

### **Applicants for Summer 2018 Internship**

1. Complete the application form (page 2).
2. Complete the writing requirement (page 3).
3. Meet 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 Centre (McCain Centre, Room 312) prior to the application deadline.

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**Application Deadline:**            **Friday, September 15, 2017 at 12noon.**

#### **Internship Confirmation Letters:**

Letters confirming your acceptance to the summer 2018 internship program will be available in early January 2018 once December grades are available.

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All Bachelor of Arts and Bachelor of Science internship students are required to attend Professional Development (PD) Sessions to prepare them for the internship program and the job competition process. All internship students must attend the “Resumes and Cover Letters” PD session scheduled for mid-October in 2017. The Co-op Centre will notify you to come by the office and sign-up for this session. (Internship students will have conditional acceptance into the internship program prior to the first PD session.)

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 2018 which will include: “Introduction to Co-op/Internship”, “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 2017 and winter 2018 semesters (at least 1.5 units of course work). Also, you must have completed between 10-12 units of course work prior to applying for the internship program in September 2017.

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 2018.

See the 2017-2018 Undergraduate Academic Calendar for more information.



# Bachelor of Arts and Science Internship Application Form (Summer 2018)

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 Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date:

<b>Office Use Only</b>	
Admitted to Internship Program:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Admitted by: _____	Date: _____
Semester Available for Internship: _____	



## **Bachelor of Arts and Science Internship Writing Submission (Summer 2018)**

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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.