

# **UTSPA - UNPAID STUDENT INTERNSHIP OPPORTUNITIES (1-2 WEEK)**

## **M4/S5**

### **OUR MISSION:**

- to be able to provide every student at UTS at least one opportunity to participate in one of these internships before they graduate from UTS.
- To provide a chance to explore actual working environment in their field of choice or allow them to explore fields of interest in order to help them in making career decisions.
- Offer our students resume/reference expansion and networking opportunities

### **TARGET GROUP:**

- students currently in M4 heading into S5 but could also extend to current S5 students if sufficient opportunities are available

### **WHEN/WHERE:**

- 1 or 2 week unpaid internships to take place either the two weeks following end of school in M4 in June or the two weeks before school begins the following September (last week of August etc.)
- Parties offering internship opportunities can offer one or more
- Internships can be offered in any location (GTA, Markham, Newmarket, Hamilton, etc.)  
– details will be specified to student at time of application

### **EXPECTATION OF THE INTERN PLACEMENT:**

- Students will be assigned to your place of business and will be under the charge of the parent/alum or other party offering the internship.
- You can specify whether you can offer one or two weeks, which weeks, and the number of student positions that you can accommodate

- Internships can range from a pure job shadow where the student follows you around in your work for the entire week to a planned schedule where you plan various tasks for the student to watch, learn and practice.
- The experience can vary depending on the profession. *Sample schedules are attached for reference.* The party offering the internship will be expected to develop a schedule in time for the application submission process (February) so students understand what they are choosing. See details below for application process.
- The most important aspect is that students be given some idea of what to expect/schedule during the internship week and that this is intended to be a meaningful learning experience for the student
- The student may perform some actual work (research/lab work etc.) if provided adequate training and supervision but it should be something they can handle and be meaningful to the experience
- The student should also be given opportunities to discuss the profession with the placement and ask questions.
- This is not a chance to engage free labour without offering the student an experience.

## INSURANCE

- The party offering the internship is NOT expected to have liability insurance for the student intern.
- UTSPA is working with the UTSAA with a view to arranging both general liability coverage for this initiative and a group accident insurance policy that will provide some extended coverages to students participating in internships for the period that they are engaged (accident, health benefits – to be specified).
- If the additional group coverage is acquired, students will be added on and taken off the umbrella policy coverage at the beginning and end of their internship.
- Parents of participating students will be provided with confirmation of insurance coverage(s) available before the beginning of the program
- Cost of insurance premiums will be sponsored by UTSPA with possible assistance from UTSAA

- Many parents will feel that liability is a stumbling block to being able to offer an internship. Employers, if advised of the insurance coverages, may be more willing to authorize your participation

## PRIVACY ISSUES

- We recognize in many professions, handling personal information of individuals is part of the job
- Prior to engagement in any internship, students are expected to familiarize themselves with the privacy policy and obligations of the institution and the profession in which they are engaged and sign an undertaking that they will abide by the privacy laws of Canada and the privacy policy of the particular employer
- UTSPA can consider holding a mandatory meeting for internship candidates to review privacy law obligations and code of conduct in the workplace following final exams in June
- General privacy undertaking will be obtained following the student's selection for the internship. If your internship requires specific documents be signed by the student, you will have to provide those one month in advance of the internship start date. For example, you may wish to include a copy of your company's privacy policy as required reading.

## CODE OF CONDUCT/PARTICIPANT EXPECTATION

- The student does NOT get community service volunteer hours for this internship. It is experiential learning of benefit to them.
- Following selection of the student, various documents specific to your internship will be sent to the student and the student's parent for signature including code of conduct in the workplace and confirmation that the student is obliged to pay for their own transportation to and from the workplace and pay for their own meals .
- Parties offering internship can feel free to treat their intern to a lunch during the internship but there is no obligation to do so
- Details of the appropriate dress code, where and when to attend on the first day, the start and finish time each day should be provided in advance so that we can communicate details with the student

## THE APPLICATION PROCESS

- Parties offering internship are NOT expected to communicate with students prior to internship. All applications, processing of applications, selection and communication with students will be conducted by a sub-committee of UTSPA operating via an anonymous email in order to maintain neutrality in the process.
- Your job is to provide information of the internship offering, a sample schedule, any workplace specific forms required to be signed by the student (if any), and details of the dress code, location, start/end times etc. – the rest will be dealt with on your behalf
- Parties offering internship opportunities will be sent a package to complete details required as above before the end of December
- UTSPA will compile the list of opportunities in a neutral format (not disclosing names of party offering internship or location – just a generic summary – *see sample application for legal intern attached*) and submit them to UTS guidance department in January.
- Students will be introduced to the opportunities in guidance classes in late January and be given three weeks to complete applications and submit them to a neutral email developed for this purpose
- Once applications are submitted, the sub-committee will seek to match the interest with the various opportunities
- Students will be sent an email immediately acknowledging receipt of their application and the expected timing for decisions.
- Students will be advised via email by the declared deadline whether they are successfully matched with an opportunity or unsuccessful this year. If unsuccessful, a student may later be contacted if a match has to drop out for unforeseen reasons. Unsuccessful students will be advised of this possibility.
- If successful, students will be advised of the name of the internship location, and tentative schedule (students often like to research the opportunity before it begins) and that a further informational meeting and forms will be forthcoming in June. Students will be expected to make a commitment to accept the placement via email.
- Parties offering the internship will be advised of the name of the student with whom they will be working as soon as the decision is made

- Information exchange can take place between intern placement and UTSPA sub-committee as often as necessary before commencement of internship in order to finalize details.
- Meeting will take place with prospective interns after exams in June to review privacy and conduct issues, answer any questions and collect forms not yet completed. Parental consent forms to student participation will also be obtained in advance and insurance information provided. Parents of prospective interns may also attend the meeting if interested.
- Signed forms will be submitted to internship placement before the start of the internship
- Reminder emails will be sent to students and internship placement a few days before start date to confirm where they are to attend, what time, who they will meet and reminder of dress code if any.

