



St. Thomas
UNIVERSITY

Office of Experiential and
Community Based Learning

INTERNSHIPS – GUIDELINES

Paid internships at St. Thomas University are offered through the New Brunswick Experiential Learning Initiative, and through courses where students earn credits towards their degree.

- Internships during the academic year (September-April) are part-time only.
- Students complete a maximum of 10 hours of work per week for part-time internships, and 35 hours per week for full time summer internships.
- Students will normally earn \$15/hour for paid internships
- Students will have to be currently enrolled at the university, in a full-time course load, and in good academic standing. If taking a summer placement, proof of enrolment at the university the following fall semester must be ready.
- Students can only complete one paid internship at a time.
- Students can complete a maximum of two terms of a paid internship at a 100% wage subsidy from the university. Exceptions may be made only for Indigenous students.
- A student's total wage, honorarium, travel, accommodation, or funds received through the New Brunswick Experiential Learning Initiative cannot exceed \$9,000 in total.
- Students cannot receive both pay and course credits for an internship through our office. If the student wishes to take an internship course AND use it as a paid internship, they must first complete the course required hours before being allowed to receive pay for additional hours worked.
- Students must attend a resume, cover letter, and references workshop, or complete the "Your Resume, Your Story" module in [Moodle](#), in order to take an internship.
- Students must complete reflection entries as part of their internship, and attend regular professional development webinars hosted by the Office of Experiential Learning over the course of their internship term