

INTERNSHIP GUIDE for STUDENTS 2023/2024

FACULTY OF SOCIAL SCIENCE AND HUMANITIES
UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY



FSSH INTERNSHIP OVERVIEW

The FSSH Internship is an elective course with a work (contract) component and an academic component. Students are hired for a **paid position** that aligns with their program of study, goals, interests, and skills. Internships must meet the minimum requirement of **280 hours** of work within an academic semester (Fall, Winter or Summer).

- Typically 4-month contract (but 8 month contracts are possible)
- Full-time hours preferred (35 hours weekly)
- Paid positions are **preferred** (unpaid positions with honorariums or stipends *may* be considered with Faculty approval)

The accompanying Internship course (SSCI 4103U) consists of online discussions, reflective writing, and a final project that integrates and synthesizes students' work experience with knowledge gained through their program of study.

Benefits for Students:

- Opportunities to gain relevant skills and realistic expectations of the workforce before graduation
- Documented practical experience, a resume, job search skills and a network of contacts upon graduation
- Opportunities to gain a broader understanding of career options

Student Responsibilities:

- Check @ontariotechu.net email regularly, and respond to all Internship related correspondence within 48 hours
- Follow all conditions and rules that apply to employees in the organization and exercise ethical workplace conduct
- Accept feedback and suggestions for improvement in a positive manner
- Resolve problems or issues that may arise in a prompt and professional manner

INTERNSHIP STEPS

To participate in an Internship, students should complete the following steps:

1. Sign-up on the Student Life Portal (see FAQ for full instructions). Your application will be reviewed and approved by the Faculty.
2. Start job searching! Review Internship postings on the Portal and/or seek out job postings on your own using a variety of job search sites, networking activities, etc.
3. Apply and interview for *faculty-approved* Internship positions. After accepting an offer, students must send a fully signed employment contract to the Experiential Learning Office (ssh.elo@ontariotechu.ca).
4. Register for the Internship course (SSCI 4103U).

FREQUENTLY ASKED QUESTIONS

What are the Internship requirements?

To be eligible for the Internship (SSCI 4103U), students must possess a minimum overall grade point average (GPA) of 3.0 (B) and 84 credit hours (4th year standing). The Experiential Learning Office (ELO) will review CGPA and credit hours. The ELO recognizes that these numbers may change following the current semester and will therefore be reviewing them at the time of application and nearing the finalization of field work.

How do I apply to the Internship program?

1. Go to <https://studentlifeportal.ontariotechu.ca>
2. Click on “**Students**” on the top right-hand side of the screen and select “**Student Login**”
3. Login with your student number and MyCampus password
4. Click on “**Co-op & Internship**” on the left-hand side
5. Choose your program from the list
6. Complete the application and submit
7. Once your application is submitted, it will be reviewed and approved by the Faculty
8. Read the Student Agreement Terms and Conditions for **each term** and click “**accept**”
9. You will then have access to the Co-op and Internship job postings for your program (within 24-48 hours)

Is there a deadline to apply for the Internship program?

There is no formal deadline to complete and submit the Internship application form online, however students *must* receive Faculty approval prior to accepting an Internship opportunity and registering for the Internship course (SSCI 4103U). Students who are considering participating should submit their application early to ensure they are eligible to proceed. Students should begin their job search early, as many employers recruit early (one or two terms) prior to the start of an internship job. **Tip: set aside time each week to job search and review postings.**

Will I receive course credit for the Internship course?

Yes, students participating in the Internship will receive course credit (3 credit hours). To be eligible to go out on Internship, students must have 84 credit hours completed in their program and a minimum cumulative GPA of 3.0 (B).

Does the Internship position have to match my program or major?

The internship position should align with your program of study and interests or skills you are seeking to develop. In order to be successful during the interview process, the employer will be looking for a student with a strong understanding of the industry and field for the job role they have posted. You will need to consider how your area of study fits with the job role, which is important when preparing your Cover Letter and Resume.

Can I take additional courses while participating in the Internship?

While participating in the Internship, students may register for two additional (3 credit) courses per semester, resulting in a maximum of nine (9) credits per semester (i.e. Internship and two additional course).

Will participating in the Internship affect my course schedule, program map and/or graduation?

Students who are interested in participating in an Internship are strongly encouraged to work with the Academic Advising office (sshadvising@ontariotechu.ca) to determine how the Internship experience will impact their program map and/or course sequence. Note: Many students choose to take part in Internships during the summer after 3rd year to gain experience and remain on-track to graduate.

Do I need to return to school after completing an internship?

No. You may complete your internship in your last semester before graduation.

Can I do 2 Internships?

Students may conduct back-to-back (consecutive) Internships with the same organization. The second Internship requires a new (or extended) employment contract and course-fees will apply. Students, upon successful completion of the second Internship, will receive course credit (3 credit hours).

RESOURCES FOR STUDENTS

Resume, Cover Letter and Job Search Support

One-on-one support is available within your Faculty! Prior to starting your job search, you are strongly encouraged to connect with Experiential Learning Office (ssh.elo@ontariotechu.ca) for job search support and advice.

One-on-one appointments and workshops are also available through the Career Centre. You can receive support with your resume, cover letter, and interview techniques. Appointments can be booked through the [Student Life Portal](#) by clicking “**Book an Appointment**” and “**Career Centre**”. Upcoming Career Centre workshops and recruiting/employer events are posted under the “**Events and Workshops**” tab on the Portal.

Start applying to jobs!

There are a limited number of internship postings available on the [Portal](#), which you can access under Co-op & Internships. However, we strongly encourage you to seek out your own opportunities using a variety of sources including LinkedIn.com, Indeed.ca and your professional network (peers, extended family, professors, etc.). Be sure to set up job alerts with popular job search sites to maximize your job search, while also utilizing other means of securing employment including networking events, social media (Twitter, LinkedIn) and word-of-mouth.

If you find a new position or company, please reach out to the Experiential Learning Office (ssh.elo@ontariotechu.ca) for more information and next steps.

Job Search Sites

[Ontario Public Service](#) provides up to 5,000 students with jobs across the province. These jobs help Ontario students develop transferable skills, support their career goals and learn more about careers with the Ontario Public Service.

[Indeed.ca](#) strives to put job seekers first, giving them free access to search for jobs, post resumes, and research companies.

[LinkedIn.com](#) provides career advice and job postings with advanced search features, as well as opportunities to connect with alumni and employers through groups or sharing.

[CharityVillage](#) has become the Canadian nonprofit sector’s largest and most popular online resource for recruiting, news and how-to information.

[TalentEgg](#) is a job site and online career resource for students and recent graduates.

[Career Edge](#) is one of Canada’s largest provider of paid internships, engaging in connecting companies with qualified talent, while giving job seekers the chance to break into the workforce and launch their career.

[Eluta.ca](#) allows you to complete advanced searches (internships, entry-level positions) and can be used for all types of employment, including summer jobs, part-time, and full-time positions.

[Canada Job Bank](#) provides postings for a variety of industries and fields across Canada.