The University Professional Applied Continuing Education (PACE) offers internship opportunities in the following areas:

- Human Resource Management

- Managerial & Financial Leadership

- Network Security

- Project Management

- Public Relations, Marketing & Strategic Communication

- Web Development

#1 THE PACE INTERNSHIP PROGRAM

The University partners with local businesses to provide qualified candidates of a full-time program with a meaningful and a hands-on work practicum.

Internship is the capstone to a full-time program. Hosting an intern offers participating organizations a source of highly motivated and skilled individuals **who work without remuneration** in order to jump-start their career and shadow experienced practitioners.

Mentoring a student is a positive way to fulfill corporate responsibility objectives. Internship not only helps shape professional practice, it provides an opportunity to broaden organizational leadership capacity by developing the supervisory skills of the individual overseeing the placement.

Hosting an internship requires the commitment of staffing resources, the provision of a fully equipped workstation, and the creation of meaningful work assignments that enhance overall skill development.

Sourcing potential applicants from a pool of strong candidates with the essential skill base, demonstrated commitment level, and responsible work standards that meet the eligibility criteria for internship qualification.

Candidates brings unique strengths and innovative skills, and therefore, the University seeks both entry-level and project-based placement options.

#2 GOALS AND OBJECTIVES OF INTERNSHIP

The primary goal of internship is to prepare students to transition into industry and enhance their resume with real world experience. Internship provides an opportunity for students to gain confidence while gradually increasing work responsibilities under the guidance of a seasoned practitioner. Work assignments should be geared to enhancing employability skills.

Sites define the scope of the work assignments based on their own organizational needs.

#3 INTERNSHIP PLACEMENT DATES

The following calendars outline the upcoming internship options 2016 and include important timelines.

Human Resource Management Internship Dates (Option 1)				
	MONDAY	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
Week 1	March 7	March 8	March 9	March 10	March 11
Week 2	March 14	March 15	March 16	March 17	March 18
Week 3	March 21	March 22	March 23	March 24	March 25
Week 4	March 28	March 29	March 30	March 31	April 1

Student Application Deadline: December 1, 2015 • Posting Dates: January 18, 2016 • Recommended Interview Dates: January 29 & February 3, 2016

Human Resource Management Internship Dates (Option 2)				
	MONDAY	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
Week 1	July 11	July 12	July 13	July 14	July 15
Week 2	July 18	July 19	July 20	July 21	July 22
Week 3	July 25	July 26	July 27	July 28	July 29
Week 4	August 1	August 2	August 3	August 4	August 5

Student Application Deadline: April 1, 2016 • Posting Dates: May 2, 2016 • Recommended Interview Dates: May 11 & 12, 2016

Web Developement Internship Dates				
	MONDAY	**TUESDAY**	**WEDNESDAY**	**THURSDAY**	**FRIDAY**
Week 1	January 2	January 3	January 4	January 5	January 6
Week 2	January 11	January 12	January 13	January 14	January 15
Week 3	January 18	January 19	January 20	January 21	January 22
Week 4	January 25	January 26	January 27	January 28	January 29

Student Application Deadline: October 28, 2016 • Posting Dates: November 7, 2016 • Recommended Interview Dates: January 2 & January 27, 2017

There is some flexibility around Interview dates.

Managerial and Financial Leadership Internship Dates

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	August 15	August 16	August 17	August 18	August19
Week 2	August 22	August 23	August 24	August 25	August 26
Week 3	August 29	August 30	August 31	September 1	September 2
Week 4	September 5	September 6	September 7	September 8	September 9

Student Application Deadline: May 2, 2016 • Posting Dates: June 1, 2016 • Recommended Interview Dates: June 14 & June 17, 2016

Marketing Management Internship Dates

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	November 7	November 8	November 9	November 10	November 11
Week 2	November 14	November 15	November 16	November 17	November 18
Week 3	November 21	November 22	November 23	November 24	November 25
Week 4	November 28	November 29	November 30	December 1	December 2

Student Application Deadline: June 1, 2016 • Posting Dates: September 13, 2016 • Recommended Interview Dates: TBD

Network Security Internship Dates

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	September 12	September 13	September 14	September 15	September 16
Week 2	September 19	September 20	September 21	September 22	September 23
Week 3	September 26	September 27	September 28	September 29	September 30
Week 4	October 3	October 4	October 5	October 6	October 7

Student Application Deadline: May 30, 2016 • Posting Dates: August 2, 2016 • Recommended Interview Dates: August 30 & 31 / September 1 & 2, 2016

There is some flexibility around Interview dates.

