

# INTERNSHIP PROGRAM OVERVIEW



An internship is an academic work term that allows students to integrate classroom studies and theories with relevant work experience. The model is based on the principle that an academic program connected with industry experience provides the most successful foundation for graduates to become future leaders in the workforce. The mutually-beneficial experience introduces students to challenging opportunities, while employers gain high-quality employees with fresh perspectives.

## PROGRAM BENEFITS

### For employers:

- Access trained staff for peak periods, for special projects or to meet a specific skill demand
- “Test drive” educated and enthusiastic future employees
- Mentor upcoming talent to fill unique skill niches
- Contribute to community by connecting the university to industry
- Support labour force demands by providing opportunities for emerging employees

### For students:

- Gain unique learning experiences by applying classroom learning and theory to industry
- Explore career paths and develop professional goals and experience
- Develop industry contacts and professional networks
- Gain better business sector, cultural and interpersonal understanding
- Benefit from formal mentorship from industry leaders

## EXPECTATIONS OF THE HOST

- Offer a minimum 420 hour (12-week) professional experience in a mentored environment;
- Offer fair remuneration as per labour standards;
- Any proposed unpaid internships must be aligned with BC Labour Standards and substantiated in Section 4 of the Royal Roads University’s (RRU) Internship Contract, including the written host rationale;
- Provide a challenging opportunity that encourages integration of academic studies and work experience;
- Provide clear communication channels for the student to ask questions and receive feedback;
- Advise the university of any concerns about the student’s work assignment or impact on the work environment;
- Provide hands-on, productive work rather than observational or exclusively entry-level tasks; and
- Integrate the student into the company’s team and assign a supervisor.

## EXPECTATIONS OF THE STUDENT

- Submit the completed and signed RRU Internship Contract and all other required documents before beginning the internship;
- Conform to all conditions, rules and confidentiality requirements that apply to employees of the host organization;
- Work with their host supervisor to set learning goals and objectives during the minimum 420 hour (12 week) work term;
- Complete all required academic assignments;
- Communicate with their host and the university regarding any concerns with their work assignment or environment; and
- Keep in regular contact with RRU staff and faculty supervising the internship.

## EXPECTATIONS OF ROYAL ROADS UNIVERSITY

- Assist students and hosts with all aspects of the internship process;
- Conduct an internship site visit with the student and host by phone, Skype or in-person;
- Help the intern develop reasonable and effective learning objectives and goals attached to their academic course;
- Support both the student and host if any concerns arise about either the work assignments, ethics or environment;
- Assess and evaluate academic assignments produced by the intern; and
- Have available midterm and end-of-term evaluations to facilitate a space for host/student conversations.

## WORKPLACE INSURANCE

All students who are on academically-recognized, paid internships within British Columbia are legally considered paid employees. According to the Employment Standards Act, all insurance, including insurance through the Workers' Compensation Board of British Columbia (WCB), is the responsibility of the host organization. The filing, processing, and management of any WCB claim associated with an internship must be administered by the host employer, with immediate notice to the university.

Students hosted in unpaid internships within British Columbia have coverage through the Ministry of Advanced Education, Skills & Training, under WCB Firm Number 4002. The filing, processing, and management of any WCB claim associated with this work placement is administered by the university's Payroll Office.

Outside of British Columbia, WCB is the responsibility of the host and student.

## INTERNATIONAL INTERNSHIPS

International internships can provide opportunities to combine academic learning with the cultural and personal growth tied to an overseas experience. Students are required to work with a Career Learning Development Advisor to support the development of an international academic internship opportunity, to ensure it meets the university's requirements and approval.

## REMOTE INTERNSHIPS

Remote or virtual internships can provide robust and challenging learning opportunities for students, where the host is able to provide effective supervision, structure and mentorship. All remote internships must be aligned with BC's Employment Standards Act. Students are required to work closely with their Advisor to ensure that a developing remote internship will meet the requirements of the internship work term, the academic coursework and BC Employment Standards. Hosts and students interested in developing a remote internship must review, complete and submit the official RRU Remote Internship Requirements document.

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