

PEY Placements of 2017 – 2018 Academic Year

What you need to Know: Administrative Information

- I have attended the mandatory *Transition to Workplace* workshop and understand that this document is complementary to and not a substitute for information provided.
- Always maintain up-to-date personal and work contact information on the Career Portal. This is important for us to provide reliable support for you over your work term, and ensures you receive notifications about important updates.

The ECC office should be contacted immediately if you have concerns regarding Health and Safety or if you are experiencing Harassment at the workplace.

Contact information for staff can be found on our website www.engineeringcareers.utoronto.ca

This document provides resources on the following topics:

- A. Registration Status Change and ACORN/ROSI Notation**
- B. Money Matters**
Fees, Financial Aid, Scholarships, Insurance, Tax Forms
- C. OHIP Coverage**
- D. Work Permit Issues & Extending Study Permits**
- E. Safety Abroad Requirements**
- F. Taking Courses**
- G. After PEY**
- H. Evaluations, Final Paper, 600 hours, and PEO Form**

A. Registration Status Change and ACORN/ROSI Notation

Registration Status

- While you participate in PEY during the 2017-2018 academic year, you are considered a part-time student for the academic year. This does not cover summers. Questions should be directed to your Faculty Registrar's office.
- It is important to indicate you are a part-time student during this time when inquiring about eligibility or when accessing on-campus services, events, and activities.

ACORN/ROSI Notation

- During PEY: Fall Term PEY will indicate: **IPR** (In Progress)
 - After PEY: Fall term PEY will remain: **IPR** (In Progress)
Winter Term PEY will indicate: **CR** (Credit)
- This is following successful completion of the program and submission of required evaluations and paper.
- PEY notation following non-completion of program requirements: **NCR** (No Credit)

In case of Non Completion of program requirements (Engineering students):

In addition to NCR notation on your transcript, you may not be eligible for the *600 hours of Practical Experience Requirement* for graduation or receive your *Iron Ring*.

Even if you have already completed your 600 hours prior to PEY, you should still avoid a NCR notation as it may result in unnecessary confusion in other contexts, such as applications to graduate school, or when seeking employment. We encourage you to complete the PEY requirements to facilitate a better and more reflective learning experience during and after your placement.

Alternatively, students are able to independently complete the PER Form at their departmental undergraduate office. Questions should be directed to your Undergraduate Office.

B. Money Matters

Fees

- Placement & Incidental fees will appear in your ROSI/ACORN balance, under Fall and Winter term. Payment is made in the same manner as tuition fees.
- Placement fee is \$975; Incidental fees differ for each Faculty/Department. Consult Student Accounts and the Provost's Office for the updated fee schedule.
<http://www.fees.utoronto.ca/home.htm>

Financial Aid

- During PEY, your OSAP or Out-of-Province loans will go into repayment. Refer to Enrolment Services or [OSAP handout](#) on the ECC website for information on when you should start making payments.
- Out-of-Province students should consult with Enrolment Services regarding their repayment policy as they might differ from OSAP.
- It is crucial to maintain up-to-date contact information with National Student Loans, OSAP, and the University to receive notices regarding your loan status.
<http://canlearn.ca> | <http://ontario.ca/osap> | acorn.utoronto.ca
- All inquiries (including UTAPS) should be directed to Enrolment Services.

University Scholarships

- Generally, while on PEY, University scholarships renewable for the 2017-2018 academic year will be deferred automatically. The payment will resume upon return to full-time studies.
- Faculty awards will continue to be paid out during your PEY year.
- Confirm with your Registrar's Office if you are unsure about your scholarship status.

Insurance

- Health and Dental coverage will continue through the Association of Part-Time Undergraduate Students (APUS).
- Should you wish to opt-out of the APUS Health and Dental plan, you may do so during the dates posted on the APUS website: <http://apus.ca/health/>
- You may be receiving coverage under your parents' insurance plans. For a letter confirming your participation in PEY, email askecc@ecf.utoronto.ca



Tax Forms

TD1 Personal Tax Credits Return (2017)

- You will be required to complete the federal and provincial tax forms when you start your internship. These forms are used by the employer to determine payroll tax deductions

Ontario Form <http://www.cra-arc.gc.ca/E/pbg/tf/td1on/README.html>

Federal Form <http://www.cra-arc.gc.ca/E/pbg/tf/td1/README.html>

- You should claim the basic amount listed on Line 1
- Complete the Tuition and Education section as prompted

**Your tuition amount can be found on your T2202A form in your ROSI account. You can use those figures to estimate your 2017 tuition*

Note: Tax matters are always best addressed with a professional accountant or HR representative at your workplace. If you have any questions or concerns as to how to complete these forms, seek assistance accordingly or consult the Canada Revenue Agency.

