



Social Sciences Student-Initiated Internship Application 2016-2017

To qualify for the Social Sciences Internship Program, the following items **MUST** be included in your Student-Initiated Internship Application package to be considered:

- Completed and signed Social Sciences Student-Initiated Internship Checklist (this page);
- One-page statement outlining how your current job is linked to your studies in Social Sciences **and** has an element of career exploration;
- Official job description that must include: *job title, name of employer, main roles and responsibilities, hours per week and rate of pay; and,*
- Employer Confirmation of Support form signed by your direct supervisor.

PLEASE NOTE: Incomplete applications will not be considered.

Eligibility Criteria:

- Be registered in 18 units or more in the Faculty of Social Sciences in a degree program for the Fall/Winter 2016/2017 term;
- Be in good academic standing with the university (not on academic probation);
- Be in good financial standing with the university (no outstanding financial accounts on the student record);
- Be registered in Level II or above;
- Have completed SOC SCI 2EL0, Career Planning through Experiential Learning; and
- All internship candidates must be authorized to work in Canada. International students must refer to the Government of Canada website <http://www.cic.gc.ca/english/study/work-offcampus.asp> to ensure eligibility before submitting an application.

Please Note: In addition to the eligibility criteria listed above, students must ensure that the internship placement is completed before academic requirements are fulfilled.

Other students who may be eligible, but are required to pay a **\$50.00 administrative fee** are:

- Social Sciences students who are registered in fewer than 18 units for the Fall/Winter 2016/2017 term; or,
- Arts & Science or Humanities students who are registered in a Combined Honours degree program with a Social Sciences discipline.

Internship Fee Structure:

The following fees are applied to all approved student-initiated internship placements.

Internship Type	Each 4-month Term
Full-time	\$200
Part-time	\$100

*By signing below, I am confirming that I am eligible to participate in the Social Sciences Student-Initiated Internship Program, that my application is complete and all information is accurate, and that I will pay the administrative fee, if applicable, on or before the **application deadline of Wednesday, January 18, 2017 at 4:00p.m.***

Student Name		Student Number	
Program		Level	
McMaster Email		Signature	



Social Sciences Student-Initiated Internship Application Employer Confirmation of Support

Throughout the year, the Office of Experiential Education (EE) works closely with a number of different employers to cultivate various internship placements for Social Sciences students.

Students can also take the initiative to secure a job on their own and have their experience noted on the official student transcript as an internship placement. These positions, though not cultivated through the EE office, may hold equal value in providing students with a unique opportunity to capitalize on the learning opportunities within the role, by making purposeful links between classroom learning and real work settings.

Student Responsibilities

Once it is determined that a student's current position meets the criteria of the Social Sciences Internship Program, they are then oriented to and registered in the program. From there, the student must fulfill the following requirements over the course of the placement:

- 1) The student must complete a Learning Plan outlining what he/she hopes to learn from this experience.
- 2) Towards the end of the placement the student must complete and submit the Student Evaluation Form.

Employer Responsibilities

As the student's direct supervisor, we ask that you please:

- 1) Review and sign the student's completed Learning Plan indicating your approval.
- 2) Complete an Employer Evaluation Form, providing feedback on the student's performance. This evaluation must be submitted in a timely manner in order for a grade to appear on the student's record.

Internship Coordinator Responsibilities

As the Internship coordinator I agree to:

- 1) Orient the student to the Social Sciences Internship Program.
- 2) Arrange to contact the student through meetings, telephone calls or emails to review the student's placement experience and progress in accomplishing his/her learning objectives.
- 3) Provide support to the student and supervisor, as necessary.

If the student completes the above requirements and receives a positive employer evaluation, the student receives a "Pass" on their transcript as well as a notation outlining the specific position they held, with which organization and the length of the placement.

By signing this application I _____ agree to support	
(Employer Name)	
_____ through the above process.	
(Student Name)	
_____	_____
(Employer Signature)	(Employer Title)

(Name of Organization)	

(Address of Organization)	
_____	_____
(Employer Phone Number and Extension)	(Employer Email)

Please Note: This form must be completed and signed on or before the application deadline of Wednesday, January 18, 2017 at 4:00p.m. The student is responsible for submitting this form to the Experiential Education office.

Please feel free to contact me should you have any questions or concerns.

Thank you for your support.

Keri Long

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