

Applicants for Summer 2021 Internship

1. Complete the application form (page 2).
2. Complete the writing requirement (page 3).
3. Contact with Department Chair to receive their signature (page 2).
4. If you are a transfer student from another university or a community college, include a copy of your transcript from the university/college.
5. Submit your internship application to the Co-operative Education Office (email: co-op@msvu.ca) prior to the application deadline.

Application Deadline: **Friday, September 18, 2020 at 12noon.**

Internship Confirmation Letters:

Letters confirming your acceptance to the summer 2021 internship program will be available in early January 2021 once December grades are available.

All Bachelor of Arts and Bachelor of Science internship students are required to attend Professional Development (PD) workshops and events to prepare them for the internship program and the job competition process. All internship students must attend the Resumes PD Workshop scheduled for mid-October in 2020. The Co-op Office will notify you when it is time to register for this workshop. (Internship students will have conditional acceptance into the internship program prior to the first PD workshop.)

All students admitted into the Bachelor of Arts and Bachelor of Science internship program will be required to attend the professional development event in January 2021 which will include: "Introduction to Co-op/Internship", "Cover Letters", "Interviews" and "Understanding the Workplace".

To be eligible to apply for the internship program, you must have an overall GPA of 3.0 or higher and be registered as a full-time student in both the fall 2020 and winter 2021 semesters (at least 1.5 units of course work). In addition, you must have completed between 10-12 units of course work prior to applying for the internship program in September 2020.

The internship is valued at one unit of credit. The unit earned will not replace any other courses required in the Bachelor of Arts or Bachelor of Science program. The internship also has a tuition fee valued at one unit.

A maximum of ten Bachelor of Arts and five Bachelor of Science will be annually admitted into the internship program. Admitted students will complete one internship in summer 2021.

See the 2020-2021 Undergraduate Academic Calendar for more information.



Bachelor of Arts and Science Internship Application Form (Summer 2021)

Name: _____ Student Number: _____

Permanent Address:

Current Address while at University: (if different)

Permanent Phone: _____

Current Phone: _____

Cell Phone: _____

Mount E-mail Address: _____

Personal E-mail Address: _____

Degree Program and Major: _____

Units Completed to Date: _____

Cumulative GPA: _____

Department Chair's Name (Print)

Department Chair's Signature

Date:

Student's Signature

Date:

Office Use Only

Admitted to Internship Program: Yes No

Admitted by: _____ Date: _____

Semester Available for Internship: _____



Bachelor of Arts and Science Internship Writing Submission (Summer 2021)

Complete a 2-page document outlining the following items:

- Goals for the internship program;
- Career goals following graduation and how the internship may support those career goals; and
- Highlight your current and past experiences (work, volunteer, research, extra-curricular, etc.) that would be a benefit when trying to secure an internship.

Use size 12 font, 1-inch margins and double spacing.