C. OHIP Coverage while outside Ontario and International

The Ontario Ministry of Health and Long-Term Care can provide coverage during your extended absence from Ontario. For more information on applying for an extended absence prior to your leaving: <http://www.health.gov.on.ca/en/public/publications/ohip/travel.aspx>

Consult your local **Service Ontario** office for continuous OHIP eligibility.

Service Ontario will require a PEY Student Confirmation Letter, which includes employer and location details. Request this letter by email askecc@ecf.utoronto.ca with subject line "OHIP letter" and your:

- Student Name
- Student Number
- Discipline
- PEY Company Name
- Location (city, province/state, country)
- Start and End date (month, day, year - month, day, year)

Note: When leaving the province always consider purchasing additional health insurance.

D. Work Permit Issues & Extending Study Permits (International students):

While attending the University under a study permit or out on PEY, please ensure your permit has been extended to accommodate for a delayed graduation date following your PEY work term.

- All immigration related questions should be directed to:

Aziz El Mejdouby isa.cie@utoronto.ca

Int'l Student Immigration Advisor, Centre for International Experience

<http://www.studentlife.utoronto.ca/cie/immigration>

E. Safety Abroad

Safety Abroad requirements are **mandatory** and are designed to prepare students interning in the U.S. or Internationally. Topics covered are: health and safety practices, cultural awareness, and emergency procedures.

Questions regarding Safety Abroad should be directed to Sooin Park sooin@ecf.utoronto.ca

Complete the following prior to your placement abroad:

1. Attend the [Safety Abroad Workshop](#)
2. Register your information in the [Safety Abroad Database](#)
3. Sign and return Safety Abroad [Waivers](#) to the ECC
4. Obtain Supplementary Health Insurance

F. Taking Courses

Students on PEY wishing to enroll in courses must complete the following:

1. Ensure courses are not core/mandatory courses, and are not scheduled during work hours
2. Speak with an ECC counsellor to obtain permission
3. Speak with your manager to obtain permission
4. Ensure PEY work commitments are prioritized throughout

Questions can be directed to the Engineering Career Centre askecc@ecf.utoronto.ca

G. After PEY

The Engineering Career Centre will hold Debrief Sessions in September of 2018. These sessions will help students identify and reflect on the skills developed during the internship, and share insight amongst the varied PEY experiences. Session dates and details will be posted in September.

H. Evaluations, Final Paper, and PEO Form

Evaluations and Final Paper (Required for PEY non-academic credit)

How to access the templates and submit the report & evaluations:

- Log in to Blackboard
- Look for PEY 2017 as one of "My Organizations Plus" under "My Page"
- Click the "PEY Evaluation & Paper Submissions" tab
- Find the midterm/final evaluation form and paper requirements
- Upload your completed documents. Retain copies of all your submissions
- Mid-term evaluations should be submitted 4 months after start date
- Final evaluation and paper are due August 1, 2018
- Upon completion and review of all the documents, your PEY credit notation will be updated on ROSI/Acorn by Winter 2019

*Please rename and upload documents as **LastName, FirstName UTORid***

Questions regarding Blackboard and document submission should be directed to career@ecf.utoronto.ca along with your UTORid.

Note: Provide the HR representative and/or supervisor a copy of the evaluations forms at the beginning of your PEY placement. Have your final evaluation, paper, and PEO form (Engineering students) completed and signed before you leave your internship as it can be difficult to obtain signatures from managers afterwards.

PEO Form (Engineering Students):

- Complete and save the PEO designation form with your manager if using the internship experience towards your P.Eng designation
- Detailed information:
http://www.peo.on.ca/index.php?ci_id=2059&la_id=1#pregraduation
- The PEO Pre-Graduation Experience Record Form is not a required submission