**Sobey School of Business (SSB) Graduate Internship:**

**MTEI Internship Guidelines**

The SSB Graduate Internship Program provides students with the opportunity to gain “real-world” work experience related to the program concentration and the student’s career goals. The MTEI Internship Program follows the course work phase (September to April) and is comprised of an 8-month work placement.

## Internship Approval Process

All Internship positions must be approved by the **Manager, Graduate Career Services** and **Academic Program Coordinator**. Students, who find an internship on their own, will be required to send a detailed job/project description for approval.

To qualify, the Internship placement must:

* Require significant analysis and creative thinking, and be valuable to managerial or business decisions.
* Involve an unstructured problem /opportunity or project (i.e. create a marketing plan, financial analysis, human resources policy).

## Internship Academic Requirements

1. **Part A. Internship.**
	1. Completion and submission of the Learning Objectives, Mid-Term Report, Final Report, Student/Employer/Project Supervisor Evaluationby set deadlines.
2. Students must secure an academic advisor **prior** to handing in their Learning Objectives. These will need to be reviewed and approved by an academic supervisor **and** the internship supervisor.
3. **Learning Objectives** are due within the **first 2 weeks** of internship start date.
4. **Mid-term Report** is due **two weeks after** the **half way point** of the internship (at the 4-month mark for the 8-month internship)
5. **Final Report** is **due 1 week after** the end date of the internship.
6. Employer and student evaluations are **due 1 week after** the end date of the internship.
7. Internship student receives a satisfactory (or higher) on the Internship Employer Evaluation.
8. Submit a final internship report and receive a grade issued by the respective Academic Program Coordinator.
9. **Part B. Additional Internship Deliverables**.
	1. Following the internship, students will return to campus to work on an independent, internship related deliverable under the supervision of a faculty member. Generally, this will take place in the November-December period and it will be completed in a time frame so that the student will meet the requirements necessary to graduate at the university’s winter convocation.
	2. The specific nature of this particular student deliverable may vary depending on the nature of the internship and the sponsoring organization. However, it is expected that it will fall into one of the following three report typologies.
		1. **A Case on the Sponsoring Organization.** Under the supervision of a faculty member, the student will write a business case that can be used for instructional purposes. The nature of the decision/analytical issues contained in the case may likely be reflective of the intern’s activities within the sponsoring organization. Typically, the case could be used in one or multiple disciplines within the field of business. An executive within the sponsoring organization may have to “sign off” on the case if the supervising faculty member is to “publish” this case externally.
		2. **A Note on the Industry in Which the Sponsoring Organization Competes**. Under the supervision of a faculty member, the student will write a note on the industry. Industry notes are used as teaching aids in multiple disciplines within the field of business administration. This report may rely more on secondary research conducted during and after the internship has been completed. If the student is to use any firm-specific information gleaned during the internship, an executive of the sponsoring firm will have to sign off on the note if it is to be “published” externally.
		3. **Theory Translation Article.** Under the direction of a faculty member, students would write an article that could potentially be published in an academic or business conference outlet. The paper would not so much be based on data collection and analysis but a translation or application of theoretical constructs to a broader industry context.

The overall successful completion of Internship relies on the quality of your written Internship Report in combination with your Post Internship Deliverables and a satisfactory work term evaluation from your employers. A “letter grade” will be entered on your transcript and appropriate credits assigned for completion of the Internship.

## Timelines

1. **November** - Student applies for Graduate Internship Program. *(Appendix A)*
2. **November/December** - Application is approved.
3. **November –May** – Student works with Graduate Career Services to secure Internship. *(Appendix B)*
4. **May** – Student begins Internship and submits Learning Objectives within first 2 weeks of employment. *(Appendix C)*
5. **September -** Mid-term report is submitted. *(Appendix D)*
6. **December** – Final report is submitted. *(Appendix E)*
7. **December –** Additional Internship Deliverables are submitted
8. **December –** Employer and Student evaluations submitted.*(Appendix F)*

**Appendix A.**

# Application

Please complete the following, attach to your resume and submit to sobeygradcareerservices@smu.ca , Office SB203.

**STUDENT INFORMATION**

NAME:

 (Surname) (Given Names) (Preferred Name)

EMAIL ADDRESS: A#:

HOME PHONE: CELL PHONE:

ARE YOU A: CANADIAN CITIZEN PERMANENT RESIDENT

 INTERNATIONAL STUDENT

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

1. What are your career goals?

1. What business fields are you interested in working? (i.e. Marketing, Human Resources)

1. What industries are you interested in working? (i.e. High Tech, Finance/Banking)

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**Appendix B.**

# Nova Scotia Industry Connections

The role of the Manager, Graduate Career Services is to work with Internship students on identifying possible internship opportunities that are related to the student’s academic program and career interest and connect with prospective internship employers.

