

# MELVILLE BUSINESS STRATEGY INTERNSHIP (MBSI) PROGRAM

## Industry Partner Program Requirements

### Conduct an Onboarding Orientation:

Ensure that all interns receive a comprehensive onboarding orientation to introduce them to the team, along with the necessary initial training to support their integration and productivity.

### Provide Access to Facilities and Resources:

Grant interns reasonable access to workplace facilities for the duration of the internship, as outlined in the signed agreement. Provide the supplies, tools, and equipment reasonably required to support the successful completion of their project tasks and to foster a positive and productive work environment.

### Extend Formal Internship Offers:

Once a successful candidate is identified, extend a formal internship offer via email to [melvilleindustry@kpu.ca](mailto:melvilleindustry@kpu.ca), copying the selected intern. The intern's acceptance, confirmed via "Reply All" to the offer email, constitutes an official agreement, after which a formal internship agreement will be initiated.

### Handle Intern Termination or Replacement:

In the event of intern termination or the need to replace an intern, the industry partner must submit a formal written letter outlining the reason(s) for the termination or change. The letter must also include a detailed account of the project's status and progress against the deliverables stipulated in the signed funding agreement.

### Establish a Project Timeline:

Within the first two weeks of the internship, collaborate with the intern to develop a detailed project timeline outlining key tasks and deadlines for deliverables.

### Ensure Consistent Supervision and Communication:

Designate a single point of contact, such as a mentor or supervisor to provide ongoing guidance and support to the intern throughout the internship duration.

### Acknowledge the Educational Nature of the Internship:

Recognize that interns are students participating in a structured learning experience and are not to be regarded or expected to perform as licensed professionals or consultants.

### Report Incidents Promptly:

Report any incidents involving KPU interns that occur on-site or during remote work to the designated KPU representative without delay.

### Assume Responsibility for Working Conditions:

Take full responsibility for the working conditions provided to interns, including any liabilities arising from their interactions with staff or participation in the internship environment.

**Maintain Regular Communication with KPU:**

Provide regular progress updates to the KPU WIL (Work-Integrated Learning) Coordinator and offer constructive feedback to ensure the internship remains a valuable and seamless learning experience.

## Industry Partner FAQ

**Can I hire more than one student intern during an internship period?**

Yes, organizations may hire multiple interns within the same internship period. Interns may be assigned to a single project or to different projects, depending on organizational needs.

**What is the maximum number of interns I can hire?**

There is no limit to the number of interns an organization may hire. However, a maximum of six (6) interns can be included within a single application.

**When will I receive confirmation of my registration status?**

Applicants will receive an update on their application status within 2 to 4 business days of submission.

**What are some of the reasons my application could be declined?**

Applications may not be approved for the following reasons:

- Insufficient detail provided on the application form. Please follow all instructions carefully and ensure the submission includes comprehensive information.
- The proposed project does not address a strategic business challenge. Projects that are heavily administrative in nature and lack innovation or strategic impact may not qualify.

**Are there any organizations that are not eligible to apply to the MBSI program?**

At present, all types of organizations, including municipalities, cities, and public post-secondary institutions are eligible to receive Mitacs funding. While certain government departments may not qualify for Mitacs funding specifically, they may be eligible for alternative funding through the Melville School of Business.

**If I previously hired a student intern through the Business Strategy Internship (BSI) program, am I eligible to apply again?**

Yes, organizations may reapply to the program and hire interns across multiple terms. However, a unique internship description must be submitted for each new student request.

**How can I find a student to work with my organization?**

Once your registration is complete, your internship posting will be matched with qualified students based on the required skills and experience outlined in your submission.

**What are the application deadlines?**

Applications are typically due at the end of January, May, and September. Exact dates are published on our website at <https://www.kpu.ca/melville/internships/info>.

**What if I already have a student in mind that I would like to hire?**

If you have identified a student you wish to hire, please include their full name at the end of your online application form.

**What if I cannot find a student who matches my project needs?**

We will collaborate with your organization to promote your internship posting internally and assist in identifying a suitable candidate.

**When can my intern start working?**

Interns may commence work once funding is confirmed. Typical start months are January, May, and September.

**Who is the official employer of the intern, my organization, KPU, or the funding organizations?**

Interns are paid through KPU, so they are considered on a casual contract with KPU.

**How do employers pay their part of funding contribution? Can I pay the employee fee in installments?**

Employer contributions are typically paid as a lump sum before the internship begins. Approximately 50% of the total internship funding is covered by Mitacs, which will issue an invoice to the organization within two weeks of proposal submission. The Melville School of Business will support employers throughout this process. Additional funding may be available through other programs.

**Is there a maximum amount of payment that each student can receive?**

Each successful intern will receive a total of \$10,000 for the duration of the internship.

**Where can I find more information about the MBSI program?**

Please email us at [melvilleindustry@kpu.ca](mailto:melvilleindustry@kpu.ca) for more information about the Melville Business Strategy Internship (MBSI) program.

## Student Program Requirements

### Commitment to Internship Offer:

Upon accepting an internship offer via email, interns are required to withdraw from all ongoing recruitment processes and decline any further interview invitations. This acceptance is considered official and will be followed by the signing of a formal internship agreement.

### Mandatory Orientation:

Interns must attend a one-hour, in-person training session on "Internship Workplace Ethics & Communication", in collaboration with their respective SSC (Student Success Coach).

### Completion of HR Onboarding Modules:

Interns are required to complete KPU's virtual HR onboarding process and all assigned training videos within the first week of the internship.

