



# St. Thomas UNIVERSITY INTERNSHIPS

## PROGRAM OVERVIEW

Internships aim to combine academic learning with an opportunity to **develop professional skills** through paid and/or accredited work placements. These work placements support private, public and non-profit organizations in New Brunswick. Internships will offer St. Thomas students the opportunity to **build connections** between their disciplinary and professional experiences, **become career ready**, and **create community networks** while completing their undergraduate degree.

We invite organizations and businesses to participate in our unique internship program and gain access to our high potential students. **Liberal Arts students are uniquely qualified to meet the profound changes—economic, social and technological—facing the workforce in that they can apply their humanity to be creative, critical and collaborative.** These special abilities set them apart from their peers and give them a competitive advantage.

## EMPLOYER BENEFITS TO HIRING A STU INTERN:

### 1. Discover your future employees on a trial basis

NB employers say hiring interns lets them see if they want to invest in training them in the future. Source: Employer survey for Post-Secondary Education, Training and Labour, 2019.

Four out of five employers surveyed said that internship students are a source of new talent and potential future employees. Source: Leger Marketing employer survey for Universities Canada, 2014.

### 2. Stock up on soft skills

When evaluating entry-level hires, major employers value soft skills over technical knowledge. These 21st century skills include relationship building, communication and problem-solving skills, as well as analytical and leadership abilities – attributes developed and honed through the liberal arts. Source: Business Council of Canada and Aon Hewitt, Developing Canada's future workforce: a survey of large private-sector employers, 2016.

### 3. Cultivate teaching and leadership skills within your own employees

Current employees develop their training abilities as they hire and mentor interns, and this allows for them to gain leadership and supervisory experience.

### 4. Increase your people power

By choosing to add interns to your team, you will have access to short-term support that will increase your team's overall productivity. More people power can also prevent your current team from becoming overwhelmed with current side projects or tasks.

## 5. Gain fresh perspectives

We have all heard the term “think outside of the box.” Sometimes all you need is a fresh set of eyes. Students have unique ways of thinking, and the perspectives they have earned at university can be a good resource for your team to tap into.

## 6. Increase visibility and awareness of your workplace

You will also increase awareness of the services/products you offer. Good internships can be a boost to your organization’s brand.

## INTERNSHIP FUNDING

*Our paid internship program is mainly funded through FutureNB and FutureWabanaki. We also partner with different governmental programs to offer either single funding sources, or a combination of multiple sources, in order to maximize the number of opportunities we can support. This may mean an employer receives funding from more than one source depending on the position being offered and the hired student.*

- Non-profit organizations and small/medium enterprises are eligible for varying wage subsidies for a new student intern for two consecutive semesters.
- Only non-profit organizations may be considered for up to a 100% wage subsidy.
- Wage subsidies are for a maximum of 10 hours of work per week during the academic year (September-April), 35 hours per week in the summer (May-August).
- Employers who subsidize 50% of a student’s wage may apply to be considered for an additional student intern.
- Employers who do not require a subsidy are welcome to submit their position to our internships coordinator, and we will recruit student applicants on your behalf. We assist with the recruitment and onboarding process if you would like to take advantage of this service.
- Employers who already have had a wage subsidy for two semesters are encouraged to inquire about our course-based unpaid internships offered at our university for continuation of the placement.

## ELIGIBILITY

To be eligible for a paid internship, the employer must meet the following:

- Be operating in New Brunswick
- Be a registered non-profit organization or small/medium private enterprise
- Provide a new or expanded opportunity (i.e. not filling an existing position)
- Demonstrate an investment towards the success of the student’s placement
- Provide adequate supervision, training, and mentoring
- Participate in surveys and focus groups/consultations as required
- Provide an adequate workspace for the intern

