

## **Bachelor of Arts and Science Internship Application (Summer 2019)**

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### **Applicants for Summer 2019 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 14, 2018 at 12noon.**

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

Letters confirming your acceptance to the summer 2019 internship program will be available in early January 2019 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) 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 2018. The Co-op Office 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 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 2019 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 2018 and winter 2019 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 2018.

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 2019.

See the 2018-2019 Undergraduate Academic Calendar for more information.



# Bachelor of Arts and Science Internship Application Form (Summer 2019)

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:

<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 2019)**

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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.