

To: ADMN students
From: Deb Earle, Department Academic Advisor & Internship Coordinator
Re: **Question & Answer Sheet for the Internship Course**
Date: February 2022

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

Business internships are designed for BBA students interested in gaining in-depth, practical industry experience, while enhancing their classroom knowledge with real-world industry positions. The internship course is a full-time paid job opportunity in business. It is a break in your studies between your second last and last term at Trent. Students must return to Trent after the internship for a final term. There will be lots of opportunities in accounting as well as opportunities in marketing, human resources, and management.

How long are the internships?

Internships always begin in January. Internships last 6, 8, or 12 months. Students apply, interview and compete for internships.

How many internships are available?

Limited enrolment of 20 students across both campuses. Competitive application process. Course is only open to single major BBA students from both campuses.

What is the application deadline and criteria?

The application deadline is June 1 for International students.

The application deadline is September 1 for domestic students.

You need a minimum cumulative average of 75% and have completed 16.5 credits by the end of December prior to the internship starting in January.

Do I have to secure my own internship employer?

The School of Business will secure a number of internships or students can secure their own position in consultation with the Department. Some of the opportunities will be local (the Peterborough or Durham area) but not all of them. Students should be prepared to relocate to another City for this work opportunity.

Last year we had accounting firms in Peterborough, Lindsay, Durham, Cobourg, Belleville, Trenton, Kingston, Ottawa, and Markham. We had marketing positions in Mississauga, a Human Resources and a Finance position in Peterborough, and a Management position in York Region. We are working hard to grow these opportunities.

If you have a specific employer in mind, email us so that we can discuss your idea. Please talk with the Department before reaching out to any employer. You can also do some of your own job research in the area you are interested in and see what opportunities are available.

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. The internship course is a 1.0 credit and normal tuition fees apply.

Is the internship worth the trade off to delay graduation?

Yes. The internship will allow you to apply the knowledge you have acquired 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. Accounting students can also petition the CPA to have some of your time spent in your internship count towards your practical experience requirements of your CPA.

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?

- Attend a School of Business information session in the winter term.
- Application forms will be available late April and distributed via the School of Business weekly newsletter.
- **Application deadline for International students – June 1, 2022 (see details below).**
- **Application deadline for Canadian students – anytime during the summer and no later than September 1, 2022.**
- **Attend Internship meeting** (preparing for next steps including interview process) in early September (tentative date Wednesday September 7; classes begin Thursday September 8).
- 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 16, 2022. Interviews will be set up by the employers 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.

Will I need to show proof of COVID vaccination?

Yes, most employers will request proof of vaccination.

Can International students apply for the internship course?

In order to participate in the internship course, you must apply for a coop/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.

- Submit your application to the Department **by Friday June 1, 2022;**
- 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 in order for you to apply for your coop/internship work permit;
- This letter will be emailed to you in mid to late June and we expect you to apply for the work permit without delay and by the end of June;
- **Trent International will offer a zoom information session to help you complete the coop/internship work permit application. Date to be confirmed in early June.**
- Then in September you will be able to review the job postings and interview with employers.
- This application process in June DOES NOT guarantee you an internship. You earn the internship at the interviews with the employers in September. If you are offered a position, you can state you have already applied for your coop/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 coop/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 completed by the end of December prior to the January start. These 16.5 credits should include **all of the year 1-3 required courses** for your ADMN major, and the **courses for your specialization**. Accounting students should be completing the CPA pre-requisite courses.

Can someone review my academic summary and assist me with course selection in preparation for an internship?

Email deborahearle@trentu.ca prior to summer priority registration to discuss your fall course selection and academic eligibility. 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. Second and third year students, should develop a course plan early in preparation for their internship application.

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?

- Internship is confirmed in October.
- Students complete their fall courses.
- Internship runs January to August 2023
- Workplace Readiness Session for all interns – tentative Friday, January 6, 2023
- Internship begins – tentative Monday January 9, 2023 (same day Trent classes begin)

Throughout the 8-month internship:

- ADMNY 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 visit from course instructor;
- Mid-point progress discussion (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 2023 – Return for Final Academic Term:

- Mid September, 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-imbursement 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?

Trent will treat internship students as being “full-time” for the purpose of Trent scholarships during the winter term. The School of Business will notify the Registrar's Office in late November that students have been approved for an internship.

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?

Edit your resume and cover letter. Brush up on your interview skills. Enhance your computer skills. For example, some firms use Excel and many marketing firms will expect social media abilities.

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 posting and should include social media links such as LinkedIn. The Department will host a resume and cover letter workshop in early September.

Where do I view the job postings? When are the interviews?

The job postings will be available for you to review in early September in a Blackboard site. The School of Business will enrol you in this site. The job postings will close in mid-September. You will apply directly to the employers. Many of the employers use an online application process. Interviews will be set up by the employers in the third and fourth week of September. The employers 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. Again, Trent Careerspace has lots of great resources to assist you. This includes researching the host agency, dressing professionally, arriving early, making sure your cell phone is turned off, and preparing questions for the interview. Interviews can be in-person or virtual/remote. Some employers 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?

Offers will go out the first week of October from employers directly to you. Once you accept an offer, please email the Department and let us know which position you have accepted.

Am I guaranteed an internship?

Internships are not guaranteed. Internships are “earned” at the interview. Every reasonable effort will be made by the Department to secure opportunities for each accepted student. If a student fails to earn an internship at the interview stage, a student will return to Trent for the winter term to complete their courses as planned and not participate in the internship course.

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

As an intern, you are a paid employee. The employer 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 a number of 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 measure.

In closing, below are a few testimonials from a couple of our interns. These comments are based on their reflection of their internship at the six-week mark:

“The internship has been going wonderfully! The staff, managers, and partners are all so friendly and welcoming. They paired me with a girl named Sara as my go-to person for daily questions. Having support from everyone there makes it such a comfortable environment. The first couple weeks were certainly challenging. From learning their software to finally seeing what an audit really entails. Recently I have found myself really thinking through problems that I'm having, and solving them myself. I am so excited to keep learning, and moving on to more challenging aspects of an audit. I am loving the experience and couldn't ask for anything more!” Jennifer Giles, Accounting

“I have been lucky enough to be able to be a full part of the recruitment process here at Baker Tilly and have conducted phone screens, face-to-face interviews as well as the whole on-boarding process for two of my hires. I have also been working on our vacation policy, benefits and promotions! Learning lots and having a blast.” Jessica Revoy, Human Resources

“The internship is going great! I am working with a technology improvement and project management team that is giving me excellent training and various responsibilities. We are implementing new technology and procedures into the Procurement Department at the Regional Municipality of York.” Andrew Stone, Management/Technology

“Everything is going well so far! It was a little overwhelming at the beginning but that's to be expected. I've gotten used to the schedule of things now. Next week I'm going to be starting an audit and currently I'm assisting with a review engagement and working on some compilations. Also, I'm participating in a T1 personal tax training course, where I have to complete a case with some other co-workers and present some components of it in a couple of weeks. All in all, learning a lot of new things and getting used to the new processes and procedures.” Allyah Livert-Frank, Accounting

Who do I contact at the School of Business for more information?

Kirk Collins, schoolofbusinessinternships@trentu.ca, or Deb Earle, deborahearle@trentu.ca