2020-2021

As always, the health and safety of Queen's student staff and volunteers is paramount. Where possible, remote opportunities (rather than in-person) are preferred. Extra consideration is required by departments to ensure all student staff feel safe at work or at their volunteer opportunity during this period of COVID-19. Departments must apply the same considerations to student staff health and safety as you would to other staff.

COVID-19 related information and resources are available on the university’s COVID Information webpage and the COVID-19 Campus Operation Group webpage. If you have any questions about health and safety for student staff, please contact the Department of Environmental Health & Safety at safety@queensu.ca or ext. 32999.
Welcome to 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 and the bridges between 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 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.
## Internship Position Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Length of appointment</strong></td>
<td>12-16 months. No renewal permitted after 16 months and no further notice is required at the end of the contract.</td>
</tr>
<tr>
<td><strong>Timing</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Hours of work</strong></td>
<td>35 hours/week. Exact schedule of daily start and end times to be determined by department.</td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td>Not pension or benefits eligible.</td>
</tr>
<tr>
<td><strong>Salary</strong></td>
<td>Determined by department. See page 4 for suggested salary ranges. Students are paid monthly.</td>
</tr>
<tr>
<td><strong>Vacation</strong></td>
<td>10 days for any 12-month contract period. All vacation days should be used within the contract period.</td>
</tr>
<tr>
<td><strong>Sick leave</strong></td>
<td>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 the Return to Work &amp; Accommodation Office within HR.</td>
</tr>
<tr>
<td><strong>Intellectual property</strong></td>
<td>If you want to address intellectual property concerns in your offer letter, please speak with the HR Advisor preparing the letter.</td>
</tr>
<tr>
<td><strong>Canadian Police Information Centre (CPIC) Check</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Termination</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Nature of work</strong></td>
<td>There is a range of what work can form a strong internship learning experience for students. See page 3 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.</td>
</tr>
</tbody>
</table>

QUIP Interns will be entitled to all items governed by the Employment Standards Act and most general Queen’s policies apply.
Creating a QUIP Internship in Your Department

1. Create job description

Determine the nature of the position and its activities and write a job description (for template see Appendix A). Consider an internship within one of the follow categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description of category</th>
<th>Example job titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project and administration coordination</td>
<td>Coordinates one or more projects and/or activities for a department.</td>
<td>Project Intern, Project Coordinator, Office Coordination Intern</td>
</tr>
<tr>
<td>Information and technical systems</td>
<td>Provides service and/or technical support to the university's information technology infrastructure.</td>
<td>Solutions Intern, Programming Intern</td>
</tr>
<tr>
<td>Communications</td>
<td>Contributes to and/or coordinates activities such as communications, public relations, publications, website and/or social media.</td>
<td>Communications Intern, PR Intern, Publications Intern</td>
</tr>
<tr>
<td>Student service/helping roles</td>
<td>Contributes to and provides direct services to students, such as advising. Promotes the well-being of individuals and creating a positive and equitable environment.</td>
<td>Advising Intern</td>
</tr>
<tr>
<td>Finance and accounting</td>
<td>Contributes to financial and accounting activities.</td>
<td>Accounting Intern, Budget Intern</td>
</tr>
</tbody>
</table>

Notes: Contact quiplib@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)
2. Determine salary

If the nature of the work of the internship position is most closely related to that at a Grade 5 level

Recommended annual salary range is $31,206 to $32,792

If the nature of the work of the internship position is most closely related to that at a Grade 6 level

Recommended annual salary range is $35,388 to $37,186

If the nature of the work of the internship position is most closely related to that at a Grade 7 level

Recommended annual salary range is $40,127 to $42,169

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

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.

3. Determine start and end dates

TYPICAL WORK TERMS

- 12 Months (Sep 1 to Aug 31)
- 12 Months (Jan 1 to Dec 31)
- 12 Months (May 1 to Apr 30)*
- 16 Months (May 1 to Aug 31)*

*highest student interest
4. **Confirm Approval for the Position**

Complete [HR-FRM-057 Approval to Create a QUIP Internship](#), Step 1. Send the signed approval form and supporting documentation to quiq@queensu.ca. The QUIP office will send you a confirmation and you can move forward to Step 5.

