



# EMPLOYER INTERNSHIP HANDBOOK

Algoma University's Academic Internship courses are designed to help students connect their academic studies to relevant work experience. Research shows that students are better equipped for future employment when their academic program is combined with work-integrated learning during their program of studies.

## Benefits of the Internship

### Internship Host:

- Bring new ideas, fresh perspectives, and enthusiasm to the workplace.
- Access talent with up to date knowledge and technological skills to fill labour gaps
- Explore future employment opportunities before fully committing
- Fill a wide range of industry needs with skilled interns, from specific projects to general support, especially in temporary times of need
- Support labour market needs by providing work integrated learning opportunities for future employees
- Forge Industry and Community partnerships through mentorships of emerging young professionals

### Student:

- Develop hands-on work experience by linking classroom learning and theory to industry
- Opportunity to build connections with networks that may lead to future employment opportunities
- Expose students to the rapidly evolving labour market to aid in future career exploration and professional goals
- Gain a better intercultural and interpersonal understanding
- Develop valuable insight on business and industry sector

## The Role and Expectations of the Host

Internship duties are flexible and dependent on the hosts' expectations and needs, and the students' learning goals.

- Complete and submit Algoma University's Pre-placement paperwork and a job description to the Internship Program Coordinator
- Cooperate with the University for site visits or other communication needs
- Offer a minimum 80 hours (12 week) professional experience in a mentored environment
- Provide a challenging work opportunity that encourages incorporation of academic studies and work experience rather than observational or entry-level tasks
- Encourage students' participation in the company team meetings and designate a supervisor or a mentor to act as a communication channel for the student to ask questions and receive feedback
- Advise the university of any concerns with regard to the student's work assignment or impact on the work environment

## The Role and Expectations of Algoma University

- Acts as a liaison between internship hosts and students
- Ensure the learning objectives of the Internship program are met
- Support hosts and students through all aspects of the internship process and paperwork
- Conduct a site visit either in-person or virtual and assess health & safety requirements for placement
- Assess and evaluate all academic assignments
- Conduct post-internship evaluations with the student and the host
- Resolve issues that arise on a placement, as appropriate

## The Role and Expectations of Students

- Submit completed and signed AU Internship Contract and all other required documents before beginning the internship
- Follow all conditions, rules and confidentiality requirements that apply to employees in the host organization
- Work with their host supervisor or mentor to set learning goals and objectives for a minimum 80 hours (12 week) work term
- Complete all required academic assignments
- Communicate with their host and the university regarding any concerns with their work assignment or environment; and
- Keep in regular contact with AU Internship Program Coordinator and faculty supervisor



## Insurance | WSIB

All students who are on academically-recognized, unpaid internships as part of a post secondary program within Ontario have coverage through the Ministry of Colleges and Universities (MCU), under Workplace Safety and Insurance (WSIB). The filing, processing, and management of any WSIB claim associated with this work placement is administered by the University's Experiential Learning and HR Office, with immediate notice to AlgomaU. The Ministry also covers the cost of private insurance with Chubb Insurance for students who are completing an unpaid work placement with an employer that is not required to have compulsory coverage under the Workplace Safety and Insurance Act (WSIA).

Adopted from Royal Roads Internship

Manual [https://www.royalroads.ca/sites/default/files/rru\\_employer\\_internship\\_handbook.pdf](https://www.royalroads.ca/sites/default/files/rru_employer_internship_handbook.pdf)

For support from Academic Internship Program, please contact:

**Eunjung Riauka**, B.A.(Honours), M.Ed.,  
Experiential Learning Department

Office: 705-949-2301 ext. 4291

[Eunjung.Riauka@algomau.ca](mailto:Eunjung.Riauka@algomau.ca)