



## Engineering Summer Internship Program

### 2014 Student Guide

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## Engineering Summer Internship Program

### Registration

#### Eligibility for eSIP

eSIP is open to University of Toronto Engineering students that meet the following eligibility requirements:

- Second or third year full-time students in the 2013-2014 academic year
- Canadian Citizens, Landed Immigrants, International Students
- A minimum cumulative grade point average (CGPA) of 2.0. [Please see the Special Considerations paragraph below if your CGPA is below 2.0.]
- Good academic standing for the 2013-2014 academic year

#### Special Considerations:

- Students whose CGPA falls below the 2.0 requirement will not be able to apply online. They must first meet with the Assistant Director to discuss the requirements and demands of the program prior to registration. This appointment can be booked through the online appointment form on our website. Please note *Special Consideration* as the purpose of the meeting.

#### eSIP for International Students

To be eligible for an eSIP internship, international students are required to apply for an off campus work permit as well as a **Social Insurance Number (SIN) Card**. An off campus work permit and SIN card allows students to work full-time for the entire duration of the eSIP placement. It is recommended that you apply for an off campus work permit well in advance of receiving an offer, as this process does take time. A “Letter of Participation” issued by the Engineering Career Centre may be required to process this application; please inform the Engineering Career Centre if you require this letter.

Please visit the University of Toronto Centre for International Experience for detailed instructions <http://cie.utoronto.ca/coming/prepare-for-arrival/working-in-canada.htm>

#### eSIP Registration Process:

- Attend one of the eSIP Information Sessions before registering. Check our calendar for the Information Session schedule.
- Register online during the registration period at: <http://www.apsc.utoronto.ca/portal>

If you missed the online registration periods (September 13-24, 2013 and January 10-17, 2014), and would like to register, please email [askecc@ecf.utoronto.ca](mailto:askecc@ecf.utoronto.ca) to set up an appointment to meet with Marlyn de los Reyes, Assistant Director.



## Registration Fees

All students applying to eSIP will be required to pay a \$100.00 non-refundable application/development fee. This amount is payable via VISA, MasterCard, or AMEX upon completion of the online application procedure. An electronic receipt will be generated, and e-mailed to your U of T account. Students must use their U of T email to register, and indicate their correct POSTCode.

## eSIP Recruitment Timelines

Date	Activity	Special Notes
September 13- 24, 2013	Students: Online registration	There will be a second registration period in January 2014
September 2013- on going	Employers: Start posting jobs (Note: most eSIP jobs will be posted in January 2014)	Employers are allowed to post jobs on-line but the jobs will only be visible to the applicants starting October 3 <sup>rd</sup> . Application deadline should be 3 weeks after October 3 <sup>rd</sup> or longer
September 2013-February 2014	Students: Job search & preparation workshops	On-going until 2014
October 3, 2013	Students: First day to view and apply to eSIP postings	Jobs are typically posted for 3 weeks, interviews and job offers ongoing until December 10 <sup>th</sup>
December 7, 2013	Employers: Last day to interview before the holiday break	
<b>December 23, 2013 to Jan 5, 2014 - Holiday Break</b>		
January 10-17, 2014	Students: Online registration	
January 13 2014	Students: First day to view jobs following the holiday break	Job postings, interviews and offers are ongoing
April 30, 2014	Employers: Last day to post eSIP jobs	
April-May 2014	Students: Those who accepted job offers may start working by the end of April/early May	All students hired through eSIP must be confirmed with: <a href="mailto:marlyn@ecf.utoronto.ca">marlyn@ecf.utoronto.ca</a>
August 2014	Students: Start preparing the Evaluation and Co-op Reflection Report	Evaluation form to be filled out and signed by manager
August 2014	END of summer work term	

The eSIP internship length is four months during the summer

- Internship Start Date: May 2014
- Internship End Date: August 2014



## **The eSIP Recruitment Process**

Successfully obtaining an internship occurs as a result of the student being able to demonstrate that she/he is the best fit for the position.

Following are some integral components in obtaining an internship:

### **eSIP Development Workshops**

Student development is facilitated through eSIP workshops and one-on-one counselling sessions; attendance at both dramatically increases success in the recruitment process. The development workshop calendar can be found on our [website](#) and on the [ECC Career Portal](#). Individual appointments can be made through the [online booking form](#) on our website.

### **Job Search Using the ECC Career Portal**

The eSIP opportunities are posted at the [ECC Career Portal](#). This is designed to manage all aspects of the eSIP placement process. Student applicants will be able to:

- View job postings
- Upload your application portfolios
- Sign up to attend Employer Information Sessions
- View interview invites and select interview time slots
- View job offers

Although most of the eSIP jobs are posted in January, students are encouraged to check the website regularly, keeping note of application deadlines. There are various opportunities and so it is important to research organizations and fields of interest to avoid being overwhelmed and to be better prepared for the application/recruitment process. The Engineering Career Centre team is available to support and direct you as you manage the process.

### **Preparing Applications**

There is no limit to the number of job applications a student may submit, however success comes from strengthening the quality of applications and not the quantity of applications. Attending development workshops and one-on-one counselling appointments are recommended to help students identify job fit and create strong, tailored applications that will be noticed by employers. All applications should include the following:

- Cover Letter
- Resume
- Copy of ROSI Transcript

Employers will often disregard incomplete applications, so it is imperative to include all of the above in each application.

## Submitting Job Applications

Applications are typically uploaded by the student through the career portal account. Some postings will have specific application instructions listed at the top of the posting, such as instructions to submit applications directly on the company's website or via the company's email address. If a posting does not have specific application instructions on it, the application is to be uploaded through the student's career portal account for employers to access and review.

