

THE WORK-STUDY PROGRAM

a partnership
between employers
and the CEGEP

Employer's Guide

*Explore this great staffing solution
now...*

Hire an intern !

Employer's Guide

Table of Contents

The Work-Study Program	1
The learning benefits for student-interns	1
The main characteristics of the Work-Study Program	1
The program participants	1
Duties and responsibilities of each participant.....	2
The employer’s project time line	3
The Work-Study Program at the <i>Cégep de l’Outaouais</i>	4
The internship project documents	5
The Hosting Offer Form.....	7
The Hosting Agreement Form	9
The Internship Evaluation Form.....	11
Time sheet.....	13

THE WORK-STUDY PROGRAM

The Work-Study Program is primarily a partnership between employers and the Cégep de l'Outaouais. The principal aim of this program is to prepare students for their future profession by having them follow an internship as employees in relevant institutions and corporations where they may thus acquire precious experience.

Four programs offer such a work-study learning experience at the Cégep de l'Outaouais: Laboratory Techniques / Biotechnology, Information and Library Technologies, Geomatics and Building Services Technology. Since each develops very different competencies, it follows that each will also have its own internship mode with different functional criteria. We urge you therefore to pay particular attention to the implementation details relevant to your field. This guide will provide all the information you will need as an employer-partner in this program.

THE LEARNING BENEFITS FOR STUDENT-INTERNS

- gain a workplace experience in his or her field of study;
- participate in an actual professional or technical work team environment;
- consolidate and apply knowledge acquired in class;
- gain a hands-on experience of various tools and equipment;
- evaluate the level of his or her own technical and professional competencies;
- gain personal autonomy in work situations as well as becoming an effective communicator as a team member;
- adapt to different work methods, speed levels and resultant stress factors;
- familiarize himself or herself with established standards and procedures of a work environment.

THE MAIN CHARACTERISTICS OF THE WORK-STUDY PROGRAM

- tasks which are integrated to a normal workplace situation;
- tasks which take into consideration the student's level of competency;
- workplace supervision by qualified personnel in the specific field;
- evaluation by the Internship Coordinator.

THE PROGRAM PARTICIPANTS

Several people will perform various tasks in the planning, organization, management and final evaluation of an internship period. To insure a complete, effective and successful experience, it will be necessary that every participant be aware of his or her role and responsibilities. Furthermore, these duties will have to conform to the established sequence of steps and schedules.

Intern	This is a full-time student enrolled in a technical program.
Internship	A designated teacher from a relevant program who has the responsibility for developing the internship program, contacting hosts and signing the necessary agreements with employers.
Internship Supervisor	A designated teacher from a relevant program who manages a specific internship. As soon as an internship is confirmed by the Coordinator, this Supervisor proceeds to manage the actual related components.
Host Supervisor	The person who provides supervision and guidance for the intern at the employer's work site.
Employer	A hosting company, public institution, municipality, ministry or other where the student works as an Intern.

DUTIES AND RESPONSIBILITIES OF EACH PARTICIPANT

THE INTERN

As a precise training project, an internship includes several steps, each with a detailed time schedule. It is therefore important that the student become aware of each of these and assume a proactive and personal role in following them, collaborating constantly with both his or her Internship Supervisor and Host Supervisor. By applying to participate in this internship program, the student agrees:

- to participate actively in the meetings and interviews planned by the Coordinator;
- to obtain prior permission from the Coordinator if he or she wishes to explore personally certain internship hosting possibilities;
- to fulfill the internship duties to which he or she has been assigned;
- to respect all policies, rules, regulations, time and work scheduling defined by the employer. This also specifically includes behavior which respects confidentiality and discretion;
- to arrange a meeting with the Host Supervisor to complete the Internship Evaluation Form.

THE INTERNSHIP COORDINATOR

- contacts employers and supplies all necessary help and support in the implementation of their intern hosting project;
- helps in formulating hosting offers;
- presents the available hosting opportunities to the students;
- schedules the interviewing process;
- reaches the internship agreement with both the employer and the student. The Coordinator then proceeds to the agreement signing by all parties;
- informs the Internship Supervisor of all relevant information and details.

THE INTERNSHIP SUPERVISOR


- assures all necessary follow-up with the Intern;
- contacts the Host Supervisor, if necessary;
- visits the Host Supervisor and the Intern at the workplace.


THE HOST SUPERVISOR

- writes the internship hosting offer and sends it to the Coordinator;
- chooses the Intern;
- formulates the internship agreement with the Coordinator and the Intern and signs the agreement;
- insures that adequate workspace and equipment is available;
- integrates the Intern to his or her work team and explains all necessary policies, rules, regulations, time and work schedules, etc. He or she also informs the Intern of all relevant matters governing workplace security and confidentiality;
- insures the Intern of adequate professional and technical supervision and guidance;
- completes the Internship Evaluation Form and discusses its results with the Intern.






