

To: ADMN students  
From: Deb Earle, Department Academic Advisor & Internship Coordinator  
Re: **Question & Answer Sheet for the Internship Course**  
Date: May 2021

### **What is a Trent School of Business Internship (ADMN 4890Y)?**

The Internship course will be offered in January 2022, in accounting. We are also planning to have some on-campus classes on the Peterborough campus in the winter term, associated with the course (assuming there are no health department restrictions, at that time).

### **Do I have to secure my own internship organization?**

The School of Business will secure several internships. The internship locations will mostly be in Peterborough and surrounding area (ie.Lindsay). At present, there will also be opportunities in the Belleville area and Ottawa. We continue to try and secure additional positions and will advertise them as they become available.

If you have a connection with a firm in Ontario that you are interested in exploring for an internship opportunity with, please email [schoolofbusinessinternships@trentu.ca](mailto:schoolofbusinessinternships@trentu.ca) and we can discuss. Please talk with the Department BEFORE reaching out to any firm.

Our goal in time is to expand into other areas of business and not just offer accounting internships.

### **How many internships are available?**

Limited Enrolment of 15 students. Competitive application process. Course is only open to single major BBA students.

### **Is the internship a required course?**

The internship (ADMN 4890Y) is an elective course and will be taken between the second last and last term of your BBA degree. You must return to Trent for one term after the internship. Participation will delay graduation.

### **Is the internship worth the trade off to delay graduation?**

Yes, totally worth it! The internship will allow you to apply the work you have been doing in the classroom, gain new skills and competencies, and experience what it's like working in a professional environment. You get to do all of this while getting paid and increasing your attractiveness to potential employers. In fact, many interns secure permanent jobs with their host organizations after graduation. Furthermore, in many situations, you can also petition the

CPA to have some of your time spent in your internship count towards your practical experience requirements of your CPA.

### How long are the internships?

Internships always begin in January. Internships last 6, 8, or 12 months.

### Do the internships have to be paid?

Yes, internships are full time paid employment (minimum 35 hours per week).

### What are the steps to apply for an internship?

- Information session in early September (tentative date Wednesday September 8; classes begin Thursday September 9).
- **Application deadline for Canadian students – anytime during the summer and no later than Friday September 10, 2021.**
- **Application deadline for international students – Friday June 11, 2021 (see details below).**
- **Resume, cover letter, and interview workshop** in early September (tentative date Friday September 10).
- The job postings will be available for you to review in early September. The job postings will close on Friday September 17, 2021. Interviews will be set up by the accounting firms in the third or fourth week of September.
- internships confirmed by early October.

### Will I need a criminal reference check or vulnerable sector check?

Successful students will sign a contract with the employer and complete the necessary paperwork. Some employers may require a criminal reference check. A student with a police record that is deemed unacceptable by the employer may not be able to participate.

### Can International students apply for the internship course?

In order to participate in the internship course, you must apply for a internship work permit which is required in addition to your valid study permit. This process takes anywhere from 4-6 months so it has to be completed in advance of the September internship interviews.

### Here are the steps:

- International students will submit their application to the Department **by Friday June 11, 2021.**
- The Department will review your application and grades. If eligible, the Department will forward your name to the Registrar's Office. The Registrar's Office will provide you with a PDF letter which is required for you to apply for your internship work permit.
- This letter will be emailed to you the week of June 14 and we expect you to apply for the work permit without delay.
- **Paul Longhurst from Trent International is offering a zoom information session to help you complete the online internship work permit application. The session is Tuesday June 8<sup>th</sup> at 10 am. Email [deborahearle@trentu.ca](mailto:deborahearle@trentu.ca) and she will send you the zoom link.**
- Then in September you will be able to review the job postings and interview with firms.

- This application process in June DOES NOT guarantee you an internship. You earn the internship at the interviews with the firms in September. If you are offered a position, you can state you have already applied for your internship work permit, and it should be back soon. If you are not successful in securing an internship, there is no harm in having applied/secured the internship work permit.

### What are the course pre-requisites for ADMN 4890Y?

A **minimum 75% cumulative average** at time of application and a minimum of 16.5 university credits by the end of December including **all the year 1-3 required courses** for your ADMN major, and the **accounting courses for the specialization and CPA PREP**. Please email [deborahearle@trentu.ca](mailto:deborahearle@trentu.ca) to discuss your fall course selection and academic eligibility for the internship before completing summer priority registration.

Students should pre-register in their winter courses as a back-up in case the internship does not materialize. In December, the School of Business will register students in the Internship course and students can de-register themselves from their other winter courses.

### What happens after I complete the internship?

After completing the internship, students will return to Trent for their last term and take ADMN 4030H, ADMN 4101H and remaining elective credits. Participation in an internship will delay graduation. ADMN 4890Y is not for credit toward a major in Business Administration (it is an elective credit toward your degree).

### Can you give me an example of how an 8-month internship takes place and what kind of academic work is required for the credit?

