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A. INTRODUCTION

The Flexible Internship Program at the University of Guelph reflects a partnership among four parties including: Students, Academic Departments, the Experiential Learning Hub and Agri-Food Industry Partners. These policies and procedures have been established to bring maximum benefit to students and to expedite the internship process in an efficient way. It is the goal of the Experiential Learning Hub and the Academic Departments to support the students to every extent possible.

B. RESPONSIBILITIES

The success of the Flexible Internship Program relies upon the four partners understanding their responsibilities.

1. THE STUDENT

Students are representatives of the University of Guelph and must conduct themselves accordingly in a professional manner. The responsibilities of the student include:

a. Admission to the Flexible Internship Program

Admission to the Flexible Internship Program is at the discretion of the instructor of the internship course. It is expected students are in semester level 4+ with a minimum 65% average. This course is not open to students enrolled in the Co-operative Education program.

b. Maintaining Enrolment in the Flexible Internship Program

Students are expected to participate in lectures and course requirements as per the internship course outline.

Students are expected to participate in an unpaid, 40-hour internship experience. This internship can occur during the current academic semester (Fall or Winter), the semester immediately following the academic semester (Winter or Summer, respectively) or can extend into the next semester (Summer or Fall, respectively). It must be completed within 2 semesters following enrollment in the course.

A mid-internship visit or check-in is scheduled with each student and supervisor by the co-instructor (Internship Specialist) or an Experiential Learning Hub representative, and will be completed either in-person, via telephone or virtually.

If no internship has been secured by the student by a deadline set in the Course Outline, an internship will be assigned to the student by the co-instructor (Internship Specialist)

c. Flexible Internship Fees

There are no additional fees for the internship beyond the fee paid during course registration. However, students are responsible for their own transportation to/from the internship location.

d. Release of Information

Flexible Internship Program students also grant permission to the Experiential Learning Hub to release their resumes and cover letters to prospective Industry Partners to whom the students are applying in Experience Guelph.

e. Placement Process

i) Registering for the Internship Course

Enrollment is confirmed by the instructor of the internship course. Once confirmed the student has met all the requirements, the instructor will approve enrollment. Sign in must be done via a Course Waiver Request form.

ii) Eligibility

All semester level 4+ students with a minimum average of 65% (excluding Co-op) are eligible to participate in the Flexible Internship Program, if the internship is unpaid. However, in the case that the employer is adding the student as an employee on their payroll, the student must be eligible to work in Canada.

iii) Placement Postings

Job postings will be available on Experience Guelph as they are received from Industry Partners.

iv) Student Application Activity

Students registered for the placement process are required to actively apply for placement opportunities to be successful in the Flexible Internship Program. Students are also encouraged to seek their own opportunities to complete a placement.

A student who has:

- i. not confirmed their intentions for the upcoming internship
- ii. been unresponsive to communication
- iii. has zero applications during the placement-searching period

will receive the mark they have earned based on completed components of the internship course. Submissions of required assignments will not be accepted if an approved internship is not completed within the required timeline.

v) Interviews

Students selected for an interview will be notified via email to their @uoguelph.ca account. Students are required to:

- i. Be professional at all times throughout the recruitment process
- ii. Accept and sign up for all interview requests following notification
- iii. Attend all scheduled pre-interview briefing sessions and interviews regardless of location
- iv. Participate in Skype or phone interviews for Industry Partners who schedule during Reading Week, Fall Break and Winter Holidays
- v. Maintain their @uoguelph.ca email account and ensure that the account does not become inactive

v) Interviews (continued)

Students may contact the Experiential Learning Hub requesting an alternative interview timeslot only if the available interview times are in direct conflict with a lab or exam. Students may be required to miss class in order to attend an interview.

vi) Withdrawal of an Application

Withdrawing an application from the placement process is only permitted if during the interview a student learns that a placement opportunity is not consistent with the internship posting. The student must contact their co-instructor (Internship Specialist) immediately following the interview to obtain approval for the withdrawal.

vii) Accepting a Placement

Following the interview process the Industry Partner will rank preferred candidates in order. The co-instructor (Internship Specialist) will match students with the Industry Partner accordingly. There is no option to decline an internship.

The co-instructor (Internship Specialist) sends placement acceptances to students via email to their @uoguelph.ca account.

