

## Admission into Internship Program

Course enrolment is at the discretion of the instructor. It is optimal for students who are in semester levels 05, 06 or 07, with a minimum 65% cumulative average. This course is not open to students enrolled in the Co-operative Education program.

## Maintaining Enrolment

Students are expected to attend synchronous components, complete online modules, participate in discussions, as well as complete course requirements as per the 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). It must be completed within 1 semester following enrolment in the course.

A mid-internship visit, i.e. interim check-in, is scheduled with each student and supervisor by the co-instructor Internship Specialist, and will be completed either in-person, via telephone or virtually.

An internship is guaranteed to the student only if they exhibit active engagement in the course and process of securing an internship, by adhering to the requirements stated in the Course Outline.

## 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.

## Placement Process

### i) Registering for the Internship Course

Enrolment 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

This course is intended for students in semester levels 05, 06, and 07 with a 65%+ cumulative average. However, all interested students may express their intent to enrol and their academic standing will be assessed on a case-by-case basis.

Students must not be enrolled in the Co-op program.

If the internship is paid, the student must be eligible to work in Canada.

### iii) Placement Postings

Internship postings will be available on Experience Guelph as they are received from host organizations.

iv) Student Application Activity

Students are required to actively apply for placement opportunities to be successful in securing an internship. Students are also encouraged to seek their own opportunities.

In order to be guaranteed an internship, the student must complete the academic requirements stated in the course outline.

A student who has not been confirmed an internship by the end of the 10<sup>th</sup> week of class 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. Conduct themselves accordingly in a professional manner, as representatives of the University of Guelph.
- 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 video or phone interviews for host organizations 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

Students may contact the Internship Specialist 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 only permitted if during the interview a student learns that a placement opportunity is not consistent with the internship posting. The student must contact the Internship Specialist immediately following the interview to obtain approval for the withdrawal.

vii) Accepting a Placement

Following the interview process the host organization will rank preferred candidates in order. The Internship Specialist will match students with the host organization accordingly.

**There is no option to decline an internship.**

The Internship Specialist sends internship confirmations to students via email to their @uoguelph.ca account.

The internship confirmation is an agreement to work with a host organization in the specified position as an unpaid intern. Once the offer has been accepted, refusal to work with that host organization or in that specified accepted position will be considered a breach of course requirements and may result in the student's inability to submit the required assignments.

viii) Internships Not Obtained on Experience Guelph

Students are encouraged to use personal network contacts in conjunction with the Experience Guelph internship postings when looking for an opportunity. The student must consult with the Internship Specialist and discuss the viability of the internship description before accepting a position. The Internship Specialist will confirm the position meets the necessary requirements.

ix) Host organization Contact

The Internship Specialist is responsible for all contact with an existing host organization who has posted a position. If a student wishes to contact a host organization, they must first seek approval from the Internship Specialist. If contacted by a host organization directly, they must inform the 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 Internship Specialist. An internship will last 40 hours, where lunch and breaks may count as part of the 40 hours. Pre-work assigned by the host organization (e.g. readings to familiarize the student with impending work and/or safety orientation) will **not** count towards the 40 hours.

## **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 last class day of the academic enrollment semester. Please inform the instructor if you do withdraw so you can also be removed from the internship application process.

ii) Required to Withdraw from Flexible Internship Program

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

- i. The student leaves the host organization without approval from the Internship Specialist after internship confirmation or during the internship.
- ii. The student is dismissed with just cause from an internship.
- iii. The student does not complete the internship within a semester following the academic enrollment.

## **Appeals**

Submitted according to the academic policies in the undergraduate calendar.