



THE UNIVERSITY OF
WINNIPEG

Professional, Applied and
Continuing Education

Student Internship Handbook 2020

Introduction

The internship component of PACE's full-time programs, & part-time Human Resource Management Diploma, is designed to bridge the gap between education and your career search. This is a four-week, unpaid work experience allowing students to work within their field of study, apply their knowledge, and build their skillset. Participating in an internship is not a requirement for graduation, however students must meet eligibility criteria in order to participate.

Internship Eligibility Requirements

- › Cumulative GPA of 3.0 or higher (equivalent to the grade of B)
- › Minimum graded standing of C (57% or higher) in all letter-graded courses and/or pass standing in the pass/fail courses or seminars within the program curriculum
- › No active academic or financial holds
- › No transgressions of the Respectful Working and Learning Environment Policy and/or charges of non-academic misconduct
- › Successful completion of the Resume Building & Job Search Techniques courses with a minimum grade of an A- (83%)
- › No voluntary withdrawals from any course or seminar in the full-time program
- › *Network Security Diploma only*: Minimum graded standing of D (50% or higher) in all individual MITT courses
- › *Network Security Diploma only*: Minimum overall grade standing of 70% in MITT courses

Terms & Conditions

Please refer to your program calendar for internship dates. Internship dates are scheduled and set by The University of Winnipeg: students cannot negotiate their own dates with the organizations. Travel arrangements, or other commitments which conflict with the internship interview days, or the Monday to Friday internship work schedule will not be accommodated. Any student who is placed with an internship organization but is later unable to commit to the internship schedule will be withdrawn from the internship placement.

Internship placement is **not guaranteed**, employers apply selection and recruiting practices through resume short listing and interviews.

The internship is graded Pass/Fail. Transcripts reflect the same, along with 140 hours of internship. Students are evaluated by the site supervisor on the daily tasks and projects assigned. Students will not receive credit for the internship unless the required 140 hours over the four weeks are completed (this includes reporting to work on time). Please arrange any personal appointments outside of scheduled work hours: if you are unable to arrange them outside of work hours you must receive permission from your site supervisor and make up the time. Extenuating circumstances such as chronic illness will be considered only if accompanied by a doctor's note and students will not be required to make up missed time.

PACE has established working relationships with many organizations in the city for internships. At times, students choose to secure their own placement with an organization that is not currently a partner with PACE. In this situation we ask students and their internship site to work with the

Internship Coordinator to ensure that work assignments fall under the program guidelines and the internship dates are consistent with UWinnipeg PACE's program schedule.

Internship Process

- › Students that choose to participate in internship and have met the eligibility criteria will submit their application form by the due date on NEXUS (* see part-time section below).
- › An internship orientation is scheduled for each program over the lunch hour. Students participating in the internship are expected to attend (* see part-time section below).
- › Internship position descriptions are posted on NEXUS and students will be given two weeks to prepare their tailored cover letters and resumes.
- › Students apply **by the due date** and submit a cover letter and resume for each organization they choose. There will be a drop box on NEXUS for each participating employer.
 - For each position you are interested in, submit a single PDF with your cover letter and resume, saved as your name and the company you are applying to
- › Some positions descriptions may include the organization's ability to provide accommodations, if a posting does not have this information, and you are registered with accessibility services, you may still apply. However, the organization may not be able to provide the accommodations as outlined by UWinnipeg Accessibility Services.
- › The Internship Coordinator emails cover letters and resumes directly to the employers, who in turn, shortlist and call **only** those students to interview. Interviews are arranged on **days off** which are scheduled in each program calendar. Using class time for interviews is not permitted to respect your instructors and classmates (* see part-time section below).
- › All efforts are made to place employers and students with one of their top three choices, with preference given to the employer's ranking. **Please note, placements are not guaranteed, at times employer/students don't match, in which case a placement is not confirmed.**
 - Students are expected to accept the placement they are given. As students choose the organizations to which they apply and accept the interview this indicates the student is prepared to accept the placement. If you do not wish to intern somewhere after the interview, include that in your rankings.
- › Once the placements are established a confirmation letter is emailed to the employer and student prior to the internship start date.
- › Students that are not selected/ranked by an organization will not be placed.
- › Rankings are not shared with employers, students, or Program Managers.