### Timely Communication:

To maintain professionalism and ensure smooth coordination, students must respond to all emails related to the MBSI Program within 24 hours. This includes communication from SSCs, [melvilleindustry@kpu.ca](mailto:melvilleindustry@kpu.ca), industry partners regarding internship interviews or offers, and, in rare cases, from the WIL Coordinator in the event of an escalation. Failure to reply within the required timeframe may result in removal from the current and future cohorts of the MBSI Program.

### Work Schedule Communication:

Interns are expected to submit their regular weekly work schedule and any requests for leave via email to the KPU WIL (Work-Integrated Learning) Coordinator at [melvilleindustry@kpu.ca](mailto:melvilleindustry@kpu.ca), with their industry supervisor copied on all correspondence.

### Completion of Assigned Deliverables:

Interns must carry out the project objectives as outlined in the internship description provided by the Industry Partner.

### Nature of Internship Engagement:

This is a paid internship considered as professional work experience. Interns have responsibilities to both KPU and the host organization, and are expected to conduct themselves accordingly.

### Collaboration with Industry Partner:

Interns are expected to work collaboratively with staff at the host organization, either onsite or remotely using tools and platforms designated by their assigned supervisor or mentor.

### Professional Conduct:

Interns must maintain a high standard of professionalism, comply with Health and Safety regulations, and adhere to the policies and procedures of the host organization throughout the duration of the internship.

### Participation in Learning & Mentorship:

Interns are encouraged to actively participate in any mentorship and professional development opportunities offered by the host organization.

### Participation in Program Evaluations:

Interns must complete all internship-related questionnaires and surveys offered by KPU Melville and/or the MBSI program funding partners.

### Progress Check-Ins:

Interns must attend 1-month and 3-month check-ins with their SSC and present an updated internship progress report at each.

### Conflict Resolution:

Interns are expected to make good faith efforts to resolve any disputes or concerns through amicable negotiations with both the host organization and the WIL Coordinator.

### Notification of Early Termination:

Interns are expected to engage with the program with full commitment. Should an unforeseen event prevent the intern from completing the full term (6 months part-time or 4 months full-time, up to 460 hours), a 30-day written notice must be submitted to KPU and the host organization.

### Final Report Submission:

At the conclusion of the internship, interns must submit a final report through the end-of-internship feedback form, outlining key learnings and insights gained, in order to receive their completion certificate.

## Student FAQ

### What is the difference between an internship and co-op?

The co-op program is credit-based and requires students to pause their academic studies during a full-time work term. International students must also obtain a co-op work permit. In contrast, internships through the MBSI program are non-credit, flexible in structure, and do not require a formal break from studies.

### Can I withdraw from the co-op program to participate in the MBSI internship?

Yes, you may withdraw from the co-op program to pursue an MBSI internship. However, we strongly recommend booking an appointment with an SSC to discuss your individual circumstances and determine the best course of action.

### Do I need a specific number of credits to apply?

You can submit your application once you fulfill the *requirements*. There is no specific credit requirement. However, degree and diploma students must be *declared* in their program. You can check your declaration status on your MAP (My Action Plan). For additional guidance, connect with an Academic or a Business Degree Advisor.

### I only have one course remaining, can I still participate in this program?

To be eligible, you must remain an enrolled and active KPU student through the entire duration of the internship term. Please refer to the *program timelines* for application deadlines and cohort-specific start and end dates.

### Can I take courses while participating in the internship program?

Yes, however, students are responsible for managing their academic workload. We recommend enrolling in no more than three courses per term while completing an internship to maintain a healthy balance. Meeting with an SSC and Business Degree Advisor is encouraged to plan your course load effectively.

### Will the internship appear on my academic transcript?

No, MBSI internships are not credit-based and therefore will not appear on your transcript.

### Are the internship opportunities exclusive to KPU students?

Yes, the MBSI program is exclusively available to students of the Melville School of Business at KPU.

### Who are the employers involved in the program? Can I view the list in advance?

A list of participating employers is not made available in advance. Once you apply, you will receive notifications about potential matches via email from [melvilleindustry@kpu.ca](mailto:melvilleindustry@kpu.ca).

### Do I get to choose the company I work for?

No, you cannot select the employer. However, you can identify your area of study and skills during the application process to ensure that the WIL Coordinator match you with suitable organizations.

### How does the internship matching process work?

When submitting your application, the internships you are matched with depend on the options you select. Most students are matched in the following priority order: internships related to their current program, previous education, and work experience or skills. Choosing only internships related to your current program may limit the number of matches you receive. To maximize your opportunities and explore a broader range of experiences, we recommend selecting all available options, allowing you to be considered for internships that best align with your skills, background, and career goals.

### What are my chances of being selected for an internship?

Your GPA, relevant experience, and application quality are all considered. To improve your chances, we recommend participating in Melville's [live career webinars](#), including resume-building and interview preparation webinars tailored for internships.

### Have previous interns received full-time job offers?

Yes, some interns have been offered full-time positions by their host organizations after completing the internship. However, post-internship employment is at the discretion of the employer and is not guaranteed.

### Is a 3-month internship available?

No, the internships are structured for a 4 to 6-month duration. However, some employers may offer full-time placements that conclude in less than 6 months, depending on project scope and scheduling.

### Are full-time internships an option?

Yes, full-time internships may be available depending on the agreement with your host organization. International students must comply with IRCC regulations and the conditions of their study permit. For any questions about work hours, please contact KPU [International Advising](#).

### Can I extend my internship beyond six months?

Yes, if your current employer offers an extension, you may continue without reapplying. If not, you are welcome to submit a new application to be matched with a different employer.

### Where can I find more information about the MBSI program?

Please schedule an appointment with an SSC for more information about the Melville Business Strategy Internship (MBSI) program. Schedule an appointment through *Advisor Connect* and select "Student Success Coaching - Business Career Coaching" under Center.