

# First-year Internship Program Guidelines

Department of Civil and Environmental Engineering

# About the Program

The Department of Civil and Environmental Engineering is pleased to offer eligible first-year students an internship opportunity through the First-Year Internship Program.

The Program provides a paid eight-week internship during the summer after the first year of study. It typically runs from May to June with some flexibility with the employers. Past organizations have been government and private sector companies, and universities where students gained valuable and meaningful employment experience. The total value received by a successful student in the program is approximately \$4,600 for full-time employment for a period of 8 weeks during the summer term. The contribution of the employer will be \$1,250, with the rest of the funding being covered by the University.

## Eligibility

To be eligible for the program, a student needs to meet the following requirements:

- Completed Grade 12 of High School with at least an 90% average grade,
- Registered as a full-time, first year student in one of our three programs (i.e. Civil Engineering, Environmental Engineering, or Architectural Conservation and Sustainability Engineering),
- Have maintained an 80% average or better (a CGPA of 10.0 or above) in the by the end of the first year of studies on May 1st,
- And have completed all required first-year courses within their program and have achieved second-year status in Engineering by May 1<sup>st</sup>

## Timeline

### Application:

There are no applications required for enrolling in the program. All students with a highschool grade 12 average grade of 90% will automatically be enrolled and contacted to inform them of their enrollment in the program. Although all students eligible will be enrolled, students are not bound to participate in the internship if they choose to pursue other employment interests, or to forgo the opportunity entirely.

### Post-first term assessment:

After the conclusion of the first term of studies in one of our programs, all students enrolled in the program will be assessed to ensure all eligibility requirements are maintained (i.e. full-time status, CGPA and course registration).

### Internship opportunities:

The Civil and Environmental Engineering Department reaches out to an extensive list of potential and past employers to provide a list of internship opportunities. This list includes government and private sector companies, as well as opportunities within Carleton University in the student's field of study. Any employers who are interested in hiring students enrolled in this program are encouraged to contact [CEEinfo@cunet.carleton.ca](mailto:CEEinfo@cunet.carleton.ca).

Interested employers will share with the department possible internship opportunities. A list of internship opportunities from all employers will be compiled and circulated to students who maintain their eligibility after the Post-first-term assessment. Students can then apply for the opportunities which they feel best matches their interests and qualifications. This process often takes place during the early stages of the Winter term (around February).

## Training opportunities:

As part of the internship program, the Department of Civil and Environmental Engineering will offer a number of training opportunities such as: Respect and Safety training, Worker Health and Safety awareness training, WHMIS training, as well as some job specific training such as Working at Heights (WAH). These training opportunities will be offered in coordination with Carleton's Environmental Health and Safety (EHS) and they aim to increase students' employability skills, and allows successful internship candidates to hit the ground running once they start their internship. Once again, enrolling in these training opportunities is not mandatory, but is highly recommended.

## Employer Decision and position confirmation:

It will be the duty of the employer to conduct the interviewing and selection process for the internships that they have offered. Once the employer meets potential candidates and makes a decision as to who they choose to hire, they are to then confirm the acceptance of the successful candidate to the Department.

To confirm the acceptance of a successful candidate, internal employers (i.e. employers within Carleton) are required to send an email to [CEEinfo@cunet.carleton.ca](mailto:CEEinfo@cunet.carleton.ca) confirming the fund number for the transfer and the start/end dates of the intern position. All other employers are asked to fill out and sign the CEE Internship Affiliation Agreement [found on the program webpage](#).

## Payment and Payroll:

Successful candidates will need to get in contact with [Carleton's Human Resources](#) to be added to Payroll. Please note that often times, the first payment will be received on the second pay date after being added to payroll.

External employers will be invoiced for their contribution to the internship for the amount of \$1,000 for each student hired; while internal employers will be invoiced for the same amount through the internal fund number of their choosing. The transfer is done after the employment is completed.

## Extension of internship:

Should an employer choose to extend the internship of a student enrolled in this program beyond the initial 8-week period they can do so given that they will need to cover the full cost for the extension period. For external employers, Carleton can add the wages associated with the extension period to the employer's invoice. The employer would simply have to inform the department administrator of their decision, and the student can continue on the University Payroll until the conclusion of their extension. This way, students do not need to be added to the employers payroll saving the employer and the student time and effort. However, an employer can choose to extend the student independent of the University if they wish to do so. For internal employers, the same internal fund number will be invoiced for the wages associated with the extension.

## Feedback:

The Department of Civil and Environmental Engineering is striving to continually improve on the first-year internship program. Therefore, we strongly encourage, appreciate and welcome all feedback from employers and students alike about the internship program. At the conclusion of the program, we will be asking students and employers to fill out an [online survey to collect feedback](#) and possible testimonials to help us improve and promote the program.