



To: ADMN and ECON students
From: School of Business, Trent University
Re: Questions & Answers for those interested in a 4th year Internship
Date: August 2023

What is a Trent School of Business Internship (ADMN ECON 4890Y)?

Internships are designed for fourth year students interested in gaining in-depth, practical industry experience, while enhancing their classroom knowledge with real-world industry positions. The internship course is a full-time paid job opportunity in business. It is a break in your studies. Students must return to Trent after the internship for at least one final term. Opportunities can be in any field from accounting, human resources, marketing, finance, economics, entrepreneurship, and general administration.

How long are the internships?

Internships begin in September or January of fourth year. Internships last 6, 8, or 12 months. Students apply, interview, and compete for internships. Again, students must return to Trent for at least one term after completing the internship.

How many internship spots are available?

There is a limited enrolment of 20 students per term across both campuses with a competitive application and interview process.

What is the minimum average required for ADMN ECON 4890Y?

ADMN prerequisite: A minimum 75% cumulative average and 14.5 university credits including ADMN and ECON credits required for a single major in years 1-3. Accounting students should have most of their accounting courses completed.

ECON prerequisite: A minimum 75% cumulative average and 14.5 university credits including ECON credits required for a single major in years 1-3 and 2.0 ADMN credits.

The completion of 14.5 or more credits is not at the time of application but by the end of term prior to the internship start (for example by the end of December if it is a January internship).

What is the application deadline and criteria?

Students are encouraged to apply in fall of third year. Exact deadlines are posted below.

January internship:

- application deadline for international students is June 1.
- application deadline for domestic students is September 1.

September internship:

- application deadline for international students is February 1
- application deadline for domestic students is May 1

Do I have to secure my own internship employer?

In the past, the Trent School of Business (TSB) secured all the internship opportunities. As the internship program grows, the TSB will require students to assist with job searches. The TSB has lots of contacts in the accounting and finance areas. We are growing our contacts in HR, marketing, and administration. In your application form you will be asked where you hope to secure an internship and with which company. Then you will meet with TSB staff to discuss the next steps. Next steps could mean using the postings the TSB secures, job searching your own opportunities or a combination of the two.

Is the internship a required course?

The internship (ADMN ECON 4890Y) is an elective course and taken in fourth-year. You must return to Trent for at least one term after the internship. Participation will delay graduation. The internship course is a 1.0 credit counted towards your degree but not your major. Normal tuition and ancillary fees apply.

Is the internship worth the trade off to delay graduation?

Yes. The internship will allow you to apply the knowledge you have acquired in the classroom, gain new skills and competencies, and experience what it's like working in a professional environment. You get to do all of this while getting paid and increasing your attractiveness to potential employers. In fact, many interns secure permanent jobs with their host organizations after graduation. Accounting students can also petition the CPA to have some of your time spent in your internship count towards your practical experience requirements of your CPA.

Do the internships have to be paid?

Yes. Internships must be full time paid employment (minimum 35 hours per week).

What are the steps to apply for an internship?

- Attend a School of Business information session in fall or winter of second or third year.
- Apply as soon as possible and no later than the posted deadline.
- Update your resume/cover letter and prepare for interviews.
- The job competition process will take place about 4 months prior to the start of an internship (so May for September internships and September for January internships).

Will I need a criminal reference check or vulnerable sector check?

Successful students will sign a contract with the employer and complete the necessary paperwork. Some employers may require a criminal reference check. A student with a record that is deemed unacceptable by the employer may not be able to participate.

Will I need to show proof of COVID vaccination?

Yes, some employers may request proof of vaccination.

Can International students apply for the internship course?

Yes, but in order to participate in the internship course, you must apply for a coop/internship work permit which is required in addition to your valid study permit. This process takes anywhere from 4-6 months, so it must be completed in advance of the job competitions.

January internship:

- application deadline for international students is June 1.
- apply for your work permit no later than the end of June.

September internship:

- application deadline for international students is February 1
- apply for your work permit no later than the end of February.

The TSB will provide you with a pdf letter which is required for you to apply for your coop/internship work permit. Trent International can assist you in completing the coop/internship work permit application.

The application for a coop/internship work permit does not guarantee you an internship. You earn the internship at the interviews. If you are offered a position, you can state you have already applied for your work permit, and it should be back soon. If you are not successful in securing an internship, there is no harm in having applied/secured the coop/internship work permit.

Can someone help with course selection in preparation for an internship?

Yes, students can book an appointment with Deb or Cindy from the TSB (email schoolofbusinessinternships@trentu.ca) to discuss your course plan and academic eligibility. Students approved for the internship course should pre-register in their courses as a back-up in case the internship does not materialize. Second- and third-year students should develop a course plan early in preparation for their internship application.