Outlined below is a list of industry sectors (identified by NSBI as growth sectors in NS) and potential internship employers. The list is not exhaustive, and efforts will also focus on developing internship opportunities beyond this list and Nova Scotia. The key to successful placing internship students in these organizations is to first leverage existing Sobey School of Business relationships and contacts and build relations with organizations we currently do not have a strong relationship with.

## Industry Sectors

* Financial Services
* Information Communications Technology (ICT)
* Defence, Security & Aerospace
* Clean Technology
* Gaming and Interactive Media
* Ocean Technology
* Energy & Heavy Industrial

## Possible Internship Employers

|  |  |  |
| --- | --- | --- |
| ICT | Financial Services | Defence |
| CGIHB StudiosIBMNTT DataParagon Advanced DevelopmentTrihedral EngineeringUnisysXeroxThe Port of HalifaxSimplyCast.com2nd Act Innovations Inc.IMPComposites Atlantic | Citco Fund ServicesMarsh Captive SolutionsMitsubishi UFJ Fund ServicesAdmiral InsuranceMeridian Fund ServicesCIBC Mellon Conifer Fund ServicesCastle Hall AlternativesAdmiral AdministrationBF&M InsuranceRSABeaumont AdvisorsManulifeTD BankRBCScotiabankBMO | Lockheed MartinIrving ShipbuildingL-3 Electronic SystemsPratt & Whitney Canada Corp.General DynamicsIMP Group International Inc.CAEMacDonald Dettwiler & AssociatesUltra Electronics Maritime SystemsEADS Composites Atlantic |
| Clean Technology | Ocean Technologies | Gaming |
| Green Power LabsCarbonCure TechnologiesComposites AtlanticDaewoo Shipbuilding & Marine Enterprises Trenton (DSTN)Enercon Canada Inc.Fundy Tidal Inc.LED Roadway Lighting Ltd.Nu-Air VentilationSeaforth Energy/Entegrity Wind SystemsSolartron Energy Systems Inc.Surette Battery CompanyThermo Dynamics Ltd. | [Halifax Shipyard](http://www.irvingshipbuilding.com/irving-shipbuilding-facilities-halifax-shipyard.aspx)Acadian SeaplantsMeg-3 (Ocean Nutrition)CarteNay Solutions | HB StudiosXona GamesThe Red SpaceHuminah InteractiveFrontier DevelopmentsLongtail StudiosMedia SparkSkillz SystemsCAESilverback Productions |
| Major Employers  |
| Capital District Health AuthorityGovernment (Municipal/Provincial/Federal)Emera/Nova Scotia Power StaplesI.M.P. GroupEastlinkManulife Financial  | Symcor Inc.Bell AliantGEM Healthcare Group Ltd.Bedford Institute of Oceanography (BIO)Blue Ocean Contact CentreTrade Centre LimitedAdmiral InsuranceNTT Data | Annapolis Valley District Health Cape Breton District Health Authority / CBDHACBCL LimitedEfficiency Nova Scotia CorporationHealth Association Nova ScotiaJazz Aviation LPMiller TirecraftPolyCello |

Other prospective employer lists can be drawn from the Top 101, Top CEO and NS Export Awards, Digital NS.

**Appendix C.**

# Learning Objectives

Please submit Learning Objectives to sobeygradcareerservices@smu.ca by end of 2nd week of Internship.

**Section 1 Internship Information**

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| **Student Intern Information** |
| **Student Name: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Student E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date:\_\_\_\_\_\_\_\_\_\_\_\_\_** | **A# \_ \_ \_ \_ \_ \_ \_ \_ \_****Academic Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_****Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Internship Organization** |
| **Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Supervisor Work Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Section 2 Learning Objectives**

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| Each Learning Objective should be stated in measurable terms and describe an accomplishment, skill, knowledge, or behavior that will be an outcome of successful participation in the Internship. Learning Objective should answer the following questions:1. What is the task to be completed?
2. How will the objective be accomplished?
3. What skills and abilities are to be demonstrated?
4. How will the objective be measured and evaluated?
5. When will the objective be completed?

Each Learning Objective should be stated in measurable terms and describe an accomplishment, skill, knowledge, or behavior. Ensure each Learning Object is *S*pecific, *M*easurable, *A*chievable, *R*elevant, and *T*imed. (Use separate sheet if necessary) |

**Learning Objective 1:**

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**Learning Objective 2:**

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**Learning Objective 3:**

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**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix D.**

**Midterm Report Guidelines**

This document is intended as a guide to follow when preparing the midterm internship reports.

