



# Engineering Summer Internship Program (eSIP)

## 2017 Student Guide

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### Registration

#### Eligibility for eSIP

eSIP is open to the following registered University of Toronto undergraduate students:

- Undergraduate students enrolled in the Faculty of Applied Science & Engineering (St. George campus)
- 2nd or 3rd year full-time students in the current academic year (2016-2017)
- Good academic standing from the previous academic year
- Open to Canadian Citizens, Permanent Residents, International Students

Please note: due to time commitments, we recommend that a student’s CGPA should be above 2.0 for September registration. If you do not currently meet the recommended minimum, we suggest focusing first on your studies, and registering for eSIP in January 2017.

#### eSIP for International Students

International eSIP students can complete their internship during summer if they hold an off-campus work permit or an authorization letter to work off campus. They must meet the eligibility criteria for off-campus work listed on this CIC link: <http://www.cic.gc.ca/english/study/work-offcampus.asp>

Please note, if you have received your study permit after June 1<sup>st</sup> 2014, you may have the authorization printed on your study permit. If not, you need to apply for the authorization to work off-campus. For information about how to apply for the authorization visit the [CIE website](#). You will also need a **[Social Insurance Number \(SIN\)](#)**.

For further inquiries, please connect with the International Student Immigration Advisor at the [Centre for International Experience](#).



## Students have two chances to register for eSIP:

- 1) September 9 – 19, 2016
- 2) January 6- 12, 2017

**Note:** Students only need to register once for the year (no need to re-apply in January if you registered in September).

### How to Register:

- Attend one of the eSIP Information Sessions before registering. Check our [calendar](#) for the scheduled sessions
- Register online during the registration period at: <http://www.apsc.utoronto.ca/portal>

Once registered, please wait until the registration period closes for an email from the Engineering Career Centre (ECC) advising you of your next steps and your account information for the ECC portal.

If you missed the online registration periods (September 9-19, 2016 and January 6-12, 2017), and would like to register, please email [megan.tate@ecf.utoronto.ca](mailto:megan.tate@ecf.utoronto.ca) to set up an appointment to meet with Chioma Ekpo, Assistant Director.

### Registration Fees

All students applying to eSIP will be required to pay a **\$125.00** non-refundable application 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. Please save this email receipt as proof of payment. Students must use their U of T email to register, and indicate their correct Program of Study Code (POST).

### eSIP Recruitment Timelines

The eSIP internship length is four months during the summer (May –August 2017)

Date	Activity	Special Notes
September 9- 19, 2016	Students: Online registration	There will be a second registration period in January 2017
September 2016	Employers: Start posting jobs on Career Portal	Students can access the jobs starting September 26 <sup>th</sup> . Jobs are typically posted for 2-3 weeks
September 26, 2016	First day that students can view and apply to eSIP postings on Career Portal	Interviews can be held and offers extended any time after the job application deadline
September-December 2016	Ongoing recruitment	
December 2, 2016	Last day for employers to post positions prior to the winter break	
January 6-12, 2017	Students: Online registration	For students who did not register in September 2016
January 2017	Employers: Start posting jobs on Career Portal	Students can access the jobs starting January 17 <sup>th</sup> . Jobs are typically posted for 2-3 weeks



January 18, 2017	Students: First day to view jobs following the holiday break	Jobs postings, interviews and offers are ongoing
January-April 2017	Ongoing recruitment	
April 30, 2017	Employers: Last day to post eSIP jobs	
April-May 2017	Students: Those who accepted job offers may start working by the end of April/early May	All students hired through eSIP must be confirmed via: <a href="mailto:career@ecf.utoronto.ca">career@ecf.utoronto.ca</a>
August 2017	Students: Start preparing the Evaluation and Co-op Reflection Report	Evaluation form to be filled out and signed by manager
August 2017	Employers: Tax credit letters are prepared and emailed out to those that qualify	
September 30, 2017	Final Evaluation, Co-op Reflection Report and updated resume due	Documents to be submitted via black-board

## **The eSIP Recruitment Process**

Successfully obtaining an internship occurs as a result of the student being able to demonstrate that they are the best fit for the position. Some key components in obtaining an internship are described below.

### **Some Words of Encouragement**

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, interests, skills and experience.

### **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**

eSIP opportunities are posted on the [ECC Career Portal](#). This is designed to manage all aspects of the eSIP placement process.

The Career Portal can be used to:

- view job postings
- upload your application portfolios
- 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. It is important to research organizations and fields of interest to be better prepared for the application and 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/Acorn transcript

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

## Submitting Job Applications

Applications are typically uploaded by the student through their career portal account. Some postings will have specific application instructions listed at the top of the posting, such as instructions to submit applications directly to 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 career portal account to view the submitted application portfolios. Therefore, we advise that you only upload your application once you are fully satisfied with it.

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 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 want to accept the interview, you have to select a timeslot from the interview schedule
- You may also receive an email from the Engineering Career Centre with the complete interview details
- Moreover, you may 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 check your email and voicemail regularly for notifications and updates. Timing is critical during the interview process and you will not want to miss out on an opportunity.



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

Interviews are critical to successfully securing an opportunity and 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 to each position
- research the organization
- present a professional image in both your overall appearance and demeanor

### **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 in order to represent yourself and your interests in a clear and effective manner. If you would like direction on how to do so, please approach an ECC staff member.

### **Making a Decision on a Job Offer**

Accepting or declining an offer is an important step in the recruitment process. We strongly encourage students to carefully evaluate any offers received before making a decision to accept or decline. Students who have concerns after accepting an offer should contact the Assistant Director or Director as soon as possible to address the concerns and the situation.

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

### **Letter of Offer/Employment Contracts**

Following the acceptance of a job offer, you will receive a letter of offer or employment contract directly from the 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. If all of these areas are acceptable to you, you can sign the document and make copies to submit to the employer, the ECC and keep a copy for your files. If you would like to re-negotiate the offer, please contact our office for assistance.

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

### **Finding Your Own Summer 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 you 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, 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 the position can be processed as an eSIP internship.

The \$275 eSIP placement fee still applies for independent placements, but the registration fee may be waived if not already paid.

## **b) Regular summer employment**

If you accept an internship and do not wish to register it with eSIP (and the employer does not require summer hires to be registered in a University co-op/internship program), the position is considered regular summer employment. In this case, there is no need to submit the employment contract to the Engineering Career Centre. You are responsible for confirming the 600 work hour requirement with your undergraduate department.

## **After Securing an Internship**

### **Placement Fees**

Students who secure an internship placement are required to pay a \$275 placement fee. The placement fee will be posted to ROSI/Acorn account in the Fall term following completion of the summer internship. The fees are paid in the same manner as tuition fees.

### **Transition to the Workplace Seminar:**

Students who secure an internship are also 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 seminars will take place sometime in March/April 2017 before the internships begin in May 2017. An email notification will be sent out with the details and will also be posted on our website.

## **Contact Us**

Chioma Ekpo, Assistant Director [chioma@ecf.utoronto.ca](mailto:chioma@ecf.utoronto.ca)

Megan Tate, Internship Program Administrator: [megan.tate@ecf.utoronto.ca](mailto:megan.tate@ecf.utoronto.ca), 416-978-6649

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

Book an Appointment: <http://engineeringcareers.utoronto.ca/students/appointment-booking/>