What happens after I complete the internship?

After completing the internship, students will return to Trent for their last term(s) and take remaining credits to complete their degree. Participation in an internship will delay graduation.

What does it cost to be registered in an internship?

Internship students will pay normal Trent tuition and ancillary fees for the Internshipcourse (ADMN ECON 4890Y) worth 1.0 credit. After the first four months, the course will revert to “in progress/incomplete” until all components are satisfactorily completed. The course is a pass or fail grade. When students return to their studies after completing the internship, they will pay normal Trent tuition and ancillary fees for the remaining credits they are taking.

How does the internship affect OSAP eligibility?

During the ADMN ECON 4890Y internship, students are studying at a 40% (1.0 credit) course load for the initial semester only. This is considered a part time course load for OSAP purposes and as such, you may apply for part time OSAP (grant and loan funding) for that initial semester of your internship. Students who are registered with a permanent disability with OSAP may be eligible for full time OSAP funding, please contact Financial Aid about this. There may be an adjustment and reimbursement on your OSAP if you are full time in the fall term (2.5 credits) and part time in the winter (1.0 credit) term. It is the student’s responsibility to meet the OSAP obligations. The remaining time of your internship (2, 4 or 8

months) is considered a break in studies and is not eligible for OSAP or interest free status. After that initial semester, your OSAP loans will enter repayment through the National Student Loans Service Centre (NSLSC). Repayment begins 6 months after your last full time study date. This means that most students on internships will enter repayment for at least two months before you return to full time (1.5 credits or more) studies for your final semester at Trent. If you return to Trent and only take a part time course load (1.0 credits or less), you will continue to repay your full-time loans through NSLSC. For more information visit <https://www.trentu.ca/studentfinances/osap-out-province-work-study/osap/osap-internships>.

How does the internship affect Trent scholarships?

Trent will treat internship students as being “full-time” for the purpose of Trent scholarships and students will continue to receive their fourth-year instalments.

Can I take additional courses while on the internship?

No. An internship student is not allowed to register in additional Trent courses including online courses from Trent or another University. An internship student is expected to solely focus on their internship hours and work responsibilities.

How do I create a great resume/cover letter and prepare for an interview?

The TSB will host a zoom workshop on resume, cover letter and interview skills. We also encourage students to use the Career and Workforce readiness modules which can be found at <https://ecampusontario.pressbooks.pub/careerworkforceready/>.

Each module takes about an hour to complete. The six modules are:

1. Skills Identification and Articulation
- 2. Resume and Cover Letter Writing**
3. Networking and LinkedIn
4. Job Search Strategies and the Labour Market
- 5. Interview Skills**
6. Workplace Communication and Professionalism

Am I guaranteed an internship?

Internships are not guaranteed. Internships are “earned” at the interview. If a student fails to earn an internship at the interview stage, the student will return to Trent to complete their fourth-year courses.

Student Testimonials

In closing, below are a few testimonials from a couple of our interns. These comments are based on their reflection of their internship at the six-week mark:

“The internship has been going wonderfully! The staff, managers, and partners are all so friendly and welcoming. They paired me with a girl named Sara as my go-to person for daily questions. Having support from everyone there makes it such a comfortable environment. The first couple weeks were certainly challenging. From learning their software to finally seeing what an audit really entails. Recently I have found myself really thinking through problems that I'm having and solving them myself. I am so excited to keep learning and moving on to more challenging aspects of auditing. I am loving the experience and couldn't ask for anything more!” Jennifer Giles, Accounting

"I have been lucky enough to be able to be a full part of the recruitment process here at Baker Tilly and have conducted phone screens, face-to-face interviews as well as the whole on-boarding process for two of my hires. I have also been working on our vacation policy, benefits, and promotions! Learning lots and having a blast." Jessica Revoy, Human Resources

"The internship is going great! I am working with a technology improvement and project management team that is giving me excellent training and various responsibilities. We are implementing new technology and procedures into the Procurement Department at the Regional Municipality of York." Andrew Stone, Management/Technology

"Everything is going well so far! It was a little overwhelming at the beginning but that's to be expected. I've gotten used to the schedule of things now. Next week I'm going to be starting an audit and currently I'm assisting with a review engagement and working on some compilations. Also, I'm participating in a T1 personal tax training course, where I must complete a case with some other co-workers and present some components of it in a couple of weeks. All in all, learning a lot of new things and getting used to the new processes and procedures." Allyah Livert-Frank, Accounting

For more information

Contact the Trent School of Business via email at schoolofbusinessinternships@trentu.ca

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