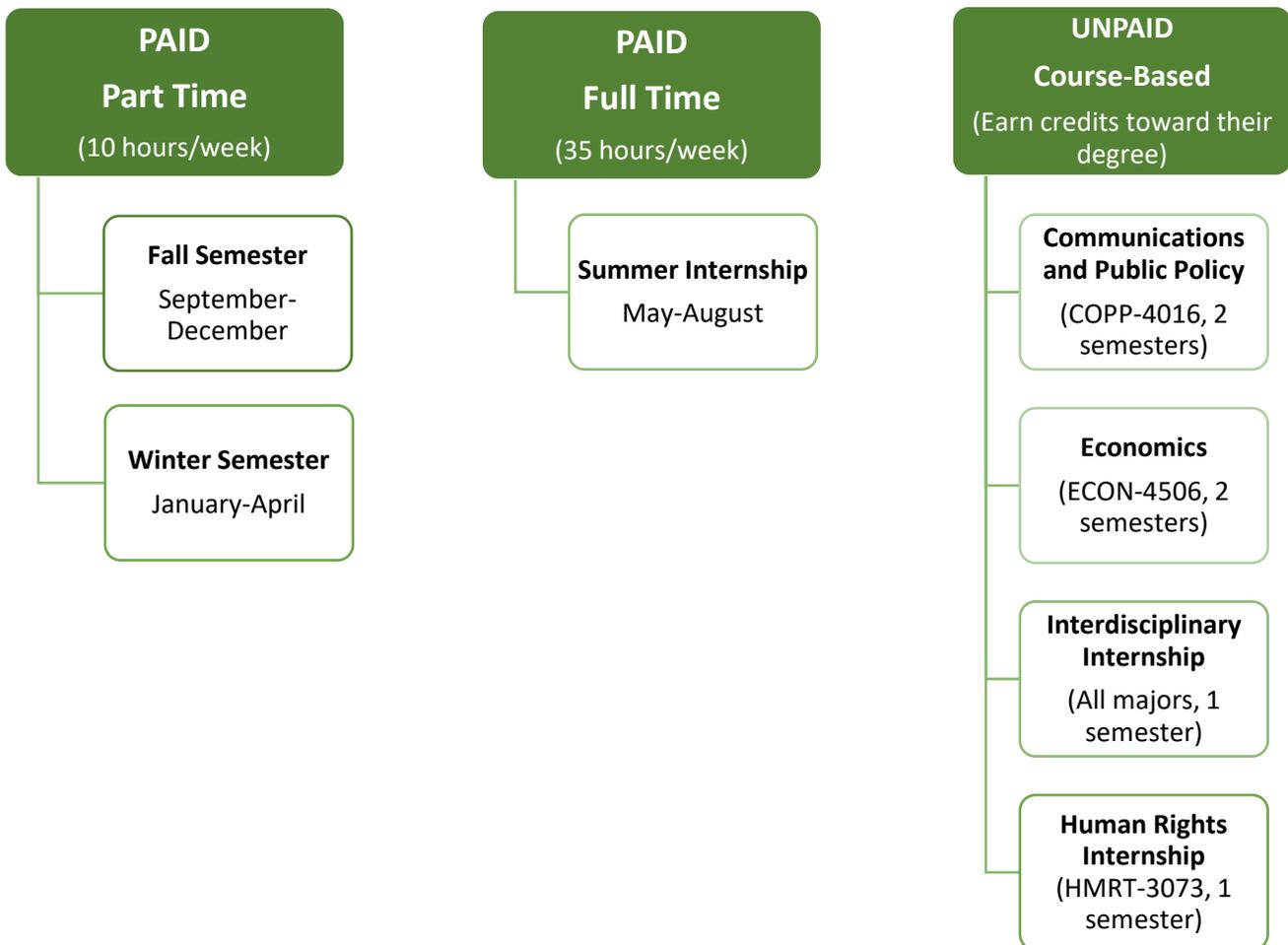
Preference will be given to those who demonstrate the following characteristics:

- Provide opportunities targeting Liberal Arts (humanities and social sciences) students
- Provide challenging, knowledge-intensive experiential learning opportunities
- Have a clear connection to at least one of STU's areas of study (See: <https://www.stu.ca/bachelorofarts/>)
- Commitment to provide career development opportunities throughout the placement.
- Demonstrate commitment to success by providing coaching/mentorship support to the student.

## APPLY

Online applications available at [learninginaction.stu.ca](http://learninginaction.stu.ca). Video tutorial [here](#).