Best Practices

- › You are expected to demonstrate and maintain appropriate professional etiquette and adhere to the organization's code of conduct.
- › Through your internship you are building your professional reputation: employers have committed 100% to providing this opportunity, and you are expected to do the same. By agreeing to do the internship you are committing to being a great intern for four weeks, 7 hours a day.
- › Introduce yourself to staff in other areas and greet coworkers when you arrive/leave for the day.
- › Work collaboratively with co-workers and managers; this is an essential skill for the work place.

- › Accept work assignments including those that may appear administrative: there is always something to learn, e.g. the different types of training the organization uses or new projects.
- › Immediately address any concerns with the site supervisor to ensure these are resolved within the internship and include the PACE Internship Coordinator, if necessary.
- › Be present. Refrain from taking or making personal calls, texting, checking personal emails, and social media during work hours.
- › Be positive. Don't criticize procedures, these are established according to the organization's culture.
- › The internship is a four week, unpaid work experience. It is important that students prepare and plan to ensure their finances will sustain them during this month.
- › Internship is a bridge between education and career search: use this to build your work references, enrich your resume and acquire skills in your field.

Part-Time Human Resource Management Internship

- › In lieu of the resume building graded course, part-time students will have access to reference materials on NEXUS to assist with cover letter, resume and interview preparation.
- › Part time students are allowed to have voluntarily withdrawn from a course (VW) as long as they have met graduation requirements.
- › Part time students are encouraged to meet with PACE's Internship Coordinator to express interest to participate with internship in their final year of program study.
- › An internship orientation session will be offered on NEXUS for part-time students and will cover the same material as that for the full-time program.
- › The Internship Coordinator emails cover letters and resumes directly to the employers, who in turn, shortlist and call **only** those students to interview. Interviews are scheduled based on days the Internship Coordinator has provided and are not negotiable. These dates will be provided well in advance in the Nexus course.
- › Part time students that are eligible for internship can apply up until one year after graduation, and will have **one** attempt at internship participation.

Part time Human Resource Internships are scheduled twice in one calendar year during Spring and Summer Terms. Part time students have the opportunity to select **one** term, **either** Spring or Summer.

Part time Human Resource Internship students follow the same stream as the full time internship students, depending on the term selected. Part time students adhere to resume submissions and interview dates as outlined in the full time calendar, depending on term selection.

Remote-Site Internships

Some sites may offer remote-work internships, which will be clearly outlined in the internship posting. It is important that you seriously consider whether working remotely is the right fit for you:

- › Working remotely demands a high level of discipline, organization, ability to stay on task, and great communication skills
- › Some remote workers experience feelings of isolation. Weekly check-ins with your supervisor are required, in person when possible. We also encourage internship hosts to invite interns to attend meetings when possible, or provide other networking opportunities within the company. This may not always be possible

Tips for being a good remote worker

- › Ask about how your work contributes towards the company's goals. How will it be used by other employees/clients? This could be done during regular meetings/check-ins, or when work is assigned
- › Communicate with your supervisor regularly, even outside of the weekly meetings. Share your progress on tasks, questions about the work you're doing, goals/tasks you've completed, milestones you're approaching/passing
- › Clarify expectations. Make sure you understand the scope of your work assignment. If you have a phone call or meeting to discuss a task, email a summary of the conversation to make sure you're on the same page as your supervisor
- › Communicate clearly and efficiently, especially via email. What is the root question/concern/idea that you have? Keep things brief while making sure to include the relevant information (this is a good tip regardless of remote/on site work)
- › Be more intentional about accepting invitations to events with co-workers, as they might be your only opportunity to expand your network/make an impression
- › Maintain a routine. From your morning routine to when you take breaks, build a routine and stick to it. This will help keep you on task
- › Reduce distractions and create a work space. Both will help you stay on task, and draw a line between work time and personal/break time

Frequently Asked Questions

Q: Will I be offered a job after the internship?

Do not ask this or similar questions while in your internship. Conduct yourself as a professional in the role with the organization. They are aware that you are a student and that securing a job after completing the program is your goal. Employment opportunities may become available in the organization, in which case they will make that known to you.