Internship is confirmed in October. Students complete their fall courses.

Internship runs January to August 2022.

Classes begin Monday January 10, 2022 (University re-opens Wednesday January 5)

Workplace Readiness Training Day for all interns – Monday January 10, 2022

Internship begins – Tuesday January 11, 2022

### Throughout the 8-month internship:

- ADMN 4890Y is worth 1.0 credit in the winter term.
- Students will work a minimum of 35 hours per week in a paid internship.
- Some academic work including reflective journal and learning goals.
- Direction, guidance, and site visits from course instructor.
- Mid-point progress report week (4-month mark) completed by agency supervisor.
- Grade converts to incomplete at the end of April.
- May to August continue with internship hours.
- Late August, final performance evaluation at the end of internship.
- Beginning of September, students register and return to Trent for final academic term.

### Fall 2022 – Return for Final Academic Term

Throughout the final academic term:

- Students complete their internship oral presentation and written report.
- By the end of October, a grade will be submitted for ADMN 4890Y. The grade is a pass or fail.
- Students complete remaining credits of ADMN 4030H, 4101H and electives.

- Students apply to graduate.

### **What does it cost to be registered in an internship?**

For the internship students will pay normal Trent tuition and ancillary fees for the Internship course (ADMN 4890Y) worth 1.0 credit value in the winter term. After the first four months, the course will revert to “in progress/incomplete” until all components are satisfactorily completed. The course is a pass or fail grade. When students return for their last term after completing the internship, they will pay normal Trent tuition and ancillary fees for the remaining credits they are taking.

### **How does the internship affect OSAP?**

Students who have previous loans would be able to apply for interest free status and payment deferral on those loans while on the internship. It also appears possible that students would be eligible to apply for part-time loan and grant funding during the internship term. There may be an adjustment and re-imburement on your OSAP if you are full time in the fall term (2.5 credits) and part time in the winter (1.0 credit) term. It is the student's responsibility to meet the OSAP obligations.

### **How does the internship affect Trent scholarships?**

The tentative plan is to treat internship students as being “full-time” for the purpose of scholarships during their internship terms. The students would be eligible to receive scholarships in Fall/Winter provided they met the remaining requirements.

### **How does the internship affect TCSA health plan, athletics, Trent Wellness, library, & bus pass?**

It is our understanding that for example on an eight-month internship, from January to April you will have access to the above services based on your part time tuition fees. You will not have access from May to August.

### **Can I take additional courses while on the internship?**

A student is not allowed to register in other Trent courses including online courses from any University, while on a paid internship as the student is expected to solely focus on their internship hours and course.

### **Is there anything extra I should do to prepare for the internship?**

Some accounting firms will use specialized software. Others will use Excel software. Students should take time during the summer to brush up on Excel skills. LinkedIn Learning is a great online resource to learn programs like Excel. It is free for students via the portal under the support tab.

### **How do I create a great resume and cover letter?**

There are a variety of online resources available for learning how to structure a good resume. The Trent Careerspace is a great resource for tips, techniques and for booking individual consultations for a resume critique. Students must be prepared to spend the time to create a professional resume. Your resume needs to be tailored to each specific job posting and should include social media links such as LinkedIn. The Department will host a resume and cover letter workshop in early September.

### **When are the interviews?**

The job postings will be available for you to review in early September. The job postings will close in mid-September. You will apply directly to the firms. Many of the firms use an online application process. Interviews will be set up by the accounting firms in the third or fourth week of September. The Accounting firms will reach out directly to the students. The Department is not involved in this part of the process.

Students are expected to prepare for the interviews. This includes researching the host agency, dressing professionally, arriving early, making sure your cell phone is turned off, preparing questions for the interview, and being positive about the potential opportunity. Some interviews may be virtual/remote. Some firms will have a multi-step interview process. This process will go quickly. You need to reply to inquiries without delay.

### **What do I do once I accept an offer?**

Congratulations. Once you accept an offer, please email the Department and let us where you have been hired.

### **Am I guaranteed an internship?**

Internships are not guaranteed. Internships are “earned” at the interview.

### **Who is responsible for health and safety while on an internship?**

As an intern, you are a paid employee of the accounting firm. The accounting firm is responsible for all health and safety measures just like they would be any other employee.

### **Getting ready to start the internship?**

Prior to the start of internship, students shall complete several online training modules including Workplace Health and Safety Awareness training, Workplace Violence and Harassment training, and Accessibility for Ontarians with Disabilities Act (AODA) training. Students will also have to complete paperwork geared to COVID related measures.

### **Who do I contact for more information?**

Please contact Dr. Kirk Collins, Internship Course Instructor, School of Business [schoolofbusinessinternships@trentu.ca](mailto:schoolofbusinessinternships@trentu.ca) or Deb Earle, Academic Advisor/Placement & Internship Coordinator [deborahearle@trentu.ca](mailto:deborahearle@trentu.ca).