

UTM CAREER CENTRE TIPSHEETS:

Internships



WHAT IS AN INTERNSHIP?

An internship is a **short-term work experience** for current students or new grads, to receive training and gain experience in a specific field or career area. The important element that distinguishes an internship from a short-term job or volunteering is the intentional "**learning agenda**" that the intern brings to the experience.

Summer internships and internships for new grads have a learning agenda focusing on gaining skills and professional development. In most cases, these types of internships are covered by the Employment Standards Act and must be paid.

Some programs and courses require a co-op placement or practicum internship as a part of the course's stated learning objectives. These are generally unpaid. In most cases unpaid internships that are not part of an educational course or program are not legal in Ontario. Calling it an 'internship' does not change this.

For more information: <http://www.labour.gov.on.ca/english/es/pubs/internships.php>

BENEFITS

- Apply academic learning in work settings
- Clarify your career goals by reflecting on your internship experience
- Establish connections within a company or industry of interest
- Work closely with a mentor in the organization
- Learn of work opportunities within the company...internships can turn into job offers
- Earn course credit or earn money

***TIP:** Understand your goals for an internship so you can find ones that are right for you! Reflect on: Which skills would you like to develop? Is travel also a goal? Are there specific companies or industries you want to target? Not sure what your goals are? Book an appointment with us at DV3094 or (905) 828-5451 to get a clearer picture.*

INTERNSHIP COURSES AT UTM

Such course are generally for 3rd and 4th year students. Programs offering internship courses in the past: Biology, CCIT, CPS, Economics, Education, Environment, Geography, Forensic Science, History, Language Studies, Management, Commerce, Psychology, Professional Writing, Sociology/Criminology, Visual Studies, Women & Gender Studies. Check the UTM academic calendar and departmental web sites.

For more information about internship courses and experiential learning at UTM, visit the UTM Experiential Education Office website at:

<https://www.utm.utoronto.ca/experience/students>

Domestic Engineering and Computer Science students from UTM may apply for the Professional Experience Year, which is administered through St. George Campus. For more information: <http://engineeringcareers.utoronto.ca/internships-overview/pey/>

OFF CAMPUS INTERNSHIP RESOURCES

U of T's Career Learning Network (CLNx): <https://clnx.utoronto.ca/home.htm>

- Search for paid internships on the [Off-Campus Job board](#) (the "Search Job Postings" feature allows you to specify paid internships)
- Search for unpaid opportunities on the [Volunteer Job Board](#)

Talent Egg: <http://talentegg.ca/incubator/?s=internships> – A popular on-line job board and career resource for students and recent graduates.

Career Edge <https://www.careeredge.ca/en/home> - Provides paid internships for recent graduates and internationally qualified professionals

Ontario Government: [Paid internships with government | Ontario.ca](#)

Campus Access: <http://www.campusaccess.com/> - This directory contains a list of Canadian and international internship programs that offer students and graduates an opportunity to gain practical experience and explore potential careers.

Regular job sites may also have internships listed. For a list of such sites go to: <https://www.utm.utoronto.ca/careers/jobs/resources-links> Note: This link contains a list of internships as well.

In addition, The UTM Career Centre Resource Library has hardcopy listings of current and past internships both domestic and international in our Internship binders

INTERNATIONAL INTERNSHIP RESOURCES

- **GoinGlobal:** On the CLNx → Resources → GoinGlobal → Internships → Search Jobs (Internships Organized by Country and provides tips on the host country)
- **Vault:** On the CLNx → Resources → The Vault → Explore Internships (Information on Internships + Information on Companies and their Employability Rankings)
- **InterExchange:** Tips for Internships within USA, USA Search Engine, Visa Application help. <https://www.interexchange.org/travel-abroad/career-training-usa/>
- **IAESTE Canada:** International opportunities in over 80 countries and access to host-country social events <https://iaestecanada.org/>
- **UTM International Education Centre:** For other questions regarding International Student Eligibility or Study Abroad <https://www.utm.utoronto.ca/international/>

TIP: *Internships can be competitive, so be proactive, start early and be aware of deadlines. Applying for an internship can be just like a job application. Find out how to*

make a strong application at the Career Centre - book an appointment with a Career Counsellor or Employment Strategist in person at the Career Centre (DV 3094) or by phone: (905) 828-5451. See our job search oriented [Tipsheets](#) as well for advice.

ALTERNATIVES TO INTERNSHIPS

You may be able to get the same benefits of an internship through other on campus opportunities: <https://www.utm.utoronto.ca/careers/jobs/campus-opportunities>
Consider paid summer and part-time work, volunteering, community service, starting a small business and other projects and involvements both inside and outside of the university. Please consult the tipsheets on each of these strategies and the list of resources below.

Work Study Program

The Work Study Program provides students with the opportunity to develop their knowledge, skills and experience through paid work on campus. Most academic and non-academic departments participate in the program, offering various summer and fall/winter opportunities. Domestic and international undergraduate and graduate degree students with a minimum of 40% course load may apply.

- *Search for Postings on the (CLNx) starting mid-August for Fall-Winter positions. Summer Work Study postings come out in April – Early May.*
<https://clnx.utoronto.ca/home.htm> under Jobs → Work Study
- View previous year's Work Study positions in DV3094 in our Work Study binder

Why not take the initiative?

Approach an organization or company and propose a project or volunteer opportunity. Highlight how your skills can benefit them and why you are interested in them and what they do. To learn more about this strategy book an appointment with a Career Counsellor or Employment Strategist in person at the Career Centre (DV 3094) or by phone: 905 828 5451.

This tip sheet is intended as a counselling document and the information is subject to change. (Updated April 2020)