

## 2024 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 summertime
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.

Students look for internship opportunities 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. Our student cohorts include young adults (Year 1-3 post-secondary students), mature learners from our SPARK Program (scholarship for Single Parents), and students from our RISE Program (scholarship for Refugees & Immigrants).

Since more than 50 percent of interns return after graduation to the companies where they were interns<sup>1</sup>, 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

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<sup>1</sup> US National Association of Colleges and Employers

## **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.

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

## **INTERNSHIP PLACEMENT FORM**

After you have assessed internal needs and identified where an intern will be assigned, the next step is to complete our internship placement [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, typical daily working hours and if position is in-person, virtual or a hybrid.

## **COMPENSATION**

To keep the internship opportunities and process fair and transparent, all Beedie Luminaries internships should be offered at B.C.'s current minimum wage (\$16.75/hour) or higher.

## **SELECTION**

All interested students can be directed to get in touch with your HR team directly or Beedie Luminaries Admin Team can 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.

## **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.

*All employers are expected to provide safe working conditions to all their employees, including interns and short-term contractors, according to the current Work Safe BC protocols.*

## **WORK HOURS**

Internships working hours can be 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!