## TYPES OF INTERNSHIPS AVAILABLE



## DEADLINES TO APPLY FOR AN INTERNSHIP POSITION

	Term Length	Application Deadline
<b>Summer Internship</b>	May to August 2021	Feb. 22, 2021
<b>Fall Semester</b>	September to December 2021	June 21, 2021
<b>Winter Semester</b>	January to April 2022	October 25, 2021

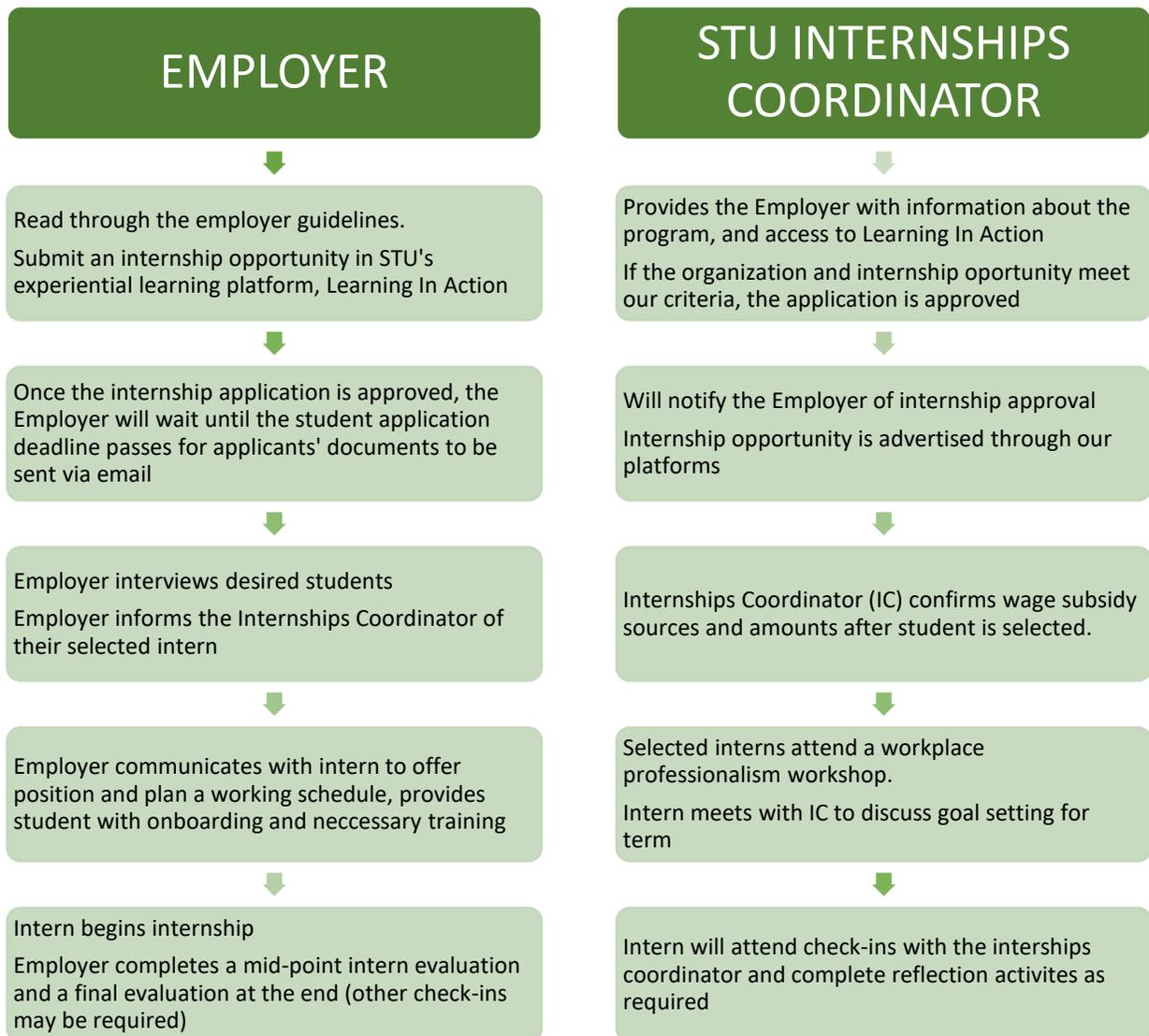
\* If you currently have a STU intern, and you would like to keep the intern for another term, please adhere to the application deadlines above.