THE EMPLOYER'S PROJECT TIME LINE

Steps and actions to be completed by the host supervisor

 To be completed

 To be signed

 To be sent

Steps	Actions	Time
Writing the internship hosting offer	<p> Public sector : The Host Supervisor consults the student manpower database to locate possible internship candidates and follows-up by completing the Hosting Offer Form and sends it to the internship coordinator.</p> <p>Examples of candidate databases:</p> <ul style="list-style-type: none"> ▪ Placement étudiant du Québec http://emploietudiant.qc.ca/index_en.asp ▪ The Federal Student Work Experience Program (FSWEP) http://jobs-emplois.gc.ca/fswep-pfete/index-eng.htm ▪ Young Canada Works http://www.pch.gc.ca/special/jct-ycw/index-eng.cfm <p> Private sector: The Host Supervisor completes the Hosting Offer Form and sends it to the Internship Coordinator.</p>	Please consult the information on the following page concerning intern availability since this data varies with each program and field of study.
Candidates	 The Coordinator sends the names of possible candidates to the host supervisor.	Open -- no specific time frame.
Candidate selection	The Host Supervisor meets and interviews the student candidates or agrees to other alternate procedures with the Coordinator.	Open -- no specific time frame.
Internship confirmation	The Host Supervisor confirms the intern selection.  The Coordinator completes the Hosting Agreement and has it signed by the Host Supervisor and the Intern.	As soon as an internship has been confirmed or at least 3 weeks prior to the start of the internship period.
Start of internship	The Host Supervisor greets the Intern, tours the work area and gives him or her the necessary information concerning the Employer.	First day of the internship period.
Work site visit by the internship supervisor.	The Internship Supervisor completes a brief interview with the Host Supervisor and another with the Intern.	During the 2 nd or 3 rd week.
Internship evaluation	 The Host Supervisor completes the Internship Evaluation Form and discusses its results with the Intern. He or she gives the Internship Evaluation Form to the Intern, who in turn brings it to the Internship Supervisor.	During the 3 last weeks of the period.

Work-Study programs at the Cégep de l'Outaouais

- Information and Library Technologies
- Laboratory Techniques / Biotechnology
- Geomatics
- Building Mechanical Services Technology

When are interns available?

Internships are organized differently for each program. The chart below shows the periods when interns in the three work-study programs are available.

- Type of internship:

- The aim of a **work-study internship** is acquisition of practical work experience. It lasts 8 to 16 weeks and is paid.
- The internship number indicates the order of internships in the study program.

Program	Fall	Winter	Summer
Biotechnology / Laboratory Techniques		Work-study internship (2) 8 weeks Mid-April 6 th semester	Work-study internship (1) 12-14 weeks late May 4 th semester
Information and Library Technologies			Work-study internship (1) 12-14 weeks late May 2 nd semester
Geomatics			
Building Mechanical Systems Technology			Work-study internship (2) 12-14 weeks late May 4 th semester

THE INTERNSHIP PROJECT DOCUMENTS

The following section presents all the necessary documents needed to prepare, implement, and evaluate your internship program. You can use these forms in one of two ways:

- 1- You can use the forms available on the Web site of the *Cégep de l'Outaouais*,
<http://srdp.cegepoutaouais.qc.ca/index.php/ate/documentation>

Once completed, you can send them by e-mail. If, however, the document requires a signature, please submit by fax or by post.

Or

- 2- By simply using the forms from this *Employer's Guide*.

We strongly recommend that you retain copies of all transmitted documents.

HOSTING OFFER FORM

Employer:	
Address:	
City:	Postal code:
Respondant's name:	
Respondant's function:	
E-mail:	
Phone:	Fax:

Professional / technical program which will supply the intern

<input type="checkbox"/> Biotechnology / Laboratory Techniques	<input type="checkbox"/> Information and Library Technologies
<input type="checkbox"/> Building Services Technology	<input type="checkbox"/> Geomatics

Brief description of host's activities:

Brief description of proposed intern's duties (minimum of 3 duties):

What technologies and what types of equipment will be used:

Personal and professional qualities, knowledge and competencies expected of this intern:

Information sur le stage

Total interns needed:

Proposed pay or stipend:

Total hours per week:

Other relevant information:

Do you wish an interview? Yes No

Internship hosting approval

Signature: Host Supervisor

Date

Signature: Internship Coordinator

Date

HOSTING AGREEMENT FORM

Herein referred to as the *Employer*,

Employer:	
Address:	
City:	Postal code:
Name of employer's representative:	
Title / function of employer's representative:	
E-mail:	
Phone :	Fax:

Herein referred to as the *Cégep*,

Cégep de l'Outaouais:	333, boulevard de la Cité-des-Jeunes, Gatineau, (Québec) J8Y 6M4
Internship Coordinator:	
Program:	
E-mail:	
Phone:	Fax:

Herein referred to as the *Intern*,

Intern's name:	
Address:	
City:	Postal code:
Programme:	
E-mail:	Fax:
Phone (home):	Phone (cel):