Project Management Internship Dates (Option 1)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	March 7	March 8	March 9	March 10	March 11
Week 2	March 14	March 15	March 16	March 17	March 18
Week 3	March 21	March 22	March 23	March 24	March 25
Week 4	March 28	March 29	March 30	March 31	April 1

Student Application Deadline: December 1, 2015 • Posting Dates: January 4, 2016 • Recommended Interview Dates: January 19 & 29, 2016

Project Management Internship Dates (Option 2)

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	July 11	July 12	July 13	July 14	July 15
Week 2	July 18	July 19	July 20	July 21	July 22
Week 3	July 25	July 26	July 27	July 28	July 29
Week 4	August 1	August 2	August 3	August 4	August 5

Student Application Deadline: April 4, 2016 • Posting Dates: May 2, 2016 • Recommended Interview Dates: May 27 & May 30, 2016

PR, Marketing & Strategic Communication Internship Dates

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	August 22	August 23	August 24	August 25	August 26
Week 2	August 29	August 30	August 31	September 1	September 2
Week 3	September 5	September 6	September 7	September 8	September 9
Week 4	September 12	September 13	September 14	September 15	September 16

Student Application Deadline: May 2, 2016 • Posting Dates: June 1, 2016 • Recommended Interview Dates: : June 29, July 14 & July 29, 2016

There is some flexibility around Interview dates.

#4

SAMPLE WORK ASSIGNMENTS

HUMAN RESOURCE MANAGEMENT

INTERNSHIP TASKS MAY INCLUDE:

- Assisting with the management of personnel files through culling of files, creating work chronologies, and updating HRIS data;

- Providing support in the development of HR workflows and updating organizational staff development tools;

- Assisting with the recruitment and selection process by screening applications, arranging interviews, and following up as required;

- Updating/creating position description, competency profiles, and performance appraisals through job market research and analysis;

- Creating/updating organizational policies, procedures, manuals, or other HR materials.

PUBLIC RELATIONS, MARKETING & STRATEGIC COMMUNICATION

INTERNSHIP TASKS MAY INCLUDE:

- Developing internal and external communication, media releases, member newsletters, publications, presentations and speeches;

- Updating or compiling media lists and culling media archive files;

- Reviewing content, style, and grammar changes on existing documents and drafting external organizational collateral materials including stakeholder products, Q & A's, executive summaries, marketing material, and fact sheets;

- Responding to information requests and inquiries;

- Participating in event planning and/or delivery;

- Assisting with promotional and communications initiatives including content management on the organizational website.

- Researching and establishing effective social media methods and analyzing technical digital metrics.

PROJECT MANAGEMENT

INTERNSHIP TASKS MAY INCLUDE:

- Assisting the organizational PMO or project team with project documents, specifications, schedules, and reports;

- Assisting projects by preparing stakeholder communication, status reports, and project closure documentation;

- Assisting in the implementation of project management processes;

- Developing systematic tools to improve the efficiency of continuous work processes or other organizational activities;

- Applying PM tools to improve the quality of service delivery or resource allocation.

MANAGERIAL FINANCE & LEADERSHIP

INTERNSHIP TASKS MAY INCLUDE:

- Completing monthly financial statements, quarterly consolidation statements and prepare journal entries;

- Developing and implementing sound administrative and accounting procedures;

- Acting as a resource to Managers, providing financial, analytical and cost accounting input for department processes and issues;

- Integrating our CMS financial infrastructure for internal company use;

- Preparing documentation of development processes for external agencies.