Q: Can I negotiate the internship dates and times?

No. Dates are set and organizations have arranged to work around the scheduled dates set by PACE. If you made arrangements that conflict with the regular Monday to Friday work schedule, your options are to opt out of internship or reschedule your personal event. The internship dates remain as scheduled in the program.

Q: What if I miss a day of internship?

You are expected to make up missed time to ensure the 140 hours of internship hours are completed in order to successfully pass internship. Student work hours are Monday to Friday, during the regular work day. Extenuating circumstances will require documentation.

Q: Can I intern in another city, province or country?

No. In order to participate in the internship the placement must be in Winnipeg.

Q: Does the site need to know if I am registered with UWinnipeg Accessibility Services?

Only if the type of accessibility is related to office supplies or attendance which affect both the student and the employer. Anything unrelated does not need to be shared. After your application for internship is submitted to the Internship Coordinator, and if you indicated you are registered with Accessibility Services, the Internship Coordinator will meet with you to discuss your accommodations.

Organizations that are able to provide some accessibility accommodations will include this information in their position description. Students may apply to all postings; however, not all sites will be able to provide accommodations.

Q: What if I think that I am not getting the most out of the internship?

Students are encouraged to accept tasks/projects assigned during the internship as they are important to the organization hosting the internship and are also part of the day-to-day duties for staff. Think of the internship as a four-week job interview where positive attitude, professionalism, team work, and good work are skills that will be remembered. If you feel that the internship site supervisor is not providing enough direction or work, we encourage students to arrange a meeting with the site supervisor to address their concerns. The Internship Coordinator may also be informed and if required, will also meet with the student and site supervisor.

Q: How am I graded in the internship?

An Evaluation Form link is sent to the site supervisor on the last day of internship with a completion timeline of one week. Once the evaluation is returned, the Pass/Fail will be recorded on the student's transcript.

Q: What if I am offered a job before I begin the internship or during the internship?

Practicing professional conduct and negotiating a start date with the employer to begin after the internship is recommended. Explaining to the employer that you have made this commitment to the internship site and that you'd like to honor it demonstrates to the employer your ability to accept responsibilities, loyalty, and good business sense. In the event that the employer requires an immediate start, advise the Internship Coordinator and site supervisor. Students must then voluntarily withdraw from the internship.

Q: May I secure my own internship?

If this is an organization that UWinnipeg PACE does not already have a connection with, that placement may or may not be open to the other students in the class. In any case, a position description from that organization must be submitted to the Internship Coordinator **3 months** prior to start of internship. This is to ensure the placement aligns with the PACE internship component.

Q: I don't have work experience in this field, will I still get an internship?

The employers know each student participating in internship is just completing the program and the internship is the work experience. Employers determine fit through resumes and interviews. Past work experience is an asset, not a requirement.

Q: Will internship sites be sourced that are in my field of knowledge?

Internship sites are prospected according to program study, but at times, there are some employers that require specific skills for a specific project. This information is compiled at the beginning of each program as students register. No personal information is shared outside of PACE, but general previous work experience may be shared upon request.

Q: I am currently working part-time and would like to arrange an internship with my part-time employer.

If the employer has the ability to provide work experience in the field of study, the employer must submit a position description to ensure the role aligns with the program. The student is still expected to develop a cover letter and resume, even though the employer confirms the placement. The

position is not open to all students, unless the employer specifically requests. You may not accept payment for the internship.

Q: Since internship is optional and only pass/fail, don't all students just pass?

No, students that don't meet the required 140 hour criteria will be issued a fail grade and this affects GPA. Also, students are expected to conduct themselves according to the employer code of conduct: failing to meet the requirements of the employer by refusing work assignments, arriving late, leaving early, or disruptive behavior may result in a termination notice by the employer and this results in a fail grade.

Q: Can a student get fired from internship?

Yes. Students are expected to conduct themselves in the same way each employee within the organization does. Privacy policy, codes of conduct, and respectful workplace policies apply to all individuals working in the organization. Any breach by student intern or employee, will result in termination, which in turn, results in a fail grade for the internship.