

## 2023-24 CPS Internship (CPS400Y5) Application Form

**APPLICATION DEADLINE: Application packages for CPS400Y5 will be accepted between February 1 and April 3, 2023**

### Course Description

This internship opportunity will allow students to apply theoretical and practical skills acquired during their undergraduate education in order to gain vital industry experience. Students will be trained in effective job searching skills (writing a CV and a Cover Letter, participating in job interviews) and will gain valuable experiences that are sought after by employers in both public and private sectors. Students will be placed with various employers in the GTA based on their interest and skill set, and on the employer needs and availability. The placement is a 200h unpaid internship. The Course Coordinator /Instructor(s) will schedule biweekly meetings to discuss the setup and progress of the student projects. Student attendance is mandatory. At the end of the term, students must submit a written report and prepare an oral presentation about the outcomes of their work experience. In order to be considered for the internship, students must apply for the course. The Course Coordinator will approve enrolment in the course based on the number of internship opportunities available, which will vary from year-to-year, and student qualifications (e.g. GPA, experience, qualifications related to the requirements of the available placement(s), and interview performance).

**Exclusion:** none

#### Pre-requisites:

**For Chemistry Internships:** CHM372H5 or CHM394H5 or CHM396H5 and an additional 1.0 credit from any 300/400 level CHM/JCP/JCB/BCH/FSC courses.

**For Earth Science/Geology Internships:** ERS301H5 and ERS303H5 and an additional 1.0 credit from any 300/400 level courses.

**For Physics Internships:** PHY324H5 and PHY347H5 and an additional 1.0 credit from any 300 or 400 level PHY/JCP courses.

#### Co-requisites:

Students must be in their fourth year of study and registered in one of following Programs: Chemistry Major, Chemistry Specialist, Biological Chemistry Specialist, Earth Science Major, Earth Science Specialist, Physics Major, Biomedical Physics Specialist.

#### Recommended Preparation

**For Chemistry Internships:** CHM373H5 or CHM395H5 or CHM397H5.

**For Earth Science & Geology Internships:** ERS302H5 and ERS311H5 and ERS401H5.

**For Physics Internships:** PHY325H5 and PHY332H5 and PHY333H5.

#### Placement:

Not all candidates who apply will be accepted into CPS400Y5Y. Preliminary acceptance into the course is based upon a successful application package and a successful interview with the Course Coordinator(s). Best efforts are made to place students at sites that are appropriate to their academic backgrounds, interests, and experiences, but there are **no guarantees** as to the type of placement that is provided. Students will be asked to attend an interview with their provided placement site supervisors prior to beginning their placement work. Final acceptance into the course is dependent on the official acceptance of a student as an intern with a placement site.

The course requires 200 placement hours, which equates to one day of placement work per week. **Placements can be remote, in-person, or hybrid dependent on Government and University policies, rules, and regulations instituted in response to the changing circumstances surrounding COVID-19.** Placement hours are to occur within regular business hours (Monday – Friday, 9am – 6pm). Successfully accepted CPS400Y5 student interns must plan their course timetable to allow for 8-10 hours of placement work per week throughout the academic year.

#### CPS Internship Application Instructions:

1. Complete the application form
2. Submit your completed application form, resume and the skills identification exercise.
3. Submit both Item 1 & 2 by email to CPS Undergrad Administrative Assistant: cpsug.utm@utoronto.ca by the application deadline of Monday, April 3, 2023 at 5:00pm.

**Part I – Personal Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student #: \_\_\_\_\_ UofT E-Mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Specialist/Major Program(s): \_\_\_\_\_

Career Interests:

Primary Career Choice: \_\_\_\_\_

Secondary Career Choice: \_\_\_\_\_

Prospective CPS400Y5 interns will be asked to attend an interview with their provided placement site supervisors during the summer months (May – August). Are you planning on travelling outside of the GTA during this period?

Yes  No

Please indicate anticipated  
dates of travel: \_\_\_\_\_

Are you applying to (or considering applying to) a Chemistry research project course (CHM489, PHY489, ERS471, etc.) during the next academic year?  Yes  No

Referee: List contact information for ONE (1) UTM Faculty or TA referee. DO NOT request a letter from this referee; just obtain permission that they would be willing to act as a reference for this course.

