

# York International Internship Program (YIIP)

## Introduction

The York University International Internship Program (YIIP) is offered by the Office of the Associate Vice-President International. The YIIP provides all York undergraduate and graduate students with an opportunity to apply academic knowledge in an international work environment and enhance job-related skills in an international/intercultural setting. The program does not provide academic credit.

## Program Description

A summer program, placements are provided for a 3-month period beginning May.

Placements have been arranged at a wide variety of governmental and non-governmental organisations, both in Canada and abroad, offering students a range of experiences from field internships to research and/or administrative placements. Most placements are open to students in different disciplines; others are focused on a specific academic subject area.

## Funding

The York International Internship Award (YIIA) in the amount of \$3000 is automatically offered to students selected for the York International Internship Program (YIIP). This award is designed to assist students in meeting part of the expenses incurred while pursuing the YIIP. In addition, students are eligible for the York International Mobility Award (YIMA) to significantly reduce the extra cost of airfare.

## Eligibility Requirements

To be eligible, students must meet the minimum eligibility requirements:

Students will need to be enrolled full-time at York in a degree program. Senior undergraduate and first year graduate students will be given preference.

Applicants must be in good academic standing.

Students will be considered as long as they plan to return to York in the fall to complete their degree program or start a new program.

In addition to the general criteria, specific eligibility requirements, including language proficiency, will be outlined for each position. The following will also be considered added assets: academic and professional fit, prior volunteer or professional experience, proven ability to adapt to new environments, capacity to communicate effectively across cultures, willingness to take initiative, ability to work in a team, engagement in community and an interest in developing global awareness.

While on the internship, undergraduate students will not be required to register at York. Graduate students are required to follow Faculty of Graduate Studies policies for registration.

## Time Line

Application Deadline	January 6, 2012
Interviews	February 2012
Final Student Selections	March 2012
Internship placement	Three months between May - August 2012

## Application Process

The following steps need to be completed:

- Attend a preliminary information session
- Submit an application package
- Attend an interview
- Once selected, sign student waiver agreement with York University
- Participate in pre-departure orientation program

## Application Package

To be considered for the internship program, students need to submit an application by **January 6, 2012** including:

- ☐ Application Form
- ☐ Resume
- ☐ Letter of Intent

## Selection Process

The top three candidates for each position will be called for an interview - language proficiency will be assessed at the interview. Applicants short listed for an interview will also be required to provide a letter of reference. The letter of reference must come from a member of the York community. All selections will be made by a committee formed by York faculty and administrators, and where possible, institutional representatives from partner organizations.

## Roles and Responsibilities

Students selected for the program will agree to comply with terms and conditions of program participation, some of which include:

- Mandatory participation in all pre-departure and debrief sessions.
- Being responsible for appropriate immigration, travel and housing arrangements.
- Purchasing adequate medical insurance coverage for period of internship.
- Completing work required by host organization as per position description.
- Participating in blog discussions while on internship.
- Submitting a final report at the end of the internship.
- Maintaining professional attitude and respect traditions and customs of host country and organization.
- Assisting in promoting the York International Internship Program to fellow students

## Please note

All host organizations will provide the following:

- A qualified staff person to serve as a Supervisor and/or Mentor
- Information on finding appropriate accommodation
- Information on general organization policies
- Evaluation report on internship to university representative

For more information and application forms, visit the International Internship website:

<http://international.yorku.ca/internships>

Contact: [yiip@yorku.ca](mailto:yiip@yorku.ca)

For updates about International Internships, send an email to [listserv@yorku.ca](mailto:listserv@yorku.ca) with the following in the body of the message: **SUBSCRIBE INTERNSHIPINFO**

