



PEY STUDENT GUIDE 2016-2017

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Registration

Eligibility for PEY

The PEY Program is open to the following registered University of Toronto undergraduate students:

- Undergraduate students enrolled in Engineering and Computer Science at St. George Campus
- Canadian Citizen and Permanent Resident undergraduate students enrolled in the Faculty of Arts and Science
- 2nd or 3rd year full-time students in the current academic year (2015-2016)
- Returning to 3rd or 4th year on a full-time basis in the year following the PEY internship
- In good academic standing at the time of registration (2015-2016), and at the start of the PEY year (2016-2017)

Please note: due to the time commitments of the PEY Program, we recommend that a student's CGPA should be above 2.0 for September registration. If you do not currently meet this 2.0 CGPA recommended minimum, we suggest focusing first on your studies, and registering for PEY in January 2016.

International Students

International PEY students require a **Co-op Work Permit** and **Social Insurance Number (SIN)** before beginning their internship. Further details on this process will be communicated to applicable students. Only students who have an internship component which is an essential and integral part of their program (Engineering and Computer Science – St. George Campus) may apply for a Co-Op work Permit.

The PEY Office will provide a letter confirming your registration in the program, which is required for your application. More details can be found on the Citizenship & Immigration Canada (<http://www.cic.gc.ca/english/study/work-coop.asp>).

In partnership with the Centre for International Experience, we will be holding a number of Co-op Work Permit Application Sessions throughout the academic year designed to help you with the application process; details regarding upcoming sessions will be posted to our [calendar](#).

Please view our list of [Co-op Work Permit FAQs](#) on our website. For further inquiries, please connect with the International Student Immigration Advisor at the [Centre for International Experience](#).

When to Register

Students have two chances to register for PEY.

- 1) September 9 – 20, 2015
- 2) January 7 – 14, 2016

How to Register

Students are encouraged to attend one of the PEY Information Sessions before registering. Please check our [calendar](#) for the scheduled sessions.

Online Registration: <http://www.apsc.utoronto.ca/portal>

Registration Fees

All students applying to the PEY program will be required to pay a \$125.00 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 utoronto account. Students must use their utoronto email to register, and indicate their correct POSTCode.

Note: Students only need to register once for the year (do not need to re-apply in January.)

PEY Recruitment Timelines

The PEY Internship placement length is a minimum of 12 months and up to 16 months

- Placement Start Date – anytime between May 2016 and September 2016
- Placement End Date - anytime between May 2017 and August 2017

The PEY recruitment cycle is comprised of two different rounds of recruitment– Round One and Continuous Round. Round One will be structured with specific posting, interview and offer deadlines. During the Continuous Round, the recruitment process will be ongoing; therefore postings, interviews and offers will be taking place at any time from January 2016 until August 2016.

Round One: September 2015 - December 2015

Date	Activity	Notes
September 9– September 20	Student registration for PEY internship program (online)	There will be a second registration period in January 2016
September 25	Students can view and apply to PEY postings on the ECC Career Portal starting September 25	Most jobs will be posted for two weeks
November 6	Last day for new Round One job postings via the ECC Career Portal	
October 15- November 25	Interview Period	On-campus, off-campus, telephone or Skype interviews
November 30 – December 9	Offer week: students will be notified of their offer details via the PEY Office	Students have 48 hours to make a decision
December 10 – December 16	Offer Processing	Finalizing contract details and placements

Note on early Round One offers: should you receive an offer directly from an employer – congratulations! If you decide to accept this job offer, please confirm your placement with a PEY Coordinator as soon as possible to have your internship processed and your work term record updated.

If you have received an early offer and are unsure of whether to accept, please book an “early offer appointment” through askecc@ecf.utoronto.ca to discuss your options

Continuous Round: January 2016 – August 2016

Date	Activity	Special Notes
January 7 – January 14	Online registration for PEY internship program	For students who did not register in September 2015
January 18	First day newly registered students can view and apply to PEY postings on the Career Portal	Jobs will continue to be posted on an ongoing basis from January 2016 until July 2016
Ongoing (January until August 2016)	Interviews	Interviews can begin any time after the job application deadline and are ongoing until August 2016
Ongoing (January until August 2016)	Offers	Offers can be made any time after interviews and are ongoing until August 2016

Note: During the Continuous Round, employers will follow their own recruitment timeframes. Offers will not appear on the portal and will be extended by email through the PEY Office or directly from the employer

The Recruitment Process

Obtaining a PEY Internship placement occurs as a result of the student being able to demonstrate that he/she is the best fit for the position.

Following are some integral components in obtaining an internship:

PEY Development Sessions

Student development is facilitated through PEY workshops and one-on-one counselling sessions; attendance at both dramatically increases success in the recruitment process. The development sessions calendar can be found on our website. Individual appointments can be made through our online booking form.

Job Search

PEY job opportunities are posted on our ECC Career Portal throughout the year; students are encouraged to check the portal regularly. Students are also encouraged to seek out PEY placements independently through networking (please see *Securing a Placement* below for more information).