5. **Post the Position**

**RECOMMENDED RECRUITMENT PERIODS**

<table>
<thead>
<tr>
<th>Internship Start Date</th>
<th>Peak Time to Post Jobs</th>
<th>Recommended Period for Interviews</th>
<th>Recommended Period for Job Offers</th>
</tr>
</thead>
<tbody>
<tr>
<td>January or May*</td>
<td>Mid-September to October*</td>
<td>October*</td>
<td>October-November*</td>
</tr>
<tr>
<td>May or September</td>
<td>January-February</td>
<td>February</td>
<td>February-March</td>
</tr>
<tr>
<td>September</td>
<td>May-June</td>
<td>June-July</td>
<td>June-July</td>
</tr>
</tbody>
</table>

*Note: Most common recruitment period*

**Steps for Posting a Position:**

a) Determine your preferred start date (January, May, or September).

b) Determine the posting deadline. It is typically recommended to post a position for approximately 2-3 weeks.

c) Do you have an employer account in the MyCareer system (which you may have used to post Work Study positions or SWEP proposals)?

**YES**

If you have an employer account in the MyCareer system, login to [https://careers.sso.queensu.ca/employers/overview.htm](https://careers.sso.queensu.ca/employers/overview.htm)

Click on “Post a New Job” (blue tab, centre of screen), then “QUIP postings”.

**NO**

If you do NOT yet have an employer account in the MyCareer system, register for a login and password at MyCareer at [https://careers.sso.queensu.ca/employers/registration.htm](https://careers.sso.queensu.ca/employers/registration.htm)

You will be emailed with your username and temporary password
Login to [https://careers.sso.queensu.ca/employers/overview.htm](https://careers.sso.queensu.ca/employers/overview.htm)
Change your password – click on “My Account”
Click on “Post a New Job” (blue tab, centre of screen), then “QUIP postings”.

Email [quip@queensu.ca](mailto:quip@queensu.ca) if you experience any complications.

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](mailto:quip@queensu.ca).

6. **Interview and Review Candidates**

a) The QUIP office will screen, bundle, and send one file with all of the applicants to you the business day after the posting closes.
b) Review the applicants, decide who you wish to interview and email [quip@queensu.ca](mailto:quip@queensu.ca) to arrange interviews.
c) Complete your interview and assessment process. You determine your interview process (there are no set questions required).

*If you need to contact a student directly, please copy [quip@queensu.ca](mailto:quip@queensu.ca) in all correspondence.*

7. **Make a Job Offer**

a) Confirm candidate availability. During peak periods, students may be receiving multiple job offers so we ask that all offers are extended through the QUIP Office. Email [quip@queensu.ca](mailto:quip@queensu.ca) with the name of your chosen candidate and the following information:

- Start/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.

8. **Hire Successful Candidate**

Once the student(s) has accepted, complete the second half of HR FRM 057 Approval to Create a QUIP Internship (download from [http://careers.queensu.ca/faculty-staff/hire-student](http://careers.queensu.ca/faculty-staff/hire-student)) and send to your [HR Advisor](mailto:hradvisors@queensu.ca). S/he will complete the offer letter and review it with you.
9. Onboard and Supervise Intern

The onboarding for your QUIP intern will likely follow a similar process to when you orient other new team members. The HR Orientation Toolkit provides an easy-to-follow process, including checklists.

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 ITAdminRep if you have any questions.

**QUIP Program Information**
Interns will already have 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.
Appendix A – QUIP Internship Position Description Form

(Instructions: to make it easier to for you to copy and paste into the job posting system, create your position description using the same categories that are listed below)

**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 – Employer Agreement

In hiring an intern from the Queen’s Undergraduate Internship Program (QUIP), you agree to meet the following conditions as outlined below:

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 should be addressed to the Head Internship Coordinator at quip@queensu.ca.
Appendix C – Participating Academic Disciplines

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

**LANGUAGES**
- French Studies
- German Studies
- Hispanic Studies
- Linguistics

**ENGINEERING**
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical & Computing Innovation
- Electrical Engineering
- Engineering Chemistry
- Engineering Physics
- Geological Engineering
- Mathematics & Engineering
- Mechanical Engineering
- Mining Engineering

**HEALTH SCIENCES**
- Bachelor of Health Sciences

**HUMANITIES**
- Art History
- Classical Studies
- Classics
- English Language & Literature
- History
- Languages, Literatures, & Cultures
- Philosophy
- Religious Studies

**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
- Geology
- Kinesiology
- Life Sciences
- Mathematical Physics
- Mathematics
- Physics
- Psychology
- Statistics

**CREATIVE ARTS**
- Computing & the Creative Arts
- Drama
- Film & Media
- Media & Performance Production
- Music

**SOCIAL SCIENCES**
- Applied Economics
- Economics
- Environmental Studies
- Gender Studies
- Geography
- Global Development Studies
- Health Studies
- Political Studies
- Politics, Philosophy and Economics
- Psychology
- Sociology