#### FOLLOW UP

- After the internship takes place the student and placement will be sent a short survey to evaluate the process in order to improve the initiative for future years (*see sample survey attached*)
- Parties offering internship should feel free to offer a letter of reference or contact for a reference for student use in future applications
- Parties offering internship will be asked if they are prepared to offer an internship again in the following year

UTSPA Event  
 UTS Volunteer and Summer Opportunities Fair  
 November 30, 2016

Key Volunteer and Camp Organizations		
Our Kids Camps	Canada's Camp and Program Guide	Steven Huether <a href="mailto:steven@ourkidsmedia.com">steven@ourkidsmedia.com</a> 905.272.1843, Ext. 23
Volunteer Toronto	Connects Volunteers to the Causes that need them	<a href="mailto:referral@volunteertoronto.ca">referral@volunteertoronto.ca</a> 416.961.6888
Enrichment Camps		
UTS Camps	Aerospace Academy Bright Lights Global Health Mini-Masters I-Think Math Academy Maximum City Social Change School Summer Institute Speech and Debate Toronto Sport Business Academy	Makeda Daley <a href="mailto:mdaley@utschools.ca">mdaley@utschools.ca</a> 416-946-5334
University of Toronto	Engineering Math Youth Summer Program – Faculty of Medicine Youth Summer Program – Faculty of Law	Dawn Britton (Engineering) <a href="mailto:dawnb@ecf.utoronto.ca">dawnb@ecf.utoronto.ca</a>  <a href="mailto:outreach@math.toronto.edu">outreach@math.toronto.edu</a> (Math)  Artur K. Jakubowski (Medicine) <a href="mailto:artur.jakubowski@utoronto.ca">artur.jakubowski@utoronto.ca</a> 416.978.8722  Sarah El-Kaissi (Law) <a href="mailto:sarah.el.kaissi@utoronto.ca">sarah.el.kaissi@utoronto.ca</a>
Internship		
UTSPA Early Internship, Summer Employment and UTS-MP Volunteering		Helen Sava (UTSPA Early Internship) <a href="mailto:hsava@savaassociates.com">hsava@savaassociates.com</a>  Mira Persaud (Summer Employment) <a href="mailto:mpersaud@wynfordtwg.com">mpersaud@wynfordtwg.com</a>  Natalka Bowley <a href="mailto:bowna@utschools.ca">bowna@utschools.ca</a>
Leadership		
Camp Kandalore	Leadership Development	Tyler Walker <a href="mailto:Tyler@kandalore.com">Tyler@kandalore.com</a> (416) 322-9735
Northwaters and Langskib	Wilderness Adventure – Engage and Empower	Cena Abramo <a href="mailto:cena@northwaters.com">cena@northwaters.com</a> 866-458-9974
Vision Youth	Community Involvement, Outdoor Leadership, Interpersonal Skills Development	Brian Yee <a href="mailto:brian.yee@visionyouth.ca">brian.yee@visionyouth.ca</a> 416.402.8364

Travel / Volunteer Abroad		
Global Journeys	World-wide Student Education Travel	<a href="mailto:info@global-journeys.com">info@global-journeys.com</a> 905.812.0912
Me to We	Make a Difference	Kalla Richards-Finnie <a href="mailto:kalla.richards-finnie@WE.org">kalla.richards-finnie@WE.org</a> 416.964.8942, Ext. 575
Projects Abroad	Volunteer Abroad and Make a Difference	Judy Ross <a href="mailto:judyross@projects-abroad.org">judyross@projects-abroad.org</a> 905.334.4910
World Vision Youth	Volunteer and Travel	Timothy Heerebout <a href="mailto:timothy_heerebout@worldvision.ca">timothy_heerebout@worldvision.ca</a>
Volunteer		
Habitat for Humanity		Heather Saba <a href="mailto:heather.saba@habitatgta.ca">heather.saba@habitatgta.ca</a> 416.755.7353, Ext. 261
The Miles Nadal JCC		Parveen Virdi <a href="mailto:parveen@mnjcc.org">parveen@mnjcc.org</a> 416.924.6211, Ext. 277
The Phoenix Leadership Program		Jaclyn Grossman <a href="mailto:jaclyn@phoenixleadershipproject.com">jaclyn@phoenixleadershipproject.com</a> 647.620.4404
Toronto Public Library		Aly Velji <a href="mailto:avelji@torontopubliclibrary.ca">avelji@torontopubliclibrary.ca</a> 416.395.5502

To all parents and students:

Sincerely hope you found this useful; feel free to provide your feedback to [sgillani@bell.net](mailto:sgillani@bell.net) or Lin Mu at [lin.mu.hu@gmail.com](mailto:lin.mu.hu@gmail.com). Note that some of the leadership and travel options can be customized for UTS Students should there be enough interest – so feel free to ask.

Keep in mind that your decision to select any of these options should be weighed by you and child's interest, budget and risk appetite – only you can make this evaluation