WHAT IS AN INTERNSHIP?

An internship is a short-term work experience for current students or new grads, to receive training and gain experience in a specific field or career area. The important element that distinguishes an internship from a short-term job or volunteering is the intentional "learning agenda" that the intern brings to the experience.

Some programs and courses require a co-op placement or internship as a part of the course’s stated learning objectives. These types of internships can be unpaid. Summer Internships and internships for new grads have a learning agenda focusing on gaining skills and developing as a professional. In most cases, these types of internships are covered by the Employment Standards Act and must be paid. In other words, unpaid internships that are not part of a course or program are no longer legal in Ontario.


OTHER BENEFITS

- Apply academic learning in work settings
- Clarify your career goals by reflecting on your internship experience
- Establish connections within a company or industry of interest
- Work closely with a mentor in the organization
- Learn of work opportunities within the company…internships can turn into job offers
- Earn course credit or earn money

**TIP:** Understand your goals for an internship so you can find ones that are right for you! Reflect on: Which skills would you like to develop? Is travel also a goal? Are there specific companies or industries you want to target? Not sure what your goals are? Book and appointment at the Career Centre to gain more clarity.

INTERNSHIP COURSES AT UTM


Engineering and Computer Science students may apply for the Professional Experience Year, which is administered through St. George Campus. For more information: [http://engineeringcareers.utoronto.ca/internships-overview/pey/](http://engineeringcareers.utoronto.ca/internships-overview/pey/)

For more information about internship courses and experiential learning at UTM, visit the UTM Experiential Education Office website at: [https://www.utm.utoronto.ca/experience/students](https://www.utm.utoronto.ca/experience/students)

OFF CAMPUS INTERNSHIP RESOURCES

**U of T’s Career Learning Network (CLNx):** [https://clnx.utoronto.ca/home.htm](https://clnx.utoronto.ca/home.htm)

- Search for paid internships on the Off-Campus Job board (the “Search Job Postings” feature allows you to specify paid internships)
- Search for unpaid internships on the Volunteer Job Board

**Talent Egg:** [http://talentegg.ca/incubator/?s=internships](http://talentegg.ca/incubator/?s=internships) – A popular online job board and career resource for students and recent graduates.

**Career Edge** [https://www.careeredge.ca/en/home](https://www.careeredge.ca/en/home) - Provides paid internships for recent graduates and internationally qualified professionals

**Ontario Government:** [Paid internships with government | Ontario.ca](http://www.ontario.ca/page/apply-for-an-interernship)
Campus Access: [http://www.campusaccess.com/](http://www.campusaccess.com/) - This directory contains a list of Canadian and international internship programs that offer students and graduates an opportunity to gain practical experience, explore potential careers.

In addition, The UTM Career Centre Resource Library has a collection of current and past internship postings.

### INTERNATIONAL INTERNSHIP RESOURCES

- **GoinGlobal**: On the CLNx → Resources → GoinGlobal → Internships → Search Jobs (Internships Organized by Country and provides tips on the host country)

- **Vault**: On the CLNx → Resources → The Vault → Explore Internships (Information on Internships + Information on Companies and their Employability Rankings)

- **InterExchange**: Tips for Internships within USA, USA Search Engine, J1 Visa Application help. [https://www.interexchange.org/travel-abroad/career-training-usa/](https://www.interexchange.org/travel-abroad/career-training-usa/)

- **IAESTE Canada**: International opportunities in over 80 countries and access to host-country social events [https://iaestecanada.org/](https://iaestecanada.org/)

- **UTM International Education Centre**: For other questions regarding International Student Eligibility or Study Abroad [https://www.utm.utoronto.ca/international/international-education-centre](https://www.utm.utoronto.ca/international/international-education-centre)

**TIP:** Internships can be competitive, so be proactive, start early and be aware of deadlines. Applying for an internship can be just like a job application. Find out how to make a strong application at the Career Centre - book an appointment with a Career Counsellor or Employment Strategist in person at the Career Centre (DV 3094) or by phone: 905 828 5451. Consult our job search oriented Tipsheets as well.

### ALTERNATIVES TO INTERNSHIPS

You may be able to get the same benefits of an internship through other on campus opportunities: [https://www.utm.utoronto.ca/careers/jobs/campus-opportunities](https://www.utm.utoronto.ca/careers/jobs/campus-opportunities)

Paid summer and part-time work, volunteering, community service, starting a small business and other projects and involvements outside of the university. Please consult the tipsheets on each of these strategies and the list of resources below.

Why not take the initiative? Approach an organization or company and propose a project or volunteer opportunity. Highlight how your skills can benefit them and why you are interested in them and what they do. To learn more about this strategy book an appointment with a Career Counsellor or Employment Strategist in person at the Career Centre (DV 3094) or by phone: 905 828 5451.

### FINDING THE RIGHT FIT

Maximize your learning experience and manage your expectations regarding the organization and the opportunity by researching and asking good questions such as:

1. What kinds of tasks and projects have interns completed in the past?
2. What projects do you have in mind for this internship?
3. What are the learning outcomes for this opportunity?
4. What specific skills or characteristics are needed to be effective in this internship and in this organization?
5. Who are my co-workers? How would we work together?
6. How could I get in touch with a previous intern?
7. What type of training is offered to the intern?

This tip sheet is intended as a counselling document and the information is subject to change. (Updated May 2019)