Employers regularly log in to their own career portal account to view the submitted application portfolio. Therefore, we advise that you only upload your application once you are satisfied with it. You can also submit your application well in advance of the deadline date.

Each year, we have several employers who post their summer opportunities in the system and also receive applications during the on-campus Career Fairs or Information Sessions. Ensure that you attend these [networking opportunities](#) to meet with employers of interest.

## Interviews

If an employer selects you for an interview, you can be notified through a number of ways:

- You may receive an email notification of the interview request, from the Engineering Career Centre, and be asked to log into your career portal account to accept or decline the interview. If you are accepting the interview, you are to select a timeslot from the interview schedule.
- You may also receive an email from the Engineering Career Centre with the complete interview details.
- You may also be contacted directly by the employer to arrange an interview. Please ensure the U of T email address and phone number on the career portal is accurate and do check your email and voicemail regularly for notifications and updates, as timing is critical during the interview process.

If a student no longer wishes to attend an interview, or wishes to reschedule due to an unforeseen circumstance or a conflict in schedule, do notify the Engineering Career Centre urgently so that alternative arrangements may be made. Missing an appointment with an employer sends a message about one's commitment and interest; it may jeopardize future opportunities with that organization.

Interviews are critical to successfully securing an opportunity and so we strongly encourage you to note the following to be well prepared:

- Attend the development workshops and meet with a career counsellor to help identify how your values, interests, skills, experiences, and knowledge are relevant and relate to each position
- Research the organization
- Present a professional image, in both your overall appearance and demeanor

## Making a Decision on a Job Offer

Accepting or declining an offer is an important step in the recruitment process as it impacts the status of the position, in terms of being filled or remaining open. As such, we strongly encourage students to carefully evaluate any offer(s) received before making a decision to accept or decline the



offer(s). Students who have concerns after accepting an offer should contact the Assistant Director or Director urgently to address the concerns and the situation.

All Students accepting an eSIP internship are required to complete the eSIP Placement Form and submit it to the ECC.

## Letter of Offer/Employment Contracts

Following the acceptance of a job offer, the student will receive a letter of offer/employment contract directly from the respective employer or the ECC. The document will outline the terms of offer for the internship such as salary, start and end date, working hours, and confidentiality requirements. The student will sign the document and make copies to submit to the employer, the ECC, and keep a copy for her/his file.

It is important that the Engineering Career Centre receives a copy so that your internship placement can be confirmed and registered. The copy can be submitted electronically via email to the ECC. If you need clarification, please follow up with the ECC staff.

## Finding Your Own eSIP Internship – Outside of the Career Portal

In addition to applying for the eSIP positions posted on the career portal, we encourage students to actively explore opportunities independently through networking, social media and other online resources. For students who successfully secure an internship outside of the Career Portal, there are two possible scenarios:

### a) Register as an eSIP internship – independent placement

To register an independently found co-op/internship position in the eSIP program, the student must submit a copy of the job description and contract to the Engineering Career Centre for approval; the ECC will review the documents to ensure the position meets the requirements of the eSIP program and the 600 hour practical experience component. Even if the position was not advertised through the eSIP career portal, students should be aware that many employers require students to be registered in a formal university coop/internship program as a condition of employment. If enrolment in a co-op/internship program is required by the employer, you must notify the Engineering Career Centre staff so that the position can be processed as an eSIP internship. The \$250 eSIP placement fee would also apply in this case.

### b) Regular summer employment

If a student is successful in securing a summer internship outside of the eSIP program and does not wish to register it as an eSIP internship, that is acceptable, provided their employer does not require summer hires to be registered in a university co-op/internship program. If a student accepts a non-eSIP internship, their position is considered regular summer employment and there is no need to submit the employment contract to the Engineering Career Centre. In this case, the student is responsible for updating her/his 600 work hours requirement with their undergraduate counsellor.

## After Securing an Internship

### Placement Fees

Students who secure an internship placement are required to pay a \$250 placement fee. The placement fee will be posted to the student's ROSI account in the Fall term following completion of the summer internship. The fees are paid in the same manner that other school fees are paid.

### Transition to the Workplace Seminar:

Students that secure an internship are required to attend a mandatory *Transition to the Workplace* Seminar. The seminar will focus on how to manage workplace expectations, both of yourself and your supervisor. Administrative housekeeping requirements will also be discussed, such as the end of internship evaluation and report submissions. The seminar will take place sometime in March/April 2014 before the internships begin in May 2014. An email notification will be sent out with confirmed details and they will also be posted on our website.

### Professional Communication

Maintaining professionalism throughout the recruitment process is crucial in attracting an employer's interest and securing an internship. When connecting with employers directly, it is important to communicate professionally so that you represent yourself and your interests in a clear and effective manner. If you would like direction on how to do so, please approach any ECC staff member.

### Some Encouraging Words

For many students, this will be their first time securing a job opportunity. The Engineering Career Centre staff is available to provide support and guidance along the way. Through our individualized, student-focused approach to career development we will work together to help you secure a summer work experience that fits your values, interest, skills and experience.

## Contact Us

Marlyn de los Reyes, Assistant Director, Engineering Career Centre: [marlyn@ecf.utoronto.ca](mailto:marlyn@ecf.utoronto.ca)  
Kate Charles, Program Administrator: [katec@ecf.utoronto.ca](mailto:katec@ecf.utoronto.ca) (on Maternity Leave until April 2014)

General Student Inquiries: [askecc@ecf.utoronto.ca](mailto:askecc@ecf.utoronto.ca)

Main Reception: 416-978-6649 or 416-978-3881

Book an Appointment: <http://engineeringcareers.utoronto.ca/students/new-grad-alumni/>