

# PROFESSIONAL INTERNSHIP PROGRAM

## Notes

*Subject Code for Professional Internship: INTN*

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## Overview

The *Arts and Science Professional Internship Program* leverages the excellent academic foundation provided by the Queen's curriculum into career opportunities by helping to bridge university life and the working world for students. Through this program, students will have the opportunity to develop their job-search skills through a structured career development program and get hands-on professional experience in their field of study while building professional networks with employers and improving their communication, teamwork and time management skills in a professional environment.

## Program

The Professional Internship Program is a combination of career-related workshops and career coaching sessions followed by a 12- to 16-month paid internship opportunity for which academic credit will be given, available to qualified students registered in any Plan in a Bachelor of Arts (Honours) or Bachelor of Science (Honours) program. The internship normally occurs following the student's third year of study, after which the student completes the final year of the Honours degree.

The program consists of the current B.A.(Hons.) or B.Sc.(Hons.) program requirements plus additional courses totaling 6.00 units: INTN 301/1.50, INTN 302/1.50 and INTN 303/3.00 for 12 month internships, and INTN 301/1.50, INTN 302/1.50, INTN 304/1.50, and INTN 305/1.50 for 16 month internships. The INTN courses do not count toward the 120.00 total units required for the B.A. (Hons.) or B.Sc.(Hons.) degree requirements. Upon successful completion of the 6.00 units of INTN courses, students will be eligible for a Bachelor of Arts (or Science) (Honours) degree with a professional internship designation.

During the internship, students may optionally pursue a further 3.00 to 9.00 units of independent study that may be used as academic credit towards their Major or Specialization

Plan requirements, or towards the elective requirements of the degree program, at the discretion of the student's home Department.

## Advice to Students

Students should enrol in the internship program during the Fall Term of Year 3 by contacting Career Services.

Students participating in the Arts and Science Internship Program must

1. normally be enrolled in their third year of study,
2. be in good academic standing as defined by the Faculty's academic regulations, and
3. have a minimum cumulative GPA of 1.90, and
4. return to studies post-internship.

## Enrolment Limitations

In addition to the INTN course, students may also enrol in **one** 3.00 unit course during each internship term, including but not limited to an independent study course.

## Courses

**INTN 301 Professional Internship I Units: 1.50**

Part 1 of a 12-16 month, professionally supervised, career-related position designed to offer students the opportunity to learn about current advances, practices, and technologies in workplaces including business, industry, government, and community settings. Students will develop a range of workplace skills, learn about organizational culture, and expand their knowledge of career options.

NOTE Prior to undertaking the internship, workshops on resumé preparation and interview skills are required, coordinated by Career Services.

NOTE Students enroll in INTN 301 in the first term of the internship, INTN 302 in the second term of the internship, and INTN 303 in the final term(s) of the internship, for a total of 6.0 units.

**Requirements:** Prerequisite Level 2 or 3 and a cumulative GPA of 1.90 or higher. Note Please visit the Career Services website for more information about Professional Internships.

**Offering Faculty:** Faculty of Arts and Science

**Course Learning Outcomes:**

1. Develop professionally relevant competencies and relationships in a professional setting.
2. Evaluate one's own performance in light of one's own goals and program learning outcomes.
3. Gain exposure to a professional field and understanding of professional etiquette.
4. Observe and begin to understand professional organizational culture.

**INTN 302 Professional Internship II Units: 1.50**

Part 2 of a 12-16 month, professionally supervised, career-related position designed to offer students the opportunity to learn about current advances, practices, and technologies in workplaces including business, industry, government, and community settings. Students will develop a range of workplace skills, learn about organizational culture, and expand their knowledge of career options.

NOTE Students enroll in INTN 301 in the first term of the internship, INTN 302 in the second term of the internship, and INTN 303 in the final term(s) of the internship, for a total of 6.0 units.

**Requirements:** Prerequisite INTN 301 and a cumulative GPA of 1.90 or higher.

**Offering Faculty:** Faculty of Arts and Science

**Course Learning Outcomes:**

1. Develop professionally relevant competencies and relationships in a professional setting.
2. Evaluate one's own performance in light of one's own goals and program learning outcomes.
3. Gain exposure to a professional field and understanding of professional etiquette.
4. Observe and begin to understand professional organizational culture.

**INTN 303 Professional Internship III Units: 3.00**

Part 3 of a 12 month, professionally supervised, career-related position designed to offer students the opportunity to learn about current advances, practices, and technologies in workplaces including business, industry, government, and community settings. Students will develop a range of workplace skills, learn about organizational culture, expand their knowledge of career options, and reflect on linkages between classroom knowledge and professional practice. NOTE Students enroll in INTN 301 in the first term of the internship, INTN 302 in the second term of the internship, and INTN 303 in the final term(s) of the internship, for a total of 6.0 units.

**Requirements:** Prerequisite INTN 302 and a cumulative GPA of 1.90 or higher. Exclusion INTN 304.

**Offering Faculty:** Faculty of Arts and Science

**Course Learning Outcomes:**

1. Clarify career development strategy through reflection on the internship experience.
2. Develop professionally relevant competencies and relationships in a professional setting.
3. Evaluate one's own performance in light of one's own goals and learning outcomes.
4. Gain exposure to a professional field and an understanding of professional etiquette.
5. Observe and begin to understand a professional organizational culture.

**INTN 304 Professional Internship III Units: 1.50**

Part 3 of a 16 month, professional supervised, career-related position designed to offer students the opportunity to learn about current advances, practices and technologies in workplace including business, industry, government and community settings. Students will develop a range of workplace skills, learn about organizational culture, expand their knowledge of career options and reflect on linkages between classroom knowledge and professional practice. NOTE This course is intended for students participating in a 16 month internship. This is part 3 of 4.

**Requirements:** Prerequisite INTN 302 and a cumulative GPA of 1.90 or higher. Exclusion INTN 303.

**Offering Faculty:** Faculty of Arts and Science

**Course Learning Outcomes:**

1. Develop professionally relevant competencies and relationships in a professional setting.
2. Evaluate one's own performance in light of one's own goals and program learning outcomes.
3. Gain exposure to a professional field and understanding of professional etiquette.
4. Observe and begin to understand professional organizational culture.

**INTN 305 Professional Internship IV Units: 1.50**

Part 4 of a 16 month, professional supervised, career-related position designed to offer students the opportunity to learn about current advances, practices and technologies in workplace including business, industry, government and community settings. Students will develop a range of workplace skills, learn about organizational culture, expand their knowledge of career options and reflect on linkages between classroom knowledge and professional practice. NOTE This course is intended for students participating in a 16 month internship. This is part 4 of 4.

**Offering Faculty:** Faculty of Arts and Science

**Course Learning Outcomes:**

1. Clarify career development strategy through reflection on the internship experience.
2. Develop professionally relevant competencies and relationships in a professional setting.
3. Evaluate one's own performance in light of one's own goals and program learning outcomes.
4. Gain exposure to a professional field and understanding of professional etiquette.
5. Observe and begin to understand professional organizational culture.