

# INTERNSHIP

## EMPLOYER GUIDE

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## Introduction

NSCC supports Internship because it is a valuable experience for preparing students to apply the skills and knowledge they have acquired in a real workplace setting.

Internship terms are paid employment, enabling participants to “earn as they learn” while gaining invaluable experience as they prepare for graduation and ultimately, employment in their career of choice.

The majority of internship employment opportunities are with organizations located in the province of Nova Scotia and many may be located in the student’s geographic area. Students must be prepared to relocate if required to accept a co-op position if one is not available in the immediate geographic area. In these cases, students will be responsible for accommodations, meals and transportation costs when accepting the co-op work term.

By helping to connect employers with our programs and students, NSCC internship education placements provide benefits for everyone. As future employees in Nova Scotia’s economy, students have an opportunity to take fresh ideas and new technical knowledge to the workplace to gain a better understanding of career choices. For internship employers, maintaining links through internship provides an opportunity to evaluate student work and provide input to our programs.

## Checklists

The following checklist outlines the required procedures to be completed by the employer prior to, during and following the completion of an internship.

### Pre-Placement Checklist

- Review length of internship work term and working hour requirements for program
- Ensure following forms are signed with student prior to placement beginning:
  - Employer Risk Assessment Compliance Agreement
  - Release of Information Form
- Assign supervisor/mentor to student

### In-Placement Checklist

- Provide student with orientation and Occupational Health and Safety training at the beginning of each internship
- Participate in faculty site visitations

### Post Placement Checklist

- Submit Employer’s Feedback on Student’s Work form

## Internship Procedures

Faculty typically maintain a master list of employers that have provided placements in previous years. In some cases, the student may take responsibility for finding their own Internship position.

The faculty member approves all internship employers and position descriptions.

### Internship Postings

Internship postings can come from industry partners and employers or from students who source their own placements. It is important that internship sites provide a valuable learning experience for the student. The faculty advisor must approve all internship employers. The following criteria should be considered when selecting internship employers.

- The employer agrees to fulfill his/her responsibilities as outlined in the Employer Guide.
- An acceptable standard of safety is maintained at the work site.
- An optimum degree of relevancy exists between internship work placements and the student's program of studies.

### Interviews

Internship employers may screen and shortlist applications. All students may not be selected for an interview. The employer may contact the student directly to arrange the interview or may contact the faculty member to schedule the interview.

### Offers

- The employer is asked to contact the faculty member on whether or not an offer will be extended to the student.
- The employer may contact the student without contacting the faculty at which time the student is to notify the faculty member of such offer.
- The student is required to respond to the employer's offer within 3 business day. The student will inform his/her faculty advisor and finalize all arrangements.

### Site Visits

As the College considers internship to be an extension of campus studies, at least two visitations should be scheduled during the work term. The visits can be done either in person or by phone, depending on the situation or location of the placement. Faculty members are responsible for arranging visitations.

If there are changes in a student's work assignment, or if any other unforeseen changes develop, the student should not to wait for the visitation, but notify faculty as soon as possible.

### Employer Feedback

The employer will complete a performance evaluation of the student form at the end of the internship. The student's performance feedback should receive a minimum of a "Satisfactory" rating in order for the student to achieve a successful internship.

If the employer terminates the student's internship prematurely, the faculty member and Academic Chair will review the student's status. This will be followed up within two weeks, by a meeting with the student to discuss the situation.

## Responsibilities

### Employers

- Assign the student to a member of staff who is willing to serve as supervisor/mentor
- Advise the supervisor of the goals of Internship program
- Assign tasks within the range of the student's capabilities
- Provide a safe and secure work environment, including safe work practices
- Inform the student of company policy, rules, and regulations including occupational health and safety procedures
- Ensure that the student works the full contract (# of weeks and the # of hours)
- Issue Record of Employment (ROE) at the end of the Term
- Ensure completion and return of Employer's Feedback on Student Work form by reviewing the form with the student and mailing or faxing it to the College, or having the student return it to their faculty
- Contact NSCC in the event of any change in the work term or at the first indication of any difficulty with the work experience placement
- Contact NSCC prior to any disciplinary action and inform your faculty contact of the circumstances surrounding disciplinary action (when necessary)
- Assist the student in compiling information for their oral presentation and written reports
- Sign the Industry Partner and Risk Assessment Form
- Sign the Release of the Information Form

### Employer Supervisor/Mentor

- Assist the student in becoming familiar with the work environment, the employees and the expectations of the workplace
- Assign tasks that will enable the student to accomplish the learning outcomes of the NSCC Internship
- Monitor the student's participation in the work environment
- Provide constructive feedback regarding the student's performance, including feedback on issues of health and safety
- Meet with the student, as required, to discuss issues that arise during placement

### Faculty

- Faculty responsibilities are outlined in the Internship Work Terms Faculty Guide. See <https://ournscc.nsc.ca/Schools/AppliedLearning/Pages/default.aspx> for more information.

