



**Professional, Applied and Continuing Education
(PACE)
Internship Guide
2018**

Human Resource Management Diploma

Project Management Diploma

**Public Relations, Marketing and Strategic Communication Management
Diploma**

Financial Management Diploma

Marketing Management Diploma

Network Security Diploma

Web Development Diploma

Thank you for choosing to learn more about the University of Winnipeg, Professional, Applied and Continuing Education (PACE) diploma programs internship component. U of W PACE partners with local businesses to provide students with a meaningful, hands-on internship.

Internship is the capstone to the full-time programs. Hosting an intern offers participating organizations a source of highly motivated and skilled individuals **who work without remuneration** in order to jump-start their career and shadow experienced practitioners. Internship is not a requirement for graduation. Students choose internship to bridge the gap between education and career search. Candidates bring unique strengths and innovative skills; therefore, both entry-level and project-based work assignments are acceptable.

The internship eligibility is based on maintaining a minimum 3.0 GPA, a good attendance record and professionalism within the classroom.

Hosting an internship requires the commitment of staffing resources, the provision of a fully equipped workstation, and the creation of meaningful work assignments that enhance overall skill development.

Mentoring an intern is a positive way to fulfill corporate responsibility objectives. Internship not only helps shape professional practice, it provides an opportunity to broaden organizational leadership capacity by developing the supervisory skills of the individual overseeing the placement and credits towards CHRP and PMP designations.

GOALS AND OBJECTIVES OF INTERNSHIP

The primary goal of internship is to prepare students to transition into industry and enhance their resume with real-world experience. Internship provides an opportunity for students to gain confidence, while gradually increasing work responsibilities under the guidance of a seasoned practitioner. Work assignments should be geared to enhancing employability skills.

Employers define the scope of the work assignments based on their own organizational needs. Some examples of projects can include, but are not limited to the following:

Financial Management Diploma

- assisting with data entry in accounting system
- preparing journal entries
- accounts payable and receivable entries
- reconciliation of general ledger accounts

Human Resource Management Diploma

- Updating/creating position descriptions
- Assisting with the recruitment and selection process
- Creating/updating policies, procedures, manuals and other HR materials

Network Security Diploma

- Shaping technical direction and technical strategies with the organization and for external customers
- Providing technical support and/or leadership in the creation/delivery of solutions for business needs
- Generating and cultivating new business technology opportunities

Project Management Diploma

- Assisting organizational PMO with project documentation, specifications, schedules and reports
- Assisting projects by preparing stakeholder communication, status reports and project closure documentation
- Applying PM tools to improve the quality of service delivery or resource allocation

Public Relations, Marketing and Strategic Communication Diploma

- Developing internal and external communication, media releases, newsletters, publications, presentations and speeches
- Participating in event planning
- Reviewing content, style and grammar changes

Web Development Diploma

- Report, diagnose, and repair software bugs that are often difficult to duplicate in a production environment
- Creates complex Web designs, page layouts, graphics, style sheets, illustrations and photographic elements in a fully-digital environment using digital/multimedia hardware and software specific to the Web design industry
- Write test cases and test scripts

INTERNSHIP DATES

[Human Resource Management](#)

April 9 to May 4, 2018
August 13 to September 7, 2018

[Project Management](#)

April 2 – 27, 2018
August 6 – 31, 2018

[Public Relation, Marketing and Strategic Communication](#)

September 10 to October 5, 2018

[Network Security](#)

September 24 to October 19, 2018

Follow the link to these programs for course information and fact sheets.

In order to participate in the internship, submit position descriptions by:

- Spring Internships by January 5, 2018
- Summer Internships by April 2, 2018
- Autumn Internships by May 1, 2018

Organizations may host one or more student interns from each program and may also apply to more than one program within the calendar year. Position Descriptions are submitted to Gina Aiello, Internship Coordinator, at g.aiello@uwinnipeg.ca.

