

WORK-INTEGRATED LEARNING PROGRAM TIMELINE

Registration

1

Students attend a registration session which includes providing information on the program timeline, important dates, checking their eligibility, and submitting the registration form

Orientation

2

Once registered, students attend an orientation session where they are given information on the co-op work permit, important deadlines, and next steps in the program

Co-op Work Permit

3

Students attend a co-op work permit workshop and apply soon after Orientation as there is up to a 5- month waiting period; students send us a copy of their permit once they receive it

Online Trainings

4

Students attend online training sessions which cover topics such as resume/cover-letter writing, job search strategies, networking, LinkedIn profile-building, interview preparedness, and AI tools

Intake Appointment

5

Students book an intake appointment at the start of the program with the internship team to assess program goals and industry experience, and to receive personalized feedback

Take Action

6

Students book follow-up appointments, actively search for jobs, prepare for interviews, and secure an internship

Begin Internship

7

After signing an internship agreement with an employer and agreeing to the program student commitment guidelines, the student will begin their internship term

Host Site Check-Ins

8

Throughout the internship, interns are required to complete check-ins on their progress, this may include site visits from the internship coordinator

Complete Internship

9

Near the end of the internship, supervisors are required to complete an evaluation form regarding the intern's quality of work, this is shared with the intern's faculty advisor for grading

Exit Interview

10

After the internship is complete, students will meet with the internship team for an exit interview where any feedback or experiences during their internship is noted

Grade Assigned

11

Faculty advisors will assign a grade based on the supervisors' evaluation and any assigned academic components