Application Package

Contact: QEPSUP Coordinator at qepsup@queensu.ca

Application Checklist

To apply:

- Read over the QEPSUP Policies and Regulations
- Fill out and sign the QEPSUP Application Form
- Submit a Statement of Interest, resume, and unofficial transcript (instructions below)
- Email your application package to the QEPSUP Coordinator at qepsup@queensu.ca before 11:59pm Wednesday, September 25th.

If you are accepted into QEPSUP and are NOT already registered in QUIP:

- Fill out and sign the student portion of the FEAS-specific Queen’s Undergraduate Internship Program (QUIP) Registration Form.
- Take the form to your department office or Undergraduate Programs Assistant to obtain the signature of the departmental Chair of Undergraduate Studies.
- Submit the completed form with a non-refundable fee of $35, payable by cash, credit card or cheque (made payable to Queen’s University) to Career Services Reception, 3rd Floor, Gordon Hall.

Upon completion of the above tasks, you will be provided access to QEPSUP career development and instructions about applying to job postings.

PLEASE NOTE:

QEPSUP is a competitive program; you will need to apply for and acquire two back-to-back 8 month internships (beginning in May 2020 and January 2021) in order to receive your Professional Internship degree designation. Participating in QEPSUP does NOT automatically grant you an internship position.

Applied Science graduates who complete an internship as part of their program will be granted a Bachelor of Applied Science with Professional Internship. If you receive and accept an internship offer as part of QEPSUP, you will be enrolled in the credit courses APSC 301, 302, 303, and 304. You will be charged tuition for APSC 302 and 303. You will be required to provide a final seminar/report upon your return.
Queen’s Engineering Professional Scale-up Program Policies and Regulations 2019-21

As a participant in the Professional Scale-up Program, you are obligated to adhere to the high standards and professionalism that Queen’s and our internship employers expect of this program and its students.

The following is a list of program policies and regulations:

- Submit a résumé and cover letter to employers that is truthful, well-constructed and pertinent to the position applied for. Attend a résumé and cover letter writing workshop and drop-in session prior to submitting your application documents.

- Apply only to those positions for which you are prepared to accept an offer. This means you must inform yourself before applying i.e. job location, nature of the employer’s business, nature of the work, etc. If you cannot find this information, please ask the QEPSUP Coordinator.

- Check your Queen’s email account regularly – all important notifications, including interview requests and job offers will be communicated via your Queen’s email account.

- Prepare for your interviews by attending an interview workshop and conducting background research on the employer and the position.

- Be on time and dress professionally for all required interviews. If you must cancel or are unavoidably detained, call FEAS Corporate Relations so that we can inform the employer. If you must cancel an interview, provide advance notice.

- When presented with a job offer, you must make a decision within 2 business days. Contact the QEPSUP Coordinator if you have any questions before accepting an offer.

  **IMPORTANT**: If you accept a position either verbally or in writing, you are bound by this agreement. If for any reason you decide to renege on this acceptance, you will be removed from the internship program. Also, you cannot apply to any other postings after accepting a position.

- Please inform the QEPSUP Coordinator of any offers you receive directly from the employer. Please copy qepsup@queensu.ca on any correspondence you have with employers related to interviews or job offers.

- All interns must complete online Off Campus Activity Safety Policy (OCASP) forms. As you will be working in a country other than Canada for your first 8 month internship, you must complete a high risk form.

- Complete your internship with integrity and professionalism. Students who accept an internship position are required to successfully complete their internship and its requirements. The internship is a contract between student and employer and should be considered binding by both parties. **Contact the QEPSUP Coordinator as soon as possible if you have any questions or concerns during the internship.**

- You and your employers will complete two Performance Evaluations during your internships (4 in total). These forms will be made available to you by the QEPSUP Coordinator.

- As part of your internship, you will complete a cumulative report to be reviewed and signed by your employers before the end of your internship term. This report will be submitted to the QEPSUP Academic Advisor on the final day of your internship term.
STUDENT STATEMENT OF UNDERSTANDING:

I _____________________________ (print name) have read and understood the Queen’s Engineering Professional Scale-up Program policies and regulations as outlined.

As a participant in the Professional Scale-up Program, I agree to:

- follow the Policies and Regulations of the Professional Scale-up Program;
- register in the Queen’s Undergraduate Internship Program (QUIP);
- attend the mandatory Professional Development Workshops offered by the QEPSUP team;
- pay tuition for APSC 302 and 303 (assessment is based on the number of units assigned to each course) if I attain an internship;
- and return to Queen’s University for completion of my academic program after the internship

I understand that if I accept a position either verbally or in writing, I am bound by this agreement. I will not apply to any other postings after accepting a position. If for any reason I decide to renege on the acceptance or violate the Policies and Regulations, I understand that I will be removed from the Professional Scale-up Program.

_________________________________________  _________________
Student signature                          Date

Collection of Personal Information
Personal information collected on this form is collected under the authority of the Royal Charter of 1841, and the Ontario Freedom of Information and Protection of Privacy Act. The information collected will be used by Career Services and the Faculty of Engineering and Applied Science to assess eligibility for the Professional Scale-up Program, for contacting you during your participation, and may also be used for external reporting requirements, as well as internal planning and statistical analysis. For more information contact the QEPSUP Coordinator at qepsup@queensu.ca
Application Instructions

Statement of Interest:
Your Statement of Interest (SoI) will be highly weighted in your application.
The SoI must answer the following questions:
- What is your understanding of the professional scale-up program – the model, its value, and its potential challenges?
- Why are you a good fit for the program?
- What are your current career interests?
The SoI is to be a **maximum of 2-pages, font-12, doubled-spaced**.

Resume:
Please submit an up-to-date resume which highlights experiences relevant to QEPSUP.
You can book an appointment for SoI or resume writing support with a career counsellor on MyCareer.

Unofficial Transcript:
To access a copy of your unofficial transcript, log on to Solus and navigate to:

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Academics > My Academics > Transcript > View my unofficial transcript
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Email:
Please email all application documents to the QEPSUP coordinator at qepsup@queensu.ca
Subject line: QEPSUP application package