

Internship Experience Guideline:

A prospective position submitted for evaluation should include the following information details:

1. Position title and summary

A brief description of the position outlining general expectations. Examples of approved position titles include assistant personal banker, budget analyst, small business consultant, assistant marketing analyst, assistant financial analysts, accounting student-in-accounts, human resource officer.

2. Specific duties

Identify responsibilities which may include:

- coordination
- participation/nature of decision making
- Report preparation/record keeping
- functional area of business (i.e. accounting, marketing, finance, human resources, etc.)
- non-routine activities (description/frequency) where student must exercise initiative
- internal/external communication-verbal/written

3 Knowledge, Skill and Abilities

A brief description of the types of attributes necessary for the position and any special skills required to perform the work (i.e. use of computers, word processing, database, internet research)

4 Structure

Briefly describe the reporting structure of the position which outlines the position's immediate supervisor and any subordinates. Level and frequency of supervision.

INTERNSHIP OFFER / OFFRE DE STAGE

DATE POSTED DATE DE L’AFFICHAGE	
COMPANY NAME NOM DE L’ENTREPRISE	
CONTACT NAME NOM DE LA PERSONNE À CONTACTER	
EMAIL / COURRIEL	
TELEPHONE NUMBER NUMÉRO DE TELEPHONE	
POSITION TITLE AND SUMMARY TITRE ET RÉSUMÉ DU POSTE	
SPECIFIC DUTIES TÂCHES SPÉCIFIQUES	
KNOWLEDGE, SKILLS AND ABILITIES CONNAISSANCES, QUALITÉS ET APTITUDES	
STRUCTURE	
SALARY / SALAIRE	
PART-TIME/FULL-TIME PLEIN TEMPS/ TEMPS PARTIEL	
START TIME / DATE DE DÉBUT DE STAGE	
COMPLETION TIME / DATE DE FIN DE STAGE	
APPROXIMATE # OF HOURS PER WEEK NOMBRE D’HEURES PAR SEMAINE	
ADDITIONAL COMMENTS COMMENTAIRES SUPPLÉMENTAIRES	

* Reminder: a minimum of 560 hours must be completed to validate the Internship

* Rappel : il faut effectuer un minimum de 560 heures pour valider le stage