

How to Apply to the Social Science & Humanities Internship Program

Am I eligible to apply for Internship?

- You must be an SSH student in good standing, and have a cumulative GPA of 3.0 (B)
- Currently completing 3rd year and/or at 84 credit hours completed (4th year standing) by the time you have accepted an internship job contract.
- If you are nearing the end of your degree program, and are considering an internship, you must return to school with at least 3 courses (9 credit hours) remaining to graduate
- If you are an International student, you must be completed a minimum 60 credit hours to be eligible for a co-op/internship, and will require a work permit.

So, you are eligible for internship... What's next?

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 then approved.
8. Read the Student Agreement Terms and Conditions for each term and click "accept"
9. The Career Centre staff will "Release" the terms
10. You will then have access to the Co-op and Internship job postings for your program!

International Students

If you are an international student, you are required to have a **co-op work permit** prior to starting your internship. Please refer to the "Immigration Tip Sheet for Co-op Work Permit" to find more information, available on the Student Life Portal under "**Student Resources**."

Resume, Cover Letter and Interview Assistance

One-on-one appointments are available in the Career Centre for support with your resume, cover letter, mock behavioural interview assistance as well as job searching strategies. Appointments can be booked through the Student Life Portal by clicking "**Book an Appointment**" and "**Career Centre**" (virtual appointments are available). Additionally, there are resources available on the Student Life Portal under the "**Career Tools**" tab. Upcoming Career Centre workshops and events will be posted under the "**Events and Workshops**" tab on the Portal.

Start applying to jobs!

There are a variety of internship postings available on the Career Centre portal, which you can access to by going to <https://studentlifeportal.ontariotechu.ca> under Co-op & Internships. We also encourage you to seek out your own opportunities. If you find a new company or position, please notify Juanita Barton (juanita.barton@ontariotechu.ca) who will follow up with you for more information. It is recommended to set up job alerts with sites like indeed.ca, linkedin.com and talentegg.ca to explore additional work experience possibilities beyond the school's Portal.

Have questions or need support?

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