For opportunities listed on the ECC Career Portal, it is important to follow the instructions carefully on how to apply; application instructions are listed on the top of the job posting. For those positions without instructions, students are to apply through the ECC Career Portal.

There are many opportunities available, and it may be overwhelming to narrow down the choices. Researching organizations, positions and fields of interest will help to inform students which positions suit them best.

ECC Career Portal

The Engineering Career Centre has its own Career Portal designed to manage all aspects of the PEY internship placement process.

The Career Portal will be used to:

- View job postings
- Upload your applications
- Sign up to attend Employer Information Sessions
- Sign up to attend PEY small group workshops
- View interview invitations and select interview time slots
- View and accept offers (during Round One only)

Job 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 counseling 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 Transcript (unofficial is fine)

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

Interviews

- Interviews are critical to the success of securing an opportunity, therefore it is important to be well prepared in advance.
- Being well prepared for an interview means attending the ECC's development sessions, researching the organization, knowing how experiences and strengths relate to the position and articulating oneself in a professional manner.
- Students are strongly encouraged to meet with one of our career counsellors to help identify how one's skills and experiences are relevant to each position.
- In the event that a student is no longer interested in or is unable to attend an interview, it is their responsibility to notify the Engineering Career Centre or the employer of the cancellation.

Securing a Placement

Accepting a Job Offer

Accepting a job offer (or verbal job offer) is final; therefore students are encouraged to carefully evaluate the offer prior to accepting. Students will also receive a letter of offer/contract from their respective employer outlining the terms of their internship. Students who have concerns after having accepted an offer are asked to contact the Director of the Engineering Career Centre, immediately.

Letter of Offer/Employment Contracts

Once students have secured a placement and have received their employment contract by their employer, they must provide the Engineering Career Centre with an electronic copy. Please email your employment contract to your PEY Coordinator.

Finding Your Own Placement – Outside of the Career Portal

Students are not restricted to only finding a PEY opportunity through the PEY Career Portal, and are encouraged to seek out new opportunities through networking. For guidance on how to proceed, you may contact an Engineering Career Centre staff member. Should you find your own placement and wish to use it for PEY, then you must meet with our Director for approval. Please bring with you a copy of the employment contract and/or job description for the Director to review and approve.

Once students have accepted a PEY placement, they are required to attend a mandatory *Transition to the Workplace* seminar to help prepare for their placement as well as to obtain important administrative information. Please visit our website for details regarding workshop dates, times and locations – www.engineeringcareers.utoronto.ca.

Fees

Students who secure a placement are required to pay a placement fee. The PEY placement fee for students completing placements from May 2016 – September 2017 is \$975.00. As with tuition fees, this PEY placement fee will be posted to the student's ROSI account in the fall of the academic year of the student's placement.

A student's status, while on PEY placement, is considered to be part-time and the student is therefore required to pay part-time incidental fees. Incidental fees vary from Engineering students to Arts & Science students (For further information regarding fees, please contact the Office of the Registrar).

Work Term Information

For successful completion of their PEY non-academic credit, students must submit the following:

1. Mid-term evaluation (due around the 4 month point)
2. Final evaluation (to be completed before the end of the internship)
3. Final PEY Report (due in September 2017)

All documents should be submitted via Blackboard. Students will receive more information regarding this process once they have begun their internship.

Professionalism during Recruitment and on Placement

Maintaining professionalism throughout the recruitment process is crucial in attracting an employer's interest and securing a PEY internship. While on your internship you will begin to build your reputation as a professional and laying the foundation for your career.

Points to remember:

- When connecting with employers directly, it is important to communicate clearly and professionally. If students are unsure how to communicate with employers in a business-appropriate manner, it is encouraged to approach an Engineering Career Centre staff member for guidance to ensure that students are representing themselves and their interests in the most effective manner.
- If a student no longer wishes to attend an interview or has a conflict, they must notify the Engineering Career Centre (or the employer) right away. Missing an appointment with an employer sends a signal regarding commitment and interest; it may jeopardize future opportunities with that organization.
- Students are treated as full-time professionals while on placement; PEY internship students are known for exceeding expectations – punctuality, a good work ethic, and the ability to take direction from your supervisor are expected and mandatory behaviours.
- Should any difficulties or concerns arise before or during your PEY placement, students are encouraged to reach out to a member of the PEY Office – our door is always open.
- For many students, this will be the first time securing a professional job opportunity. The Engineering Career Centre staff is here to provide guidance along the way.

Contact Us

Administrative Team

Nancy Dragicevic, Program Administrator: nancy.dragicevic@ecf.utoronto.ca

Megan Tate, Program Administrator: megan.tate@ecf.utoronto.ca

Employer Relations Team

Marlyn de los Reyes, Internship Program Coordinator: marlyn@ecf.utoronto.ca

Carolyn Wright, Internship Program Coordinator: carolyn@ecf.utoronto.ca

Student Development Team

Soojin Park, Career Counsellor: sooin@ecf.utoronto.ca

Holly Wang, Career Counsellor: holly@ecf.utoronto.ca

Team Direction

Jose Pereira, Director: jpereira@ecf.utoronto.ca

Chioma Ekpo, Assistant Director: chioma@ecf.utoronto.ca