

Queen's Undergraduate Internship Program (QUIP)

TO: School of Computing Students, 2021 - 2022
(for internships completed during the 2022 - 2023 academic year)

FROM: QUIP Coordinator, Career Services – quip@queensu.ca

SUBJECT: QUIP Registration Procedures, Policies and Regulations

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

Students in a Bachelor of Computing (Honours) plan (code BCH) can register to complete a Professional Internship version of their plan. The COMP courses 390/6.0, 391/3.0, 392/3.0, and 393/3.0 allow students to continue to be registered during the terms of their internship placement (see School of Computing Internship webpage for fee information). Satisfactory completion of a written internship report or an oral presentation/poster session following completion of the work period enables the internship student to receive course credits plus transcript and diploma annotations for the Professional Internship. The internship replaces the relevant undergraduate project course requirements (CISC 496/3.0 or CISC 498/6.0 or CISC 499/3.0 or COGS 499/3.0).

REGISTRATION CHECKLIST:

- ☐ Read the QUIP Policies and Regulations below.
- ☐ Complete and sign the attached registration form.
- ☐ Take the form to your department office or Undergraduate Programs Assistant to obtain the signature of the departmental Chair of Undergraduate Studies
- ☐ Students who are also enrolled in a Certificate program (e.g., Business, Law) are instructed to contact their Certificate Program Coordinator to notify them of their enrollment in QUIP.
- ☐ When your form is complete: log into [MyCareer](#), click on blue circle with three white dots at the bottom right corner of the screen; select "Submit Form". Follow the instructions to upload your form and pay the non-refundable \$35 registration fee*.

IMPORTANT POST-REGISTRATION INFORMATION:

- All registrants attend 2 QUIP-specific workshops before applying for internship positions: 1) Resume/Cover Letter & 2) Interview workshops. It is also highly recommended to attend the Designing Your Internship Search Strategy workshop. Register on the Events Calendar of [MyCareer](#).
- All QUIP positions are posted on a separate QUIP tab on the job posting board in MyCareer. Please note that not all QUIP positions are necessarily eligible for a Computing internship. There is an expectation that the internship will meet a certain level of technical rigour to qualify as a replacement for the undergraduate project course.
- Students are encouraged to network with employers and seek positions not posted on the QUIP board internship if desired.
- All job postings have specific application instructions; please **read** carefully before applying.
- All communication from QUIP will be directed to your Queen's email account, including interview requests & job offers.

***Note: You must pay the \$35 registration fee & submit the registration form before you are eligible to apply for any QUIP positions. The non-refundable registration fee is payable only once & qualifies you to apply to as many internship openings as you choose.**

Queen's is committed to an inclusive campus community with accessible goods, services, and facilities that respect the dignity and independence of persons with disabilities. Accessible formats or appropriate communication supports are available upon request. For more information, please visit the [Queen's Accessibility Hub website](#) or contact us at quip@queensu.ca



Queen's Undergraduate Internship Program (QUIP) - Policies and Regulations

As a Queen's Undergraduate Internship Program (QUIP) participant, you are obligated to adhere to the high standards and professionalism that your University and our internship employers expect of this program and its students.

The following is a list of program policies and regulations:

- Attend a résumé and cover letter writing workshop prior to starting your application documents. Then, submit a résumé and cover letter to employers that is truthful, well-constructed, and pertinent to the position applied for.
- Apply only to those positions for which you are prepared to accept an offer. This means you must inform yourself before applying i.e., job location, nature of the employer's business, nature of the work, etc. If you cannot find the information you need, ask the [QUIP Coordinator](#).
- Check your Queen's email account regularly – all important notifications, including interview requests and job offers will be communicated via your Queen's email account.
- Prepare for your interviews by attending an interview workshop and conducting background research on the employer and the job.
- Be on time and dress professionally for all required interviews. If you must cancel or are unavoidably detained, call Career Services so that we can inform the employer. If you must cancel an interview, provide advance notice.
- When the QUIP office presents you with a job offer, you must decide within 2 business days. Contact the [QUIP Coordinator](#) if you have any questions before accepting an offer.

IMPORTANT: 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.