Referee Name: \_\_\_\_\_

Referee E-Mail: \_\_\_\_\_

Course(s) Completed with Referee: \_\_\_\_\_

Provide a short explanation as to why the person above would be a strong referee for you:

## Part II – Rankings

The following questions provide information to help us find the right placement for you. Please CLASSIFY your level of preference for each of these activity descriptors as High (H), Medium (M), or Low (L). Make a choice for every Activity, Subject, Work Environment, and Location. If there is an activity that you would likely refuse if such a position was offered to you, mark this item “X”.

### 1. Activities

- Clinical - therapeutic e.g. therapies, treatment, hospitals (N.B. in clinical settings students cannot administer treatments; these positions involve support, education, and shadowing activities)
- Research – clinical and other While lab measurements are possible, including synthetic, analytical and biophysical chemistry, most of these positions involve organization or analysis of data, coordination of subjects; library research, literature reviews, and other support work.
- Services in Seniors’ facilities e.g. support for infection control, presentations for education and mental stimulation – hospitals or seniors’ residences
- Support for entrepreneurship and commercialization/Bio Business/Startups e.g. web research on markets, sources of support, costs; interviews with client entrepreneurs. An interest in the business side is important, but previous business training is not necessary.
- Enforcement e.g. regulation compliance, law/ policy adherence
- Policy Development e.g. research, engagement, and analysis of best practices
- Regulation/ Quality Control e.g. inspection, testing, detection
- Teaching/ Training e.g. science outreach, education/schools
- Writing e.g. reports, business proposals, correspondence, literature review
- Direct contact with children e.g. research, teaching, therapy or other

### 2. Subject:

- Business/Administration
- Earth Sciences/Geology
- Chemistry and biochemistry
- Computer Science/software development/testing
- Diagnostic Equipment and Techniques
- Pharmacy
- Physics
- Analytical Chemistry
- Medicinal Chemistry
- Structural Biology
- Pharmacology
- Synthetic Organic Chemistry
- Process Chemistry
- Chemical Biology
- Materials Chemistry
- Inorganic Chemistry
- Cell Biology
- Molecular Therapeutics
- Biophysical techniques
- Photonics devices
- Optics
- Data analysis
- Modelling and simulations
- Climate and environment
- Remote sensing

### 3. Preferred Work Environment for in-person Placements [**Note: Placements can be remote, in-person, or hybrid dependent on Government and University policies, rules, and regulations instituted in response to the changing circumstances surrounding COVID-19.**]

- Lab
- Office
- Out-of-Office (fieldwork, travel, client visits)
- Combination (describe: \_\_\_\_\_)
- Work mostly alone
- Part of a team

4. Preferred Location for in-person Placements [**Note: Placements can be remote, in-person, or hybrid dependent on Government and University policies, rules, and regulations instituted in response to the changing circumstances surrounding COVID-19.**]
- Brampton
  - Burlington/ Oakville/ Hamilton
  - Mississauga
  - Toronto (downtown)
  - Toronto (Downsview)
  - Toronto (Scarborough)

5. Do you have access to a vehicle?  Yes  No

**Part III – Personal Statement**

For your top 3 choices under Activities above, explain for each in turn why these items attract you more than the others. Consider not only your strengths, but areas and Activities in which **you would like to learn more about** and improve your skills. For your lowest three rated Activities (including “X” ratings) briefly explain your low interest. **Max. 250 words.**

#### Part IV – Skills Identification Exercise

Complete the Skills Identification Exercise PDF file from the CPS Department website. Complete this exercise and include this as part of your electronic application package by the submission deadline.

#### Part V – Resume

We recommend that you review the on-line [Resume & Cover Letter Toolkit](#) available through the UTM Career Centre before you review and update your resume for this application. Be sure that your UTOR e-mail account is listed on your resume and no other e-mail account.

It is highly recommended that international students who are interested in applying for CPS400 visit the [UTM International Education Centre \(IEC\)](#) to determine any parameters regarding eligibility for participating in placement work for academic internship courses.

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