NETWORK SECURITY

INTERNSHIP TASKS MAY INCLUDE:

- Offering technological consulting to external customers and internal project teams;

- Providing technical support and/or leadership in the creation and delivery of technology solutions designed to meet customers' business needs and, consequently, for understanding customers businesses;

- Generating and cultivating new business opportunities and by providing technical support for deal proposal development;

- Shaping technical direction and technical strategies within the organization and for external customers.

Internet Systems Specialist

INTERNSHIP TASKS MAY INCLUDE:

- Maintaining website by updating product/ sales inventory, content, on-line videography and photography;

- Developing and managing customer relations management (CRM) through positive on-line chat;

- Posting and evaluating on-line advertising such as Google AdWords / PPC and dissemination of digital analytics;

- Posting fresh, engaging, and relevant content to Instagram, twitter, and Facebook.

4.1 INTERNSHIP POSITION DESCRIPTIONS

Organizations provide detailed position descriptions that summarize the internship duties and specify any special qualifications, skills, abilities, or personal characteristics required for the position.

The position description should state any special working conditions and/or clearances such as a criminal and/or child abuse record check.

4.2 APPROVING THE POSITION DESCRIPTIONS

The University approves all position descriptions before posting these to eligible candidates.

Organizations may request _specialized skills_:

- Social media
- Strong writing skills
- Research skills
- Programing
- Microsoft excel and Microsoft project

#5 INTERNSHIP PROCESS

Internship eligibility is based on solid academic a performance, a good attendance record and high level of professionalism.

1. The University screens potential sites and determines whether the work assignments fit the objectives of the PACE Internship Program.

2. Organizations develop internship work packages based on their organizational need and provide a brief position description

3. The University sets the application deadline

4. The UWPACE Internship Administrator distributes the position description to all eligible applicants approximately 4-6 weeks before the start of internship.

5. Students submit a resume and cover letter as their internship application by the closing deadline.

6. Organizations short-list the top applicants, call potential candidates to schedule and conduct interviews, and finalize selection.

7. Organizations will make an internship offer directly to the desired candidate and do not need to notify other applicants.

8. Students are expected to make a decision on the internship offer within 24-hour period.

9. The University discourages students from contacting sites about intership deicsions. However, organizations may provide feedback directly to the student or through the Internship Administrator.

10. The site supervisor formalizes the internship offer by completing the Internship Agreement Form and providing both the University and the intern of a copy of the agreement

#6 Terms and Conditions

Interns volunteer their time to in exchange for work experience. The University expects students to commit a minimum of 20 days or 140 hours of direct service to the participating organization.

6.1 The Internship Agreement Form

The Internship Agreement Form provides documentation of the internship position description, the hours of work, and roles and responsibilities.

6.2 Confidentiality

Student information is personal information, and therefore, confidential. Organizations participating in internship may not disclose personal information including performance information to a third party without an intern's prior written consent. Organizations should advise interns about their own confidentiality requirements.

6.3 Internship Hours of Work

Organization set the hours of work according to those of the site supervisor. The University expects interns to abide by the hours established by the participating organization.

6.4 Changing the Hours of Work

The University discourages internship schedule changes unless mutually agreed upon by the site supervisor, the intern, and the UWPACE Internship Administrator. The University must pre-authorize any changes and will formalize this consent in writing on the Internship Agreement Form.

6.5 Absenteeism

While an unexpected absence may be unavoidable, the University expects full attendance. Students are expected to provide prior absence notification whenever possible.

When prior notice is not possible, the intern will notify both the site supervisor and the University as early as possible on the applicable absence day. The University encourages interns to make up absence time and finalize these arrangements through the site supervisor.

Interns are discouraged from scheduling personal appointments during internship hours where ever possible.

Students will not recieve credit for internship unless they complete the required hours.

6.6 Record Keeping: Internship Work Assignment and Attendance

The University recommends that interns track work assignment through a work log.

6.7 Indemnification

The site is responsible for supervising all aspects of the intern's work and releases the University of Winnipeg from all manner, causes and claims of actions relating to the work relating to internship participation.

