

INTERNSHIP PROGRAM GUIDELINES

An internship is a period of practical training, carried out by a student within a company or organization. An internship can be offered by any type of company or organization, large or small, for-profit or not-for-profit, and within any industry or economic sector.

An internship program can provide many **benefits to your company or organization**, including:

1. Completion of a specific work project
2. Fill in positions to cover vacations during summer time
3. An early start on training your future employees, streamline your recruitment process, and fill your talent pipeline
4. Students bring new technologies and fresh ideas from the classroom into your organization
5. Providing diversity within your workforce.

An internship program also offers **benefits to the students and to the community**.

Students look for internship opportunities as a way to develop their skills and apply the knowledge they are learning in their coursework. Students also benefit from the "real world" experience they can gain, which gives them professional experiences to remain competitive when seeking employment after graduation.

The community receives long-term benefits from internship opportunities provided to its students. Since more than 50 percent of interns return after graduation to the companies where they were interns¹, internship programs can have a positive impact on the retention of college graduates and skilled workers in your community's workforce (i.e., reduce the local 'brain drain'). A knowledgeable workforce-of both students and professionals-can be a strong tool for economic development and attraction of new businesses to your region.

TERM

Internship duration typically coincides with the school semester schedule. Students seek internship opportunities throughout the entire academic year as follows:

- Fall Semester- September through December
- Spring Semester- January through April
- Summer Break- May through August

¹ US National Association of Colleges and Employers

Currently for Beedie Luminaries, we are only seeking **full and part-time placements during the summer break.**

NEED ASSESSMENT

One great use of an intern(s) is to devote time to projects that might currently be on the "back burner" due to insufficient time or talents among existing full-time staff. Interns can be a great source of assistance, given proper supervision, within some labor-intensive tasks. Similarly, an intern might conduct research for a report that another staff member will write.

Your company may consider hiring as many intern students as needed. The primary goal of each student in seeking an internship is to gain "real world" experience.

It is beneficial for each intern to be integrated into a department or project team, where he/she will not only learn from completion of his/her own assigned tasks, but will also develop a sense of the "big picture" - an opportunity to see how his/her own tasks fit into the timeline and outcome of the project as a whole.

DESCRIPTION

After you have assessed internal needs and identified where an intern will be assigned, the next step is to complete our internship application form which includes information about your organization and/or the project:

- Description of intern's tasks and responsibilities
- Preferred majors/minors or coursework the intern should have completed (if applicable)
- Listing of skills required
- Start/End dates for the internship and typical daily working hours.

COMPENSATION

To keep the internship opportunities and process fair and transparent, all Beedie Luminaries internships are offered at **\$17/hour.**

TIMELINE

- March 9 - 15 internship opportunities posted on Beedie Luminaries' Digital Community
- April 1 - student application deadline
- April 3 -24 – Intern Interviews
- May 15 - Internships commence (can be flexible)
- August 31 – internships end (can be flexible)

SELECTION

Beedie Luminaries Admin Team will screen the applications to find those candidates who best meet your criteria. The student(s) will then be instructed to schedule a telephone or personal interview with your appropriate contact. The Internship Memorandum of Understanding, provided by Beedie Luminaries, must be signed by yourself and the successful intern(s), and forwarded to info@beedieluminaries.ca for our files.

ORIENTATION

You should plan to provide some level of orientation for your intern. Your intern will also want to know about the day-to-day aspects of work in your organization.

In some cases, this internship will be a student's first experience working in a professional setting. Your intern may seek guidance with various issues that you would not normally encounter with an experienced employee.

INSURANCE OR BENEFITS

Typically, only full-time employees are eligible for benefits provided by an employer. Interns are short-term employees, and are therefore ineligible. Usually, students will already have insurance coverage through their parents, or through their colleges or universities. If you have questions, seek advice from your HR department or labour attorney.

WORK HOURS

Some interns work 40-hour weeks, but this is not always the case. Internships are flexible, and students often plan their internship schedules around their class schedules on campus. A part-time internship can involve anywhere between 10 and 30 hours per week. Please provide your company's internship preferred hours on the application form.

EARLY TERMINATION

In most cases, the same laws apply for terminating interns as full-time employees. It is advised that you seek legal counsel for further information and specific requirements.

RETURNING INTERNS

Often, your company or organization may find an intern you would like to hire again for a future semester. Some suggestions might include:

- Extend a summer internship opportunity into the academic year. A student who participated in a full-time summer internship might be looking for a part-time experience during the fall and/or spring semester
- Extend an offer for a future internship opportunity at the conclusion of the internship experience, if the student's internship experience with your organization was a positive one, he/she will probably jump at the chance to return!