

Queen's Undergraduate Internship Program (QUIP)

TO: Faculty of Arts and Science 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.

As a Faculty of Arts and Science student registered in a BAH or BSCH degree program, you have the option to participate in an internship after your third year of studies. To register for the internship program, you must consult with your Chair of Undergraduate Studies to confirm that you meet the minimum 1.90 GPA requirement and that the 12-16 months on internship will not compromise the completion of your degree plan. As a participant in QUIP, you agree to return to full-time studies upon completion of the internship.

Arts and Science students in BAH and BSCH programs who successfully complete an internship through the QUIP program will receive a "with Professional Internship" designation on their degrees. Participation in the QUIP program as an Arts and Science student means that you will be enrolled in the credit courses INTN 301/1.5; 302/1.5; 303/3.0 (12-month internships) or 304/1.5 and 305/1.5 (16-month internships). You will be charged tuition for these courses, and you will be evaluated based on a final assessment document that must be completed upon your return to Queen's and three performance evaluations / reflections that must be submitted throughout the internship. **These courses are taken in addition to the courses that are part of your degree program, and thus, they do not replace any required or elective courses in your program.**

You may also enroll in **only one** 3.0- or 6.0-unit degree-credit course during each internship term, if desired.

You may also investigate if the activities you undertake during your internship can contribute toward one of the independent study courses numbered 59x in the [Arts and Science calendar](#). This option is only available if:

- (i) The nature of the internship is such that the Department/School overseeing your primary plan of study (home department) is prepared to approve registration in the appropriate 59x Independent Study course; the 59x course may be used to fulfil Plan requirements or as an elective, at the discretion of the home department.
- (ii) You can find a faculty member from your home department who agrees to act as an academic supervisor to evaluate your academic performance.
- (iii) the independent study course is approved by the Associate Dean (Studies).

Contact the Chair of Undergraduate Studies in your department if you believe your internship has potential to contribute to an independent study course.



REGISTRATION CHECKLIST:

- Read the QUIP Policies and Regulations below.
- Complete and sign the attached registration form.
- Email the form to your department office or Undergraduate Programs Assistant to obtain the signature of the departmental Chair of Undergraduate Studies.
 - **Note:** that if you are in a **Medial** or a **Specialization** plan that involves two departments, you will need a signature from **two Undergraduate Chairs (one from each of your home departments)**. Students in PPEC need one signature from the department of their primary discipline. If you are in Concurrent Education, you will need a signature from the Concurrent Education Advisor as well.
- Students who are also enrolled in a **Certificate program** outside the Faculty of Arts and Science (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 the blue circle with three white dots at the bottom right corner of the screen, and select “Submit Form”. Follow the instructions to upload your form and pay the non-refundable \$35 registration fee*.
- **(Optional)** If applying to receive academic credit for an independent study course through your internship, fill out the appropriate [Independent Study Course Form](#) with your proposed supervisor and have it signed by both your Undergraduate Chair and the Associate Dean (Studies).

IMPORTANT POST-REGISTRATION INFORMATION:

- All registrants must attend 3 QUIP-specific workshops: 1) Resume/Cover Letter, 2) Interview workshops, and 3) Designing Your Internship Search Strategy. Register on the Events Calendar of [MyCareer](#).
- All QUIP positions are posted on a separate QUIP tab on the job posting board in MyCareer.
- Students are encouraged to network with employers and may seek positions not posted on the QUIP board.
- All job postings have specific application instructions; please **read** carefully.
- All communication from the QUIP office will be directed to your Queen’s email account, including interview request and job offer notifications.

***Note: You must pay the \$35 registration fee and submit the registration form before you are eligible to apply for any QUIP positions. The non-refundable registration fee is payable only once and 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 workshop to learn how to conduct an internship search.
- 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.
- 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.
- Students who accept a QUIP position are required to successfully complete their internship and return to complete your degree requirements.
- 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.
- **Note on ENROLMENT Limitations:** In addition to the INTN course, students may also enroll in only **one** course during each internship term, including but not limited to an independent study course, to a maximum of 6.0 units per term.

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

REGISTRATION FORM – Faculty of Arts and Science

Surname: _____ First Name: _____ Middle Initial: ____
Preferred Name: _____ Student Number: _____ NetID: _____
Email: _____@queensu.ca Phone Number: _____
As of Sep 2021, enrolled in: 2-yr. 3-yr. Other: ____ International Student: Yes No
Program: BAH BSCH Certificate in _____ (if applicable)
Plan: Specialization Major Major/Minor Medial Industries of Interest: _____
Subject 1 (e.g., *Biology*): _____
Subject 2 (if applicable): _____ Companies of Interest: _____
Subject 3 (if applicable): _____

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** or above. Their academic record merits participation in this program.
- The student and department have discussed progression toward degree completion and any implications of a year away.
- The department certifies that the student will not be prevented from graduation due to changes in prerequisites and/or compulsory courses while the student is on internship,
- The department will allow this student to return to his/her original program of study 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

Only for students in Medial or Specialization plans involving two departments:

2nd Chair of Undergraduate Studies (**Name**) 2nd Chair of Undergraduate Studies (**Signature**) _____
Date

Only for students in Concurrent Education:

Concurrent Education Advisor (**Name**) Concurrent Education Advisor (**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:

- 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 \$35 application fee with submission of this application & **if I accept a QUIP internship.**
- Pay tuition for INTN 301; 302; 303 (or 304; 305). (**N.B:** International students are assessed international course fees.)
- Return to Queen's University for completion of my academic program after the internship.
- Please check the box below if it applies to you:
 - I have arranged for my internship to be part of an appropriate independent studies course (59x-series) and the appropriate Independent Studies form counter-signed by the Associate Dean (Studies) is appended.

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

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 Faculty of Arts and Science 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 contact quip@queensu.ca.

Career Services Use Only \$35 registration fee paid: Initials: _____ Date: _____