

Melville Business Strategy Internship (MBSI) Program Requirements

Student Interns:

1. MBSI Interns participating in interviews with our Industry Partners must withdraw from the interviewing process and cancel or reject other interview invitations once they have accepted an internship offer via email. This acceptance is considered official and will be followed up by a request to sign an internship agreement.
2. Interns will attend a one-hour mandatory orientation facilitated by the KPU WIL Coordinator.
3. Interns are required to complete the virtual HR onboarding and training videos provided by KPU during the first week on the internship role.
4. Interns are required to complete the internship questionnaires as well as any other surveys offered by KPU Melville and/ or our MBSI funding partners.
5. Interns are expected to communicate in writing (via email to melvilleindustry@kpu.ca) their regular weekly work schedule, as well as any leave of absence, to their KPU WIL Coordinator and copy their direct supervisor at the industry partner organization.
6. Interns are asked to consider their engagement with the MBSI Program very seriously; a 30 days' written notice will be required in order to resign after accepting an internship position.
7. Complete project outcomes as outlined and highlighted by the Industry Partner in the Internship Description.
8. This is a paid internship and it is regarded as work experience with the organization who's hosting it: the intern has obligations to both KPU and the internship host organization.
9. Collaborate with assigned staff at the industry partner's location or via remote applications, as provided or indicated by the supervisor/ mentor assigned by the industry partner.
10. Conduct professionally and courteously, and in compliance with Health and Safety Standards, following regulations and policies of the Industry Partner, as they apply to their organization and the Internship.
11. Engage in learning and mentorship activities at the recommendation of the supervisor or other staff members at the industry partner's location or remotely.
12. Meet on a monthly basis with the KPU WIL Coordinator and provide a short report on the progress of the work-integrated learning performed at the organization who's hosting the internship experience.
13. The intern will make good faith efforts to resolve any dispute related to this Internship Program by amicable negotiations and will discuss it with both the industry partner and the WIL Coordinator.
14. Provide a 30 days' written notice should any unplanned event occur that would prevent the completion of the paid, 6 months, part-time internship program.
15. Provide a final report to the Academic Advisor/ WIL Coordinator at Melville School of Business outlining learnings resulted from the completion of the internship work experience.

Industry Partners:

1. Provide Interns with an onboarding orientation of the team and provide the required initial training.
2. Provide Interns with reasonable access to Facilities for the duration of the internship as specified in the signed agreement; provide supplies and equipment as reasonably required to support the successful completion of the project work and sustain a good work experience.
3. Upon identifying a successful candidate, an internship offer must be extended via email to melvilleindustry@kpu.ca and copy the successful intern. The intern's acceptance of this offer, via "Reply all" email, is considered official and will be followed up by a request to sign an internship agreement.
4. In case of intern termination and/ or intern replacement with another student, the industry partner is required to provide a written letter that includes the reasons for this termination/ change, as well as specific details about where was the funded project left at, based on the deliverables provided in the signed funding agreement.
5. Discuss a timeline with the intern, showing the main project tasks and the timeframe for accomplishing them, within the first 2 weeks of the internship.
6. Offer consistent communication through one contact person/ mentor/ supervisor to each intern.
7. Recognize that each Intern is a student, who is engaged in a learning exercise as part of the Internship Program, and not a professional or licensed consultant or advisor.
8. Report to KPU any incident, involving KPU Interns, taking place at its facilities or during remote work.
9. Assume responsibility for the employment and working conditions provided to the intern/s, as well as any liabilities arising from student's relationship with other staff members who are participating in the internship experience.
10. Communicate progress to KPU WIL Coordinator and provide feedback on a regular basis to ensure a flawless work experience during the internship.