

WORK-STUDY PROGRAM

*Plan for your futur human resource needs
Hire an intern!*



THE WORK-STUDY PROGRAM

*A partnership
between employers
and the CEGEP*



Why hire an intern?	What is the employer's role?
<p>While helping future technicians to acquire practical experience related to their field of studies, employers receive many benefits :</p> <ul style="list-style-type: none"> • Getting to know potential employees and seeing them at work before hiring • Lowering recruitment costs • Providing assistance to their trained employees • Carrying out projects that would otherwise have remained at the planning stage • Making graduating students aware of their company or organization • Forging ties with the Cegep de l'Outaouais • Ensuring high-quality training for new entrants to the labor force 	<p>To make the internship an enriching experience for all, employers participate actively from the planning stage. Employers must :</p> <ul style="list-style-type: none"> • Provide an internship offer • Select the intern • Welcome interns and inform them about current policies and rules • Provide a proper working space • Involve interns in production activities related to their future profession • Designate an employee to give professional and technical guidance to the intern • Receive a visit from a representative of the Cegep de l'Outaouais and report to this individual on how the internship is proceeding • Provide an evaluation at the end of the internship and discuss it with the intern • Pay interns during the internship.

Income tax credits

Any company, cooperative or individual operating a company in Québec can receive a refundable income tax credit. For more information, visit : <http://www.inforoutefpt.org/creditimpot/en>

WORK-STUDY PROGRAM

The Cegep de l'Outaouais offers four work-study programs;

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

When interns are available

Internships are organized differently for each program. The chart below shows the times 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. They can last between 8 and 16 weeks and it is remunerative work.
- **Sequence:** The number in parentheses indicates the sequence of the internship 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 to 14 weeks late May 4 th semester
Information and Library Technologies			Work-study Internship (1) 12 to 14 weeks late May 2 nd semester
Geomatics			Work-study Internship (2)
Building Mechanical Systems Technology			12 to 14 weeks late May 4 th semester

Biotechnology / Laboratory Techniques Hugo Larouche Trottier Work-Study Internship Coordinator Téléphone : 819 770-4012 #2351 Fax : 819 770-8167 Stagesbiotech@cegepoutaouais.qc.ca	Information and Library Technologies Arbia Ouerghi Work-Study Internship Coordinator Téléphone : 819 770-4012 #3810 Télécopieur : 819 243-9007 Rcs-Tdoc@cegepoutaouais.qc.ca
Geomatics Martin Mageau Work-Study Internship Coordinator Téléphone : 819 770-4012 #2549 Télécopieur : 819 770-8167 Martin.Mageau@cegepoutaouais.qc.ca	Building Mechanical Systems Technology Marc Desmarais Work-Study Internship Coordinator Téléphone : 819 770-4012 #3298 Télécopieur : 819 243-9007 marc.desmarais@cegepoutaouais.qc.ca