### Students

- Student responsibilities are outlined in the Internship Work Terms Student Guide. See [http://www.nsc.ca/learning\\_programs/work\\_experience/](http://www.nsc.ca/learning_programs/work_experience/) for more information.

## Health & Safety

Student health and safety is a priority. Safety is a shared responsibility amongst NSCC, the employer and the student.

- As a paid employee, students are covered by their employer's WCB account while on an internship. Students engaged in paid internship activities are also covered by NSCC Insurance and the Student Accident Insurance Plan (SIP). Employers must also carry adequate liability insurance of at least \$2 million (some exceptions apply).
- International students attending NSCC must purchase and will be automatically enrolled in the mandatory International Student Emergency Health Insurance (EHI). To confirm coverage for international students, please contact [nscplan@mystudentplan.ca](mailto:nscplan@mystudentplan.ca).
- For international activities (i.e. outside of Canada), additional Student Guard insurance for students is mandatory and is paid for by the student. The purchase of insurance can be coordinated through NSCC International, which also provides student orientation for international activities. Please contact [international@nsc.ca](mailto:international@nsc.ca) to arrange orientation and insurance coverage.
- Students are responsible for completing the Employer & Risk Assessment Compliance Agreement form jointly with the employer, prior to commencing the work term, to ensure that the student is aware of the employer's safety program and policies, to identify job hazards and control measures, and to determine what personal protective equipment is required. Completed forms are kept by Faculty while the student is on work term.
- In case of incident, a NSCC Accident/Incident Report must be completed. Employers and/or students are to inform faculty. Faculty must complete the incident reports online through <https://ournscc.nsc.ca/Departments/OHSE/Pages/AccidentIncidentReporting.aspx>.
- WCB (Workers Compensation Board) Employers' Accident Report Form – This form is used for Internship Students only and is to be provided and completed by the Employer as required to report employee accident/injuries to WCB. NSCC notification and reporting requirements must also be followed.

**In case of accident, a NSCC Accident/Incident Report must be completed.** Employers and/or students are to inform faculty. Accident reports must be completed by Faculty or Academic Chair and be submitted online through “OurNSCC”

<https://ournscc.nsc.ca/Departments/OHSE/Pages/AccidentIncidentReporting.aspx>

Please note: In case of a serious accident or incident requiring ambulance transport, hospitalization, or emergency care, contact the office of NSCC Occupational Health, Safety & Environmental Services IMMEDIATELY at 902-491-7233.

### Safe & Respectful Environment

NSCC is committed to ensuring that all students and employees learn and work in a safe environment, free from discrimination and harassment, and conducive to learning and teaching.

NSCC is committed to ensuring fair and equitable treatment of all members of its community, while maintaining the academic integrity of programs and curriculum, and an academic climate conducive to learning, free from disruptive or inappropriate behaviour.

To learn more about NSCC’s commitment to providing safe and respectful work environments, visit Student Code of Conduct at [http://www.nsc.ca/about\\_nsc/policies\\_procedures/index.asp](http://www.nsc.ca/about_nsc/policies_procedures/index.asp).

## Resources

### Guides

Guides have been developed for Faculty, Students and Industry Partners to ensure there is a clear expectation of roles.

### Documents & Forms

Forms for Internship placements can be found in the Internship Forms Guide. Some forms are mandatory which need to be completed by all stakeholders (Students, Industry Partners and NSCC). Stakeholders and timing for each form are indicated in the table at the front Internship Forms Guide.

Templates for forms and letters are also available in the Internship Templates Guide.

### Policies and Procedures

Relevant NSCC policies and procedures apply to students during the duration of a work term. For an overview of NSCC’s policies, please visit:

[http://www.nsc.ca/about\\_nsc/policies\\_procedures/index.asp](http://www.nsc.ca/about_nsc/policies_procedures/index.asp)