

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 the WIL (Work-Integrated Learning) Coordinator.

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 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 Coordinator at 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 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 Work-Integrated Learning Coordinator 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 a Career Coach 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.

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 Career Coach for more information about the Melville Business Strategy Internship (MBSI) program. Schedule an appointment through *Advisor Connect* and select "Career Coaching - All Students/Alumni" under Center.