Queen’s Undergraduate Internship Program (QUIP)

2019-20 Frequently Asked Questions

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Workshops

Which workshops do I need to complete?

All students in QUIP must complete both the “Resume and Cover Letter Workshop” and the “Interview Workshop.” Students in Arts and Science (excluding Computing students) are also required to attend the “Designing your Internship Search Strategy.”

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 prior to applying to positions. However, if you have an application deadline coming up and are not able to complete the workshops beforehand, please contact quip@queensu.ca.

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 can’t 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’ll get the same overall tips and suggestions. The Career Services equivalent workshop titles are as follows:

- QUIP Resume and Cover Letter Workshop → “Ramp up Your Resume” AND “Conquer the Cover Letter”
- QUIP Interview Workshop → “Interview I: Winning Interviews”
- QUIP Designing your Internship Search Strategy → Effective Networking

Please note that the “QUIP Designing your Internship Search Strategy” workshop is highly recommended over Effective Networking as it is much more specific to a short-term internship search.
If you attend one of these workshops, please fill out an ‘Alternative Workshop’ form, have it signed by the workshop facilitator and then turn it in to reception, who will forward it on to the QUIP administrative team. The form will be available in the workshop room.

**How do I register for workshops?**

Workshops are listed on the [Events Calendar](#) on MyCareer. Please register for QUIP workshops in advance.

**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.

**Appointments**

**How do I make an appointment?**

Please email [quip@queensu.ca](mailto:quip@queensu.ca) to make an appointment with an Internship Coordinator.

**How many appointments can I have?**

As a QUIP registrant, there is no set limit on the number of appointments you can book with a QUIP Coordinator.

**What type of support do you offer?**

QUIP registrants are eligible for cover letter and resume writing assistance, interview preparatory support, and to discuss internship search strategies and making decisions about job offers. We are also available to chat with you while your complete your internship.

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

Questions are best asked during drop-in advising, which runs every Tuesday and Thursday from 11:00am – 12:00pm from September – April. If you need a more timely response, you are encouraged to email [quip@queensu.ca](mailto:quip@queensu.ca).
Applications

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. All applications must be submitted through MyCareer, but some require multiple methods of application. 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?

Computing students 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 before the position expires.

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:

<table>
<thead>
<tr>
<th>Internship/Position Start Date</th>
<th>Peak Time to Post Jobs</th>
<th>Recommended Period for Interviews</th>
<th>Recommended Period for Extending Jobs 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>

If you have questions about when a specific company hired last year, please email quip@queensu.ca or attend drop-in advising.
There’s 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 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 their own niche internships. A great place to start your search is the “QUIP Designing your Internship Search Strategy” workshop.

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

All positions must be technical and rigorous enough 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.

Prior to pursuing this option, please contact a QUIP Coordinator at QUIP Drop-in Advising or at quip@queensu.ca.

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

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 for you. 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 to let us know.

How are interviews conducted?

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
- Via Skype/video conferencing.

Interview methods are chosen by the employer.

What if I can’t make an in-person interview out of town?

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 are able to accommodate alternative arrangements; however, please ensure you give ample notice of any request to change the method of 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 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’re 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 (eg: QUIP set up the interview for you), please contact us at 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 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 haven’t received many interviews. What should I do?

Please email us at 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

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 qui@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, which runs every Tuesday and Thursday from 11:00am – 12:00pm from September to April.

I received an internship offer from a company that I found on my own. What are my next steps?

Please contact our office at qui@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

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 qui@queensu.ca if you have any questions.

Other

Do roles have to be 12 – 16 months in length?

Yes, all positions through QUIP must be 12 – 16 months in length.
Can I combine multiple co-ops to create one 12 – 16 month internship?

QUIP internships are normally 12-16 months in the same position/organization. This is to your benefit as you are able to make a more significant contribution to the company in 12 – 16 months and you are able to take on more progressive responsibility. If you have received an offer that is outside of the normal program structure, please contact quip@queensu.ca to discuss it further.

Can I participate in an internship in another country?

Yes. You are able to 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

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’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 must 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 visit the Queen’s University International Center (QUIC) 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 (SASS). They can work with you on academic writing and language support and can be reached at eal.sass@queensu.ca.

For services and supports with work permits, visas and health insurance (UHIP), international students can visit Queen’s University International Centre (QUIC). For more information visit www.quic.queensu.ca.

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 to speak with an Internship Coordinator about your request. Each situation is assessed on a case-by-case basis and may include support from QUIC, 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.