## EMPLOYER AGREEMENT, GUIDELINES AND EXPECTATIONS

The Host Organization/Employer agrees to the following:

- **Arrange for a working schedule** that does not interfere with the student's registered class time at St. Thomas University.
- **Provide the student with an orientation to the office** and the student's position in addition to training the student on the use of office equipment, policies and procedures.
- **Provide the student with outcome-related tasks** to allow the student to attain the learning outcomes agreed upon at the beginning of the placement.
- **Provide a learning environment** that contributes to the student's personal and professional growth.
- **Act as a role model** of proper workplace conduct and provide a safe work environment that is free of harassment and discrimination.
- **Allow opportunities for remote work when possible**, and provide working safety plans to ensure physical distancing and other public health recommendations are being enforced in the workplace
- **Comply with all provincial and federal labor laws**, and with all public health recommendations regarding COVID-19
- **Notify the Internships Coordinator promptly** if any challenges arise, particularly those that might result in the dismissal/termination of the student.
- **Monitor the student's attendance** during the agreed-upon work hours and notify Angela if the student fails to show up at the designated time.
- **Provide the student with clear instructions** and feedback for completing assigned projects.
- Complete mid-point and final intern evaluation questionnaire
- The supervisor will maintain the confidentiality of information obtained from the student/university.
- Provide time, normally not more than one hour bi-weekly, for the student to engage in reflection and professional development activities and set out by the internships coordinator

## INTERNSHIP TIMELINE AND PROCEDURE



## INTERNSHIP POSITION EXAMPLES

### Tips for preparing an internship description that will attract the right students to apply:

- When preparing an internship posting, **think about a project's desirable outcomes** and compile a list of tasks you want to assign the intern. Applicants respond positively to tasks that are accompanied by outcomes.
- Identify the needs your interns will fill and **design a step-by-step approach** to help them reach their goals.
- Always provide a brief description of your organization, including its overall goals.
- **Designate an employee who will mentor and develop interns along the way.**
- It's important to have a balanced workload for the intern: asking too much may overwhelm them, asking too little will de-motivate them.

Here we offer a few examples of the types of internship opportunities that benefit your workplace, and the students can learn new skills from.

- Activities Coordinating Intern
- Apprentice Director Intern
- Brand Ambassador
- Business Development Intern
- Career Development Intern
- Case Advocacy Intern
- Collections Management Intern
- Communications Intern
- Community Engagement Intern
- Community Programs Intern
- Conservation Outreach Intern
- Cultural Events Planner
- Education Programming Intern
- Engagement Technician
- Fund Development & Administration Intern
- Fundraising & Promotions Intern
- Government Relations Intern
- Human Resources Assistant Intern
- Human Rights Intern
- Law Research Intern
- Legal Aid Intern
- Market Research Intern
- Marketing & Communications Intern
- Marketing & Content Creation Specialist
- Mental Health Coordinator Intern
- Private Sector Records Archives Intern
- Program Development Intern
- Project Management Intern
- Public Policy Analyst Intern
- Publicity & Editing Intern
- Recreation Aide
- Reporter
- Research Project Intern
- Research Assistant Intern
- Security Management Intern
- Social Media Engagement Intern
- Start-Up Management Intern
- Support Worker Intern
- Sustainability Officer Intern
- Teaching Assistant Intern
- Theatre Projects Intern
- Tourism Development Intern
- Volunteer Coordinator Intern

## INTERNSHIP POSITION DESCRIPTION

Suggested guidelines for designing a successful internship posting.

**About the organization/business:** Can be short and concise, but with enough details that will make students aware of your overall goals.

**What will the student gain from this placement:** Explain how this position benefits students studying the humanities & social sciences (liberal arts) and provide learning outcomes. Example: By the end of this internship, the student will have gained an understanding of the non-profit world, how to use data management software, fundraising skills, etc.

**Intern duties, tasks, and responsibilities:**

- Try to list a good mix of specific projects and tasks, and general duties
- Having a clear expectation of what the internship will be like can ensure well-suited students apply. It's helpful when expected results are included, or what you want the intern to accomplish by doing a task.

Examples:

- Updates competitor database by inputting data from field sales; compiling, consolidating, formatting, and summarizing information with graphs, and presentations
- Provide on-going support and guidance and maintain regular communication with volunteers and students to address issues in a timely manner
- Prepare and lead a publicity/fundraising campaign to recruit help in the community/raise awareness within a specific population to increase membership

**Intern requirements and qualifications:**

- Soft skills required (leadership, communication, teamwork, problem-solving, adaptability, work ethic, social skills, etc.)
- Hard skills required (Software proficiency, computer programs, languages, writing abilities, etc.)
- Optional: Courses in a particular subject (See our academic departments: <https://www.stu.ca/academics/bachelor-of-arts>)
- Skills/Knowledge considered an asset, but not a requirement

**Questions?**

ANGELA BOSSE  
INTERNSHIPS COORDINATOR  
bosse@stu.ca  
506-460-0360