INTERNSHIP PROCESS

Employers develop internship work assignments based on their organizational needs and submit a position description using this format to the internship coordinator by the deadline date.

On company letterhead:

- Organization information
 - Internship placement dates
 - Contact information (site supervisor name, title, phone number, email)
 - Internship duties and responsibilities
 - Qualifications and required skills
 - Hours of work
 - Requirements such as Child Abuse Registry, Canadian Citizenship, Criminal Record Check
 - * Reasonable accommodation ability (chairs, desks, and/or adjusting hours)
- Position descriptions are posted for the students to review and apply. Students are given two weeks to prepare a cover letter and a resume.
 - Cover letter and resumes are emailed to the employers along with the scheduled interview dates.
 - Employers short list and call candidate/s to arrange an interview.
 - After the interview, employers rank each student interviewed in preference for placement and email to the internship coordinator, Gina Aiello on or before the ranking due date.
 - In the event that two or more organizations select the same student, the student's ranking will be the tiebreaker. All efforts are made to place employers with one of their top three ranked students. If an employer does not feel a student interviewed would be a good fit, simply indicate with **do not rank** beside that student's name.
 - On placement day, the employer and student will be emailed confirming the placement with a confirmation letter and an evaluation form.
 - The evaluation form is completed on the last day of the internship and returned via email to the Internship Coordinator. International students require the final evaluation to show completion of

the program to apply for work permits. Please submit completed evaluations on the last day of the internship to ensure timely application for work permits.

* UWinnipeg Accessibility Services provides accommodations to our students in need of extra support throughout their studies. Please advise the Internship Coordinator if your organization is able to provide accommodations for a student and indicate on the position description “some accessibility available”. Examples of reasonable accommodations may include: providing an ergonomically friendly chair; a height adjustable desk; or adjustable start/end times of the work day. PACE appreciates any consideration for accommodation; however, organizations are not obligated to provide this. The information is gathered solely for the purpose of identifying suitable placements for students who require accommodations. Students who require accommodations will meet with the Internship Coordinator, the Academic Advisor, and a UWinnipeg Accessibility Services representative, and the organization to prepare for a successful internship experience for all parties.

ESTABLISHING A SUCCESSFUL INTERNSHIP EXPERIENCE

PACE expects students to conduct themselves with integrity and in a professional manner that respects the rights and responsibilities of all individuals. This includes arriving on time, refraining from making personal phone calls, emails, texts and using social media during working hours.

Employers must be able to assign at least one staff member to supervise and mentor the student intern along with a work space.

The supervisor is responsible for preparing ongoing work assignments and providing direction to help the student produce the desired results.

Interns also need mentoring; weekly meetings are a constructive mechanism for two-way communication.

PACE encourages organizations to address performance issues directly with the student and Internship Coordinator.

Confidentiality

Student information is personal and confidential. Organizations participating in the internship may not disclose personal information; including performance information to a third party without the student’s prior written consent. Organizations should advise students about their own confidentiality requirements.

Internship Hours of Work

The requirement to pass internship is completion of 140 hours over a 20 day Monday to Friday regular work day. The employer sets the hours of work according to those of the site supervisor. Student interns are discouraged from scheduling personal appointments during internship hours wherever possible. Students will not receive credit for the internship unless they complete the required 140 hours.

Changing the Hours or Day of Work

PACE discourages changes to the internship schedule, unless mutually agreed upon by the site supervisor, the intern, and the Internship Coordinator. PACE must pre-authorize any changes and will formalize this consent in writing on the Internship Confirmation letter.

Indemnification

The site is responsible for supervising all aspects of the intern's work and releases PACE from all manner, causes and claims of actions relating to the work relating to internship participation.

For more information about the University of Winnipeg, PACE Internship Program, please contact Gina Aiello, Internship Coordinator, at 204.982.1172 or g.aiello@uwinnipeg.ca