#7 Establishing a Successful Internship Experience

A successful internship depends on the full cooperation of all parties involved: the site supervisor, the intern, and the Internship Administrator.

The University expects interns to conduct themselves with integrity and in a professional manner that respects the rights and responsibilities of all individuals connected with the Internship Program. The University expects interns to meet the obligations as described in the position description and the Internship Agreement Form to the best of their abilities.

The University asks the site supervisor to address performance issues directly with the UWPACE Internship Administrator when applicable. Interns may jeopardize internship due to poor job performance, lack of professionalism, or chronic absenteeism.

7.1 Site Preparation

Organizations must be able to assign at least one staff member to supervise and mentor the intern. Before an intern arrives at the site, the University asks organizations to:

- Assigning the role of the site supervisor to one of their employees or to a lead team member.
- Informing the staff about the internship and introduce the intern to the organization.
- Assigning space to the intern and provide any technological equipment required to perform the internship work assignments
- Preparing work assignments.

#8 ROLES AND RESPONSIBILITIES

8.1 The Intern

The Intern is responsible for:

I. GENERAL

- Commit to the full term of the internship schedule.
- Build strong communication with the internship supervisor.
- Familiarizing themselves with the organizational culture.
- Observing key people in the organization and finding opportunities to learn from them.
- Demonstrating and maintaining appropriate professional etiquette, and conducting oneself according to the participating organization's code of conduct.
- Setting priorities, employing effective time management tools, and organize and completing work assignments by the established deadlines.
- Showing initiative and seeking new work assignments when necessary.
- Seeking clarification and further instruction where applicable.
- Advising the site supervisor of any uncompleted work assignments.
- Meeting with the site supervisor for feedback sessions on a quarterly basis and seeking a reasonable level of feedback.
- Notifying the UWPACE Internship Administrator of any unresolved or ongoing issues.

II. ATTENDANCE

- Reporting to work on time and meeting the minimum work commitment.
- Notifying the site supervisor and the UWPACE Internship Administrator of all absences including late arrivals or early departures in advance whenever possible.
- Making-up absent time through the site supervisor and informing the UWPACE Internship Administrator of the arrangements.

III. DRESS CODE

- Dressing appropriately as per the organization's dress code.

Shawna Fagundes
Grad of Public Relations
& Marketing Management
Diploma Program

*Senior Communications
Specialist, Great West Life*

8.2 The Site Supervisor

The site supervisor is responsible for:

- Introducing the intern to the organization and team.
- Providing the intern with relevant background information by providing Annual Reports, fund-raising and event information, and any other documents that may help the intern identify organizational mission.
- Supervising the Intern and providing meaningful work assignments.
- Discussing underperformance issues with the UWPACE Internship Administrator to explore whether the intern needs to address skill gaps through supplemental learning.
- Providing on-going feedback and a final performance appraisal though an internship evaluation.

> *A successful internship is an effective collaboration between site supervisor, intern, and the University.*

8.3 The UWPACE Internship Administrator

The UWPACE Internship Administrator is responsible for:

- Assisting students with the internship process.
- Maintaining regular contact with the site supervisor to keep apprised of ongoing work assignments and of any emerging issues.
- Being available on-site if required.
- Helping address absenteeism and underperformance issues.

#9 Guiding the Internship Process

The site supervisor will prepare on-going work assignments and provide direction to help the student intern produce the desired results. Interns also need mentoring. Periodically, the site supervisor will review work assignments through a structured feedback process to facilitate their learning.

The site supervisor may wish to log work assignments and attendance through an evaluation process.

9.1 Steps to Improving Internship Satisfaction

Communication is critical to a satisfying internship experience. Weekly meetings with the intern are a constructive mechanism for two-way communication and provide an opportunity to discuss work expectations, monitor current work assignments, and assign new projects. Site supervisors can also provide informal feedback on an on-going basis. Regular feedback session can enhance the overall internship experience and improve the quality of work produced.