The participants mentioned above agree to the following:

1. The *Employer* agrees to allow the intern to his workplace during the following period:

Date the internship period
begins:

Date the internship
period terminates:

2. The normal week of work will be between 37.5 and 40 hours.
3. The *Employer* agrees to pay the *Intern* the hourly rate of _____ \$ during the entire period of internship.
4. During the internship period, the *Employer* agrees to provide the *Intern* with adequate personal, professional and technical supervision.
5. The *Employer* agrees to provide the *Intern* with a safe and secure working environment.
6. The *Employer* agrees to meet with the *Internship Supervisor* when he or she visits the site of employment.
7. The *Employer* agrees to complete the *Internship Evaluation Form* and to remit said form to the *Internship Supervisor* at the termination of the internship period.
8. The *Intern* will be required to fulfill the following tasks and duties:

9. The *Intern* agrees to fulfill the tasks and duties described above and to respect all existing rules and policies related to this employment as well as all requirements of discretion and confidentiality.
10. The *Cégep* will assign an *Internship Supervisor* who will insure necessary liaison with the parties and who will visit the *Intern* and the *Host Supervisor* at the place of employment.
11. The *Cégep* agrees to furnish proof that persons present at the place of work will be covered for civil liability by a valid insurance contract. In the case of internships where the intern receives no pay or stipend, the *Cégep* also agrees to furnish proof that such persons are covered by the necessary occupational health and safety provisions for work-related accidents.

In witness whereof the parties affix their signatures at _____, on _____

Employer

Internship Coordinator

Title / function of employer's representative

Designated Program

Intern

INTERNSHIP EVALUATION FORM

Intern :	
Program :	
Employer :	
Host Supervisor :	Function :
Session et evaluation : Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Evaluation : no.1 <input type="checkbox"/> no.2 <input type="checkbox"/>	

- | | |
|---------------------------------------------------------|------------------------------------------------------------------------------|
| <p>1 Above expectations</p> <p>2 Meets expectations</p> | <p>3 Below expectations</p> <p>4 Fails to meet lowest expectation levels</p> |
|---------------------------------------------------------|------------------------------------------------------------------------------|

	4	3	2	1	Comments
Masters theoretical, technical, and/or practical knowledge.					
Does his or her work with diligence and effectiveness.					
Shows interest and motivation for his or her work.					
Uses his or her competencies well.					
Gains co-workers' confidence and respect.					
Pays attention to details.					
Is assiduous and punctual.					
Shows problem-solving skills.					
Personable and at ease with others.					
Shows courtesy towards other employees.					
Accepts constructive criticism and initiates corrective measures.					
Capable of working in a team.					
Capable of working alone.					
Recognizes the qualities of others and learns from these.					
Effective oral communication.					
Effective written communication.					
Fulfills all duties and responsibilities.					

GLOBAL APPRECIATION OF THIS INTERN			
Exceptional <input type="checkbox"/>	Adequate <input type="checkbox"/>	Passable <input type="checkbox"/>	Unacceptable <input type="checkbox"/>

OUTSTANDING QUALITIES	MAIN WEAKNESSES

GENERAL REMARKS	
THE RESULTS OF THIS EVALUATION HAVE BEEN DISCUSSED WITH THE INTERN: Yes <input type="checkbox"/> No <input type="checkbox"/>	
WOULD YOU BE WILLING TO HOST ANOTHER INTERNSHIP IN THE FUTURE? Yes <input type="checkbox"/> No <input type="checkbox"/>	
_____	_____
Signature: Host Supervisor	Date
PLEASE REMIT THIS FORM TO THE INTERN WHO IN TURN WILL GIVE IT TO THE INTERNSHIP SUPERVISOR	

Note: This evaluation for is a primary tool in establishing the final internship report. As a result, we urge you to discuss its contents with the intern.

We thank you again for sharing in this partnership.

Nom du milieu de stage				
Adresse du milieu de stage				
Téléphone		Télocopieur		
Maître de stage				
Nom de l'élève-stagiaire				
No d'étudiant		No d'assurance sociale de l'élève-stagiaire		
Programme d'études				
Superviseur de stage				
Téléphone		Télocopieur		
		Élève-stagiaire	Maître(s) de stage	
Semaines	Dates	Nbre d'heures par semaine	Nbre d'heures de supervision ²	Initiales
1	Du au			
2	Du au			
3	Du au			
4	Du au			
5	Du au			
6	Du au			
7	Du au			
8	Du au			
9	Du au			
10	Du au			
11	Du au			
12	Du au			
13	Du au			
14	Du au			
15	Du au			
16	Du au			

Signature du maître (superviseur) de stage : _____

Date : _____

¹ Note à l'intention des stagiaires : Compléter ce formulaire, le faire signer par le maître de stage et le retourner à votre coordonnateur ou coordonnatrice.

² Entreprise privée seulement.

