

ESC Summer Internship Program Application

Students should apply for an internship during the term preceding the internship. Students should be able to meet eligibility criteria at the start of the term in which the internship will be served. Prior approval from the academic department Head is required for all internships. Retroactive approval will not be granted. The student must attach a recent copy of the student's Transcript to this application.

Terms & Conditions:

The following Terms and Conditions are to act as a guideline both for the intern and the organization they represent. Should the organization, however, have additional codes of conduct/organizational policies they wish to review with the intern, they are welcome to do so. Exposure to such organizational regulations is a valuable part of the intern's learning process in his/her workplace assignment.

Internship Eligibility Criteria

To be eligible for an internship with ESC, the student must:

- Be currently enrolled as a third or fourth year student at QU in a bachelor's degree program or at the appropriate stage, as specified by the respective department, in a graduate degree program.
- Be able to engage in an extensive internship lasting approx 6 weeks at 25 hours per week for the bachelor's degree program. The graduate degree program will have different criteria as set out by the program requirements.
- Be in good academic and personal/professional standing at QU and elsewhere.

Internship Program - Conditions

- All students will receive academic course credit for their work-training experience as well as hands-on professional experience.
- The internship program does not entail any financial compensation to the interns.

Professional Expectations of the Intern

- A. To respect and maintain confidentiality with all sensitive organizational information they may encounter during their internship
- B. To arrange their own transportation both to and from the organization they are placed with for the entire duration of their internship.

- C. Should the QU intern fall subject to illness, he/she should inform both the relevant on-site and QU supervisor as promptly as possible. Any days missed will need to be made up toward the end of the internship.
- D. To conduct themselves in a professional manner at all times and in all aspects of their working assignment. Specifically:
 - 1. Students are expected to report to the organization at their expected working times and not leave until their working day is complete.
 - 2. Students are expected to be punctual for all meetings and complete work assignments at the times specified by the organization.
 - 3. It is expected that the interns be flexible, polite and considerate in their professional attitude at all times and exercise the highest standards of customer service.
 - 4. Students are expected to inquire about the organizational dress code and adhere to specific organization guidelines. QU recommends the following:
 - 1. National dress is fully acceptable.
 - 2. No revealing, tight or transparent clothing (this applies both to male and female interns).
 - 3. It is expected that the intern, upon completion of the internship, will return all property belonging to the organization.
 - 4. Occasionally the Faculty supervisor or the training manager may arrange for an on-site visit with the student during his/her internship; any such visit will be coordinated in advance with the organization hosting the intern.
 - 5. Students will be expected to complete an internship report, as directed by their academic department, at the completion of their internship.

Professional Expectations of ESC

- A. It is expected that the organization ensures the availability of suitable projects and tasks for the intern to engage in for the duration of the internship.
- B. It is expected that the organization will monitor the progress of the intern and communicate frequently with him/her to offer constructive feedback.
- C. It is expected that the organization will provide facilities and resources for the intern so as to enable him/her to complete the assigned tasks.
- D. It is expected that the organization will bear any work-related expenses incurred by the intern that may be necessary to complete a work place assignment.
- E. It is expected that the organization will provide a safe and clean work environment and that the student will not be asked to engage in any significant or sensitive additional assignments without formal approval by the QU intern supervisor.