- Please copy / inform the QUIP office (quip@queensu.ca) on any correspondence you have with employers related to interviews or job offers.
- All interns must complete a low risk [Off Campus Activity Safety Policy](#) (OCASP) record. Students completing their internship outside of Canada will be required to complete a high-risk record.
- Students who accept a QUIP position are required to successfully complete their internship and to return to their academic program for a full 4th year; those with more than 108 units at the start of the internship are not eligible*.
- Complete your internship with integrity and professionalism. The internship is a contract between student and employer and should be considered binding by both parties. Contact the [QUIP Coordinator](#) as soon as possible if you have any questions or concerns during the internship.
- If you are an international student and wish to obtain an internship, you must apply for a work permit. This process must begin well in advance of accepting an internship offer as you do NOT need a job offer to apply for a work permit. Please visit the [Queen's University International Centre](#) for details and instructions on how to apply.
- If you are taking part in an international internship, it is your responsibility to visit the [Queen's University International Centre](#) and ensure you have the correct work visas and permits in place.
- You and your employer will complete three Performance Evaluations during your internship. These forms will be available on onQ. Completed forms should be uploaded to onQ at the 4-month, 8-month, and 12-month marks of the internship.

* Students enrolled in certificate programs that require additional units above the normal for their plans may exclude these units from the 108 maximum.

QUEEN'S UNDERGRADUATE INTERNSHIP PROGRAM (QUIP) 2021-22

REGISTRATION FORM – School of Computing

Surname: _____ First Name: _____ Middle Initial: _____

Preferred Name: _____ Student Number: _____ NetID: _____

Email address: _____@queensu.ca Phone Number: _____

As of Sep 2021, enrolled in:

☐ 2nd year ☐ 3rd year ☐ Other: _____

International Student: ☐ Yes ☐ No

Certificate in _____ (if applicable)

Program (please check one):

☐ BMCO – Biomedical Computing

☐ COGS – Cognitive Science

☐ COMA – Computing and Mathematics

YOU MUST BE ENROLLED IN BACHELOR OF COMPUTING (HONOURS)

☐ COMP - Computing

☐ CSCI - Computer Science

☐ SODE - Software Design

Note: COCA students must use the Arts & Science form

To the best of my knowledge, when I start my internship, I will have completed _____ units of my program.

Please indicate the industries and/or companies you are interested in working for during your internship year:

Industries: _____

Companies: _____

APPROVAL OF DEPARTMENT OR SCHOOL:

I confirm that:

- The above academic information is correct, and that this student has a **CUMULATIVE GPA of 1.9**. Their academic record merits participation in this program.
- This student has not completed more than 108.0 units* and is eligible for the Queen's Undergraduate Internship Program provided he/she does not complete more than 108.0 units* prior to an internship and maintains a GPA of 1.9.
- The department will allow this student to return to his/her original program without penalty upon completion of the internship (contingent on satisfactory completion of the current academic year).

Chair of Undergraduate Studies (**Name**)

Chair of Undergraduate Studies (**Signature**)

Date

STUDENT STATEMENT OF UNDERSTANDING:

I _____ (print name) have read and understand the QUIP policies and regulations outlined above.

As a participant in QUIP, I agree to:

- Complete no more than 108.0 units* prior to the start of my internship, recognizing that completing more than 108.0 units* prior to an internship will render me ineligible for the Queen's Undergraduate Internship Program.
- Have at least 12 units of my program remaining following my internship.
- Allow my Queen's academic record and contact information (phone number and Queen's email address) to be released to those employers to whom I have applied.
- Pay a non-refundable, one-time application fee of \$35.00 with submission of this application.
- **If I accept an internship**, pay the applicable tuition fees for the COMP 39x courses required for the internship. **N.B.** International students are assessed based on international course fees.
- Return to Queen's University full-time for two terms for completion of my academic program immediately after the internship.

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I understand that I will be prevented from signing up for any courses while on internship that will take me below the 12 required units upon return of my Internship. I also understand that that having fewer than 9 units in a term upon my return from internship means that I will not be a full-time student and I take full responsibility for possible consequences such as OSAP and visa requirements.

I understand that I must review the prerequisites for CISC 497, which must be taken before I graduate. I understand that if my GPA in my core computing courses is too low, I will be ineligible to enrol in CISC 497 and will not graduate with an honour's degree.

I understand that the Professional Internship Designation is not granted to a general degree transcript.

I understand that if I accept a position either verbally or in writing, I am bound by this agreement. If for any reason I decide to renege on this acceptance, I understand that I will be removed from the internship program for the current year and will not be permitted to participate in future years.

Student (Signature)

Date

**Students enrolled in certificate programs that require additional units above the normal for their plans may exclude these units from the 108 maximum.*

Collection of Personal Information

Personal information collected on this form is collected under the authority of the Royal Charter of 1841, and the Ontario Freedom of Information and Protection of Privacy Act. The information collected will be used by Career Services and the School of Computing to assess eligibility for QUIP, for contacting you during your participation, and may also be used for external reporting requirements, as well as internal planning and statistical analysis. For more information, please contact the QUIP Coordinator at quip@queensu.ca.

Career Services Use Only \$35 registration fee paid: <input type="checkbox"/> Initials: _____ Date: _____