9.2 Performance Issues

The University works diligently to prepare for a positive internship experience. Sometimes, circumstances arise during a placement which lead to feelings of dissatisfaction. The University encourages organizations to address performance issues and work expectations directly with the intern. The University is fully committed to providing support during the internship process and is available to assist interns if a problem surfaces.

As a last resource, sites may dismiss their intern for reasons of chronic absenteeism, poor job performance, or a lack of professionalism.

#10 10 Internship Evaluation

The University asks the site to complete a brief, written evaluation of the student upon completion of the internship. The UWPACE Internship Administrator provides sites with an evaluation form template in the final week of the internship. The evaluation template consists of some antidotal and rated criteria components. Once the site has completed and submitted the evaluation to the University, the University issues the evaluation to the student.

The evaluation will:

1. Identify key strengths and assess progress based on development and growth of skills over the course of the internship.
2. Provide feedback on professionalism including absenteeism, respectful communication, and the ability to work in a team environment.
3. Evaluate the strengths and developmental requirements of completed work assignments.
4. Measure readiness to work in the profession and help identify performance/skill gaps.

10.1 Feedback to Improve the Internship Process

Future internships benefit from the feedback of previous participants. As part of the evaluation process, the University collects feedback from both the site and the students about the internship process.

#11 Grading Criteria

Students must complete all of the intership hours and requirements in order for a passing grade.

OTHER WAYS
organizations
CAN HELP...

2016 RESUMANIA DATES

PROJECT MANAGEMENT
November 17 & 19, 2015
April 6 & 7, 2016

HUMAN RESOURCE MANAGEMENT
November 3 & 5, 2015
March 31, 2016

PR, MARKETING & STRATEGIC COMMUNICATION MANAGEMENT
May 5, 2016

MARKETING MANAGEMENT
July 21, 2016

MANAGERIAL & FINANCIAL LEADERSHIP
May 10, 2016

NETWORK SECURITY
March 3, 2016

INTERNET SYSTEMS SPECIALIST
August 25, 2016

RESUMANIA

The Resumania event is another way that your organization can help PACE students. Resumania is based on the speed-mentoring concept and provides students with a series of one-on-one feedback sessions with recognized industry professionals. The sessions run in a round-robin format with 15-20 stations of industry professionals. The industry professionals critique the students' resumes and offer constructive feedback. Students leave the event with 8-10 critiques. Feedback from these critiques help polish the final version of their resumes before students begin their job search process.

JOIN OUR CONVERSATION HUBS
Share your career story and industry insights.

Each year, UWinnipeg PACE hosts a series of Conversation Hub with leading industry professionals. Our goal is to connect our students with key influencers in the chosen career field.

HOW CAN YOUR ORGANIZATION MAKE A DIFFERENCE?
You could host one of our Conversation Hubs.
What would this mean? You would provide 7-8 of your leading professionals (i.e., project managers, HR directors, marketing specialists, web developers, etc) who would discuss the keys to unlocking success in your organization.
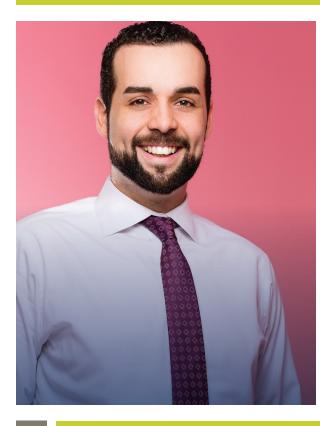
HOW WOULD THE CONVERSATION HUB WORK?
The hub concept is built around a common hub connected to a series of break-out spaces with individual speakers. Each room would be themed by a specific career field. Each of your professionals would have 30 minutes to tell their story and the students would have another 60 minutes to get inside their heads. At the end of the session, everyone would gather for a mix and mingle in the common hub.

WHAT DATES ARE WE LOOKING AT?
PACE is looking at a commitment of a few hours over a single night. We hold the Conversation Hubs on a monthly basis on Wednesday evenings between the months of November and March.

PACE INTERNSHIP PROGRAM | 2016

For more information about the

PACE Internship Program, please contact

the Internship Administrator at **204.982.1172.**

THE UNIVERSITY OF
WINNIPEG