**Report Format**

All reports shall be carefully typed and submitted either electronically or hard copy **to Karn Nichols, Manager Career Services SB 203**

**Email:** sobeygradcareerservices@smu.ca

Be sure to include the following information in your report; name, student ‘A’ number, date, employer, name and contact information of supervisor, position title, dates of employment, wages per hour, number of hours worked per week.

**Due Date**

The mid-term report is due **two weeks** after the midpoint of the internship term.

**Report Outline**

* Company Overview
	+ Company Vision and Mission
	+ Organizational Structure
	+ Any specific goals
	+ Overview of Company’s Industry (Competitors)
* What product or services does the employer produce/provide?
* Your department and how it fits into the organizational structure
* What are your projects, responsibilities and job activities and how are they aligning with the employer’s Vision, Mission and Goals?
* What are the skills, knowledge and abilities utilized in performing your job duties and how does your work relate to your academic program? Your personal career goals?
* Any particular accomplishments or objectives achieved thus far?
* Challenges and general observations.

**Appendix E.**

**Final Report Guidelines**

**Purpose**

The purpose of the Internship Report is to have students demonstrate their ability to select a topic, gather, collate, organize and present information towards the reports topic and purpose. This must be done in a professional looking, well-written, easily understood fashion, using correct English and grammar.

The Internship Report is a reflective and analytical document normally produced in addition to any requirements of your internship employer. It must be professional, and accurate, and must not divulge any confidential information from your internship. You will be required to leave a copy of your work term report with your employer.

While it is recommended that you keep a portfolio of your activities, projects and accomplishments while on the job, this does not constitute your work term report.

The report should be 1,000 to 3,000 words double-spaced and should address employers, faculty and other students. It should take the following format:

* Title page (include company name and term date)
* Executive summary
* A summary of all the sections
* Table of contents

**Section 1**

* Employer mandate and goals
* Product or service provided by the employer
* Your department and how it fit into the organizational structure
* Your projects, responsibilities and activities and how they tied into the employer's mandate and goals

**Section 2**

* Professional and personal skills developed through the experience
* Academic studies - how your work was related to your current MTEI studies and career goals

**Section 3**

**Problem Definition, Analysis, Conclusions Recommendations**

The Internship Report requires you to identify a real business problem/opportunity, search for and gather information specific to that problem/opportunity, analyze the data and alternative solutions and recommend a solution and a workable plan to real stakeholders.

**General Report Formatting Guidelines**

* Report length – 1,000 to 3,000 words, excluding appendices. The length should reflect the complexity of the topic and the thoroughness of the research
* Doubled –spaced on good quality white bond paper (8.5” x 11”)
* Executive Summary should be singled space with a double line space between paragraphs
* Use of standard formal level of English (no slang or colloquialisms) free from spelling and grammatical errors
* Use conventional, serif font (e.g., Times New Roman) in 12 font
* Use only one side for the page for all text and figures
* Start major sections of the report on new pages
* Reports can be delivered electronically.
* Number the pages
	+ All pages that come before the body of the report are numbered using lower case Roman numerals. The title page is considered to be page 1, but is not numbered
	+ Begin the body of the report with the introduction. Pages of the body are given in Arabic numerals. The first page of the introduction is considered to be page 1, but is not numbered
	+ Appendices should be a continuation of that in the text

**Internship Report Evaluation**

The Internship Report will be evaluated by your faculty advisor. The report receives an overall evaluation on a scale ranging from “0” to “100”.

Please submit final report to sobeygradcareerservices@smu.ca within one week of completion of Internship.

**Appendix F.**

# Employer Feedback: Student Internship

Please send this form to **Karn Nichols**, Manager, Career Services, Graduate Programs  (sobeygradcareerservices@smu.ca) at the end of the student’s internship with your organization.

**Section 1 Internship Information**

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| **Student Intern Information** |
| **Student Name: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Internship Organization** |
| **Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Supervisor Work Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Section 2 Employer Feedback**

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| --- |
| With every internship placement our students obtain, we hope to learn from their experiences and that of the organization that hired them. As we endeavour to continue supporting the importance of internships, and Work Integrated Learning we ask that you provide feedback about your experience in hiring a Sobey School of Business student. We have provided some questions that may assist you in writing this feedback;1. Were you satisfied with the work that was completed by the student? How would you rank the quality of their work? Why?
2. What specific projects did they work on? How did they add value to your organization? Is there a particular story that you would like to share about their impact?
3. What were the demonstrated skills and abilities?
4. that you valued the most?
5. Would you hire a Sobey School of Business student again? Why or why not?
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**Feedback (please feel free to use additional pages):**

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**Supervisor/Employer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_**