared for upcoming interviews. If you have an application deadline coming up and are not able to complete the workshops beforehand, please contact [quip@queensu.ca](mailto:quip@queensu.ca) for assistance with your application.

## If I find an internship before completing the workshops, do I still need to complete them?

Yes. Workshops are a mandatory component of the program. Employers have hired you with the understanding that you have completed required courses and that you

have gained requisite skills. As such, you must complete the workshop requirements prior to beginning your internship.

**I cannot make the QUIP workshops. Can I attend Career Services workshops?**

If you are unable to attend a QUIP-specific workshop, you can attend one of the Regular (in-house) Career Services workshops, where you will get the same overall strategies, tips and suggestions.

The Career Services equivalent workshop titles are as follows:

QUIP Workshop	Career Services Workshop
Resume and Cover Letter	"Resume Fundamentals" <b>AND</b> "Cover Letter Fundamentals"
Interview Workshop	Interviewing Strategies
Internship Search Strategy*	Job Search Strategies*

*\*Please note that the "QUIP Internship Search Strategy" workshop is highly recommended over "Job Search Strategies" as it is much more specific to a short-term internship search.*

Your attendance will be recorded in MyCareer and the QUIP team will note that you have completed that workshop requirement.

**I signed up for a QUIP 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?

Contact our team via email [quip@queensu.ca](mailto:quip@queensu.ca) to make an appointment with an Internship Coordinator. Please include your availability so we can coordinate your appointment time with our Internship Coordinators.

## 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.

## What type of support do you offer?

Internship Coordinators can support with:

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

We are also available to provide support while you complete your internship. Employers have agreed to allow interns to meet with Internship Coordinators during working hours, for a half hour appointment.

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

Brief questions are best asked during virtual 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 the Faculty of Engineering and Applied Science, Faculty of Arts and Science, and Faculty of Health Sciences are eligible to apply for any position posted on the QUIP job board.

### **When will 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:

<b>Internship/Position Start Date</b>	<b>Peak Time to Post Jobs</b>	<b>Recommended Period for Interviews</b>	<b>Recommended Period for Extending Jobs Offers</b>
<b>January or May</b>	Mid-September to October	October	October-November
<b>May or September</b>	January- February	February	February-March
<b>September</b>	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.*

**There is a position I want to apply to on the QUIP job board that asks for a proof of enrollment letter. Can I receive this letter so I can apply?**

We always ask you to submit your applications via MyCareer so that we can forward your application to the employer. Forwarding your application is how we confirm to an employer that you are enrolled in our accredited program. Most employers are willing to accept this method in lieu of a letter from our program. If you have further questions about this, please contact [quip@queensu.ca](mailto:quip@queensu.ca) before the position expires.

**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](#), all QUIP registrants are encouraged to look for internships through connections or niche areas of interest. A great place to start your search is the "QUIP Internship Search Strategy" workshop.

Please keep in mind that all positions must fit within the parameters of QUIP:

- 12 – 16 months in length
- Full time
- Paid at least local minimum wage
- Start in January, May, or September

All positions must be considered a professional experience and eligible to receive academic credit; as such, they will need to be approved by the QUIP office. It is highly recommended that you save a copy of all job descriptions for submission to our office if you are offered a position. If you are offered a position that was not posted on the QUIP job board, please e-mail [quip@queensu.ca](mailto:quip@queensu.ca) with all details so we can ensure the position qualifies prior to accepting.

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

It is standard practice to include both a resume and cover letter with every application, regardless of whether this is explicitly listed in a job description. 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

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

While we are happy to advocate for a more flexible interview arrangement for you, please note that the interview method chosen is up to the discretion of the employer. As such, changes to an interview request cannot be guaranteed. Most employers can accommodate alternative arrangements; however, please ensure you give ample notice of any request to change 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 submit an application 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 a great 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 (e.g.: 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 a mix of different types of questions 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 to prepare for your interview is to attend the "QUIP Interview 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 generally have 2 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 that wasn't posted on the QUIP job board. What are my next steps?**

Please contact our office at [quip@queensu.ca](mailto:quip@queensu.ca) as soon as possible to advise us of your offer. You will be asked to submit offer details, a job description and contact details for the company. The position will need to be reviewed by our office for QUIP eligibility.

### **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.**

## Pre-Departure

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### **What happens once I've 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 this information, please contact [quip@queensu.ca](mailto:quip@queensu.ca) if you have any questions.

# International Opportunities

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## **Can I participate in an internship in another country?**

Yes. You can explore internships in another province or country as part of the program. Please keep in mind that all positions must fit within the parameters of QUIP, which are:

- 12 – 16 months in length
- Full time
- Paid at least local minimum wage
- Start in January, May, or September

There can be additional considerations when investigating international internships. If this is something you are interested in pursuing, please attend drop-in advising or e-mail [quip@queensu.ca](mailto:quip@queensu.ca) to speak about your specific situation.

## 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. Students will be provided with letter from the QUIP office to submit with their application to IRCC. Please connect with the [Queen's University International Centre](#) to learn more about requirements for work and study permits.

### **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](#).

## 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.

### **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 as such, there will always 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 students are typically successful in securing an internship if they are applying to many positions, attending workshops, and advising appointments, and are somewhat flexible with regards to internship type/organization/location.

### **I may need to make 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. Your Internship Coordinator will be able to coach you through this process.