

Applicants for Summer 2024 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 college, include a copy of your transcript from the university or college.
5. Submit your internship application to the Co-operative Education Office (email: co-op@msvu.ca or submit to McCain Centre, Room 312) prior to the application deadline.

Application Deadline: **Friday, September 15, 2023 at 12 noon.**

Internship Confirmation Letters:

Letters confirming your acceptance to the summer 2024 internship program will be available in early January 2024 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 2023. 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 2024 which will include: "Introduction to Co-op/Internship", "Cover Letters", "Interviews" and "Understanding the Workplace" PD sessions.

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 2023 and winter 2024 semesters (at least 1.5 units of course work each semester). In addition, you must have completed between 10-12 units of course work prior to applying for the internship program in September 2023.

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 has a tuition fee valued at one unit. Fees are paid through Financial Services and can be viewed on your MyMount account. There are withdraw fees if you withdraw from the arts & science internship program.

Within the Arts & Science internship program, the Co-op Office does not commit to recruiting employers and posting jobs related to your specific and unique program major. The commitment of the Co-op Office is to support you in gaining professional work experience that will enhance your resume and give you transferrable skills that you can apply to future jobs.

A maximum of ten Bachelor of Arts and five Bachelor of Science students will be admitted into the internship program annually. Admitted students will complete one internship work term in summer 2024.

See the 2023-2024 Undergraduate Academic Calendar for more information.



Bachelor of Arts and Science Internship Application Form (Summer 2024)

Name: _____ Student Number: _____

Permanent Address:

Current Address while at University: (if different)

Permanent Phone: _____ Current Phone: _____

Cell Phone: _____

Mount Email Address: _____

Personal Email 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 Application Form (Summer 2024)

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.