



ARTS AND SCIENCE PROFESSIONAL INTERNSHIP PROGRAM

Notes

Subject Code: **INTN**

Office: Faculty of Arts and Science

ASC Experiential Learning Coordinator: asc.el@queensu.ca

(asc.el@queensu.ca)

Telephone: 613-533-2470

Office: Career Services

QUIP Email Address: quip@queensu.ca

Telephone: 613-533-2992

Overview

The *Arts and Science Professional Internship Program* leverages the excellent academic foundation provided by the Queen's curriculum into career opportunities by helping to bridge university life and the working world for students. Through this program, students will have the opportunity to develop their job-search skills through a structured career development program and get hands-on professional experience in their field of study while building professional networks with employers and improving their communication, teamwork and time management skills in a professional environment.

Program

The Professional Internship Program is a combination of career-related workshops and career coaching sessions followed by a 12- to 16-month paid internship opportunity for which academic credit will be given, available to qualified students registered in any Plan in a Bachelor of Arts (Honours) or Bachelor of Science (Honours) program. The internship normally occurs following the student's third year of study, after which the student completes the final year of the honours degree.

The program consists of the current B.A.(Hons.) or B.Sc.(Hons.) program requirements plus additional courses totaling 6.00 units: INTN 301/1.50, INTN 302/1.50 and INTN 303/3.00 for 12 month internships, and INTN 301/1.50, INTN 302/1.50, INTN 304/1.50 and INTN 305/1.50 for 16 month internships. The INTN courses do not count toward the 120.00 total units required for the B.A. (Hons.) or B.Sc.(Hons.) degree requirements.

During the internship, students may optionally pursue a further 3.00 to 9.00 units of independent study that may be used as academic credit towards their Major or Specialization Plan requirements, or towards the elective requirements of

the degree program, at the discretion of the student's home Department. Upon successful completion of the 6.00 units of INTN courses, students will be eligible for a Bachelor of Arts (or Science) (Honours) degree with a professional internship designation.

Advice to Students

Students should enroll in the internship program during the Fall Term of Year 3 by contacting Career Services.

Students participating in the Arts and Science Internship Program must

1. normally be enrolled in their third year of study,
2. be in good academic standing as defined by the Faculty's academic regulations, and
3. have a minimum cumulative GPA of 1.90.

Enrolment Limitations

In addition to the INTN course, students may also enrol in one course only during each internship term, including but not limited to an independent study course, to a maximum of 6.00 units per term.