

QUIP Policies

BASc with Professional Internship

1. The internship is a paid position and the minimum allowable rate of pay is set at the legal minimum wage. The hours worked during the Internship may be eligible for contribution towards the experience requirement for a Professional Engineering certification.

Completion of Internship Requirements

2. The Internship Designation will only appear on the transcript once all the courses are passed, and their Employment contract requirements are fulfilled.
3. The internship courses are regular academic courses and adhere to FEAS regulations in terms of Academic procedures and regulations.
4. All internship courses are designated as Pass/Fail. A Pass standing (P) is awarded for each course when the student has successfully completed all the respective course requirements.
5. If a student does not fulfill all the requirements of an Internship course they will receive a GD (Grade Deferred) in the respective course, until they fulfill the requirement.

Early Departures from Internship

6. Early departures must be preapproved by the Employer and the FEAS Internship Coordinator, and the student must have spent at least 12 months on internship to receive academic credit for the Professional Internship.
7. A student who prematurely quits their internship without prior approval will not be allowed to reapply to the program.
8. If a student has accepted a job offer and then reneges to take another job, they will be removed from the internship program and not allowed back in.

Course Enrolment While on Internship

9. Students in the Faculty of Engineering and Applied Science are permitted to enroll in one additional course per term while on internship. To minimize conflicts with employers, instructors, and other students, permissible courses are limited to those that are fully asynchronous and free of activities that are subject to space-time limitations, such as mandatory lectures, group work, and exams that are scheduled during the workday (lists below).

Students may choose a course from one of the following lists:

[Arts and Science](#)

[Faculty of Engineering and Applied Science](#)

[Smith School of Business](#) (for students enrolled in CIB)

[Certificate in Law](#) (for students enrolled in CIL)

[Certificate in Entrepreneurship, Innovation & Creativity](#) (for students enrolled in CEIC)

There may be extenuating circumstances that warrant an exception to this policy. In the event an intern wishes to enroll in a course that falls outside of the approved parameters, the QUIP Intern Course Exception Request Form must be completed and signed by the student, course instructor, and employer and submitted to Micheline Johnston for approval by the Associate Dean, Corporate Relations.

Applying QUIP for Academic Credit

10. Upon successful completion of a QUIP internship, students can request to count APSC 303(winter) 3.5 for academic credit to replace a List B Complementary Study OR an elective, as defined by each department below:

Department	Requirement
Chemical Engineering/Engineering Chemistry	List B Complementary Study/or Group A Technical Elective
Civil Engineering	List B Complementary Study/or Free Elective
Computer Engineering	List C Technical Elective
Electrical Engineering	List B Technical Elective
Engineering Physics	List B Complementary Study/or List B Technical Elective
Geological Engineering	List B Complementary Study/or List B Technical Elective
Mathematics & Engineering	List B Complementary Study
Mechanical Engineering	List B Complementary Study
Mining Engineering	List B Complementary Study/or List B Technical Elective

You will receive application instructions upon completion of internship and will have the opportunity to select a complementary study or the appropriate elective, as applies to your situation.

To be eligible for this benefit, you must:

- Be registered in QUIP.
- Successfully complete a 12-16-month QUIP internship.
- Meet all requirements of a QUIP internship including:
- Completion of QUIP professional requirements as outlined in policies and regulations on registration form and approval from the QUIP program.
- Pay the tuition fees and have no outstanding debt with Queen's University
- Completion of academic requirements.
- Return to studies following the internship