Accepting an offer for a placement is an agreement to work with an Industry Partner in the specified position as an unpaid intern. Once the offer has been accepted, refusal to work with that Industry Partner or in that specified accepted position will be considered a breach of contract and may result in the student's inability to submit the required assignments.

viii) Internships Not Organized by the Experiential Learning Hub

Students are encouraged to use personal network contacts in conjunction with the Experiential Learning Hub internship postings when looking for an opportunity placement. The student must consult with their co-instructor (Internship Specialist) and discuss the viability of the internship description before accepting a position. The co-instructor (Internship Specialist) will confirm the position meets the Flexible Internship Program requirements.

ix) Industry Partner Contact

The Experiential Learning Hub is responsible for all contact with an existing Industry Partner who has posted a position. If a student wishes to contact an Industry Partner, they must first seek approval from the co-instructor (Internship Specialist). If contacted by an Industry Partner directly, they must inform the co-instructor (Internship Specialist). Failure to comply with this policy may result in removal from the placement process.

x) Internship

Students will not be compensated during an internship. Exceptions must be reviewed and may be approved by the Experiential Learning Hub. An internship will last 40 hours, where lunch and breaks may count as part of the 40 hours.

f. Withdrawal

Students who withdraw will follow the academic policies as outlined in the undergraduate calendar.

i) Voluntary Withdrawal

Students may drop the course on WebAdvisor before the 40th class day of the academic enrollment semester. Please inform the instructor if you do withdraw so you can also be removed from the placement process.

ii) Required to Withdraw from Flexible Internship Program

Students may be required to withdraw from the Flexible Internship program for any of the following reasons:

- i. The student leaves the Industry Partner without Experiential Learning Hub approval after accepting an offer for a placement or during the internship.
- ii. The student is dismissed with just cause from an internship.
- iii. The student does not complete the internship within two semesters following the academic enrollment.

g. Appeals

Submitted according to the academic policies in the undergraduate calendar.

2. THE ACADEMIC DEPARTMENT

The Academic Department is responsible for all academic components of the Flexible Internship Program including the evaluation of the assignments.

3. THE EXPERIENTIAL LEARNING HUB

The Experiential Learning Hub coordinates the administration of Flexible Internship Program and follows the required operational guidelines.

The Experiential Learning Hub prepares students for the internship, co-ordinates placement development relevant to the academic curriculum and facilitates the placement process. The co-instructor (Internship Specialist) is primarily responsible for placement development in a specific discipline area and advising students regarding their activities in the placement process for the internship.

The Flexible Internship Program at the University of Guelph involves a competitive placement process. The Experiential Learning Hub makes every effort to assist students in securing an internship, however, it is assumed that the student will put in a reasonable amount of effort to ensure that they get a role.

The Experiential Learning Hub is responsible for the review and approval of internship postings. However, the Experiential Learning Hub does not assume responsibility for endorsing the companies.

4. INDUSTRY PARTNERS

Industry Partner Responsibilities:

- Provide internship offer details, and any other terms of the placement including information about the timing of the placement.
- Provide an overview of the responsibilities that demonstrate the student will be engaged in purposeful and meaningful work.
- Assume the same accountabilities as with any other temporary employee for the period of internship including adherence to the required legislation:
 - [Ontario Human Rights Code \(Discrimination\)](#)
 - [Occupational Health and Safety Act \(Workplace Safety and Harassment\)](#)
 - [Intellectual Property](#)
- Ensure on-going supervision is provided throughout the internship period.
- Review student's performance at the completion of the internship.
- Contact the Experiential Learning Hub with questions or issues affecting the internship.
- Disclose whether they are covered by the Workplace Safety and Insurance Board (WSIB).
- Complete a Pre-Placement Due Diligence Checklist and a Declaration to conform to all WSIB reporting procedures.

Note: Partners are not responsible for paying the interns, as per the Ontario Ministry of Labour's Employment Standards Act of 2000. However, if a partner chooses to do so it is under their discretion, and thus does not have to complete a Pre-Placement Due Diligence Checklist and a Declaration to conform to all Workplace Safety and Insurance Board (WSIB) reporting procedures.

Industry Partner Accountabilities

- Industry Partners have the right to terminate the internship with a student. This intention must be communicated to the Experiential Learning Hub. The Experiential Learning Hub reserves the right to withdraw Flexible Internship Program participation from Industry Partners who do not comply with the Industry Partner Responsibilities outlined above.

Industry Partners are Encouraged to:

- Offer orientation and training regarding the placement and the organization.
- Respond to and provide feedback regarding the intentional learning goals/objectives as initiated by the student.
- Provide ongoing feedback and support to enhance professional learning and development.
- Meet with a representative of the Experiential Learning Hub to discuss the student's performance and learning on the job.