

Ciência Sem Fronteiras (CsF) Internship Program Guidelines

About the Internship Program

While studying at York University, *Ciência Sem Fronteiras* (CsF) participants have the opportunity to participate in a 3-4 month unpaid research, lab-based, or industry internship and should consider themselves to be part of the community of visiting scholars who come to York to collaborate on research, scholarly, and other activities. As representatives of York University, CsF participants are expected to conduct themselves professionally and ethically while preparing for and during internships.

It is important to note that all placements may not be perfect matches for your research or scholarly interests, but could be seen as opportunities to expand into new areas and develop new skills. Every new opportunity is an opportunity to learn.

What you can expect from York International

York International administers the internships as follows:

- York International asks you for a one-page or less Statement of Research Interests. This statement, along with an Academic CV or transcript, is sent to York faculty members who may be interested in supervising you. You will also be required to fill out an Internship Placement Form, so that efforts can be made to find you an appropriate internship.
- You may request to work with a specific faculty member or department. York International attempts to accommodate requests, subject to the availability of faculty members.
- York International acts as a liaison between faculty members and you. York International assists in arranging meetings for you and initiating contact with faculty members.
- A potential supervisor may wish to meet with you for a formal job interview before offering to supervise your placement. York International assists in arranging interviews.
- If York International cannot find a suitable research placement at York, they work with community partners in the region in order to find an industry placement.
- You may make a special request to work with a particular company. York International attempts to accommodate requests, subject to the needs of the company.
- If York International cannot find an industry placement, the Canadian Bureau for International Education (CBIE) assists by arranging a placement with their industry partners. Every attempt will be made to find placements within Toronto.
- York International assists in scheduling and administering training sessions to prepare you for your internship. At the end of the internship period, you will receive a letter of completion, confirming the work completed during the internship, as well as a certificate, which will list all training sessions that you completed as internship preparation.

What York International expects from you

As a participant in the CsF program, you are a representative of your home country and university, your funding agency, and your support staff at York University. It is expected that you will conduct yourself in a manner that is respectful, responsible, and flexible at all times.

Although York International assists in finding an internship, your behavior and efforts will also affect whether or not your internship placement is found. Your participation in training sessions, your efforts to prepare cover letters and other documents, and your attendance at required meetings or classes, as required by York International or your potential future supervisors, will have an impact on your internship placement options.

If you decline two (2) internship placements obtained through York International, you will be responsible for finding your own placement or a placement may be found through the Canadian Bureau for International Education (CBIE). You will no longer be eligible to receive internship support from York International.

Before beginning your internship placement, you will be required to:

- ☐ attend an Internship Information Session;
- ☐ sign this document to acknowledge that you are aware of the internship guidelines and your own responsibilities and to acknowledge that there are certain risks inherent in internship settings and that you will not hold York University liable;
- ☐ complete an Internship Placement Form, so that York International staff can make efforts to find an appropriate internship for you;
- ☐ arrange and attend a meeting with Christine Omuodo, International Student Program Facilitator (comuodo@yorku.ca), within the first two (2) months of your CsF program to discuss your internship preferences, options, and responsibilities (if you missed the internship information session);
- ☐ research faculty members and researchers at York, as well as local companies, in order to understand what options are available to you;
- ☐ attend any interviews or meetings that are arranged with potential internship supervisors if offered an internship placement, accept or decline the placement within five (5) business days (A placement cannot be held as a “back-up” or “last option”. Once you have accepted an internship placement, you are no longer eligible to search for alternative placements. If you are considering declining an internship placement, you must contact York International to discuss your reasons prior to any discussion with your potential internship supervisor);
- ☐ register for or unofficially audit and attend courses taught by your potential internship supervisor, if requested by your potential internship supervisor;
- ☐ complete a Research/Industry Placement Confirmation Form with your supervisor;

- ☐ after beginning an internship, complete the entire 3-4 month duration of the internship for a total of 450-560 hours (working hours can be negotiated with the internship supervisor, but a salary cannot be negotiated, as all internships will be unpaid); and
- ☐ participate in training sessions that will prepare you for a successful research, lab-based, or industry internship experience. Training sessions that are strongly recommended include:
 - Library Tour
 - Research Ethics Seminar
 - General Health and Safety Training OR Science Lab Safety Seminar
 - Resume/CV Writing Workshop
 - Interview Skills Workshop

Internship supervisors may require you to complete additional training.

Contacts

Christine Omuodo | International Student Program Facilitator | comuodo@yorku.ca | 416-736-2100 ext.70651 |

CsF Participant Consent

- I have read and understood the information and guidelines set out in this document.
- I agree to abide by all program guidelines as set out in this document.
- I understand that York International reserves the right to take appropriate action in the event that I do not adhere to the above stated terms as well as general York University and program-specific regulations listed in the York University Calendar.

(Please print/also fillable electronically. Signature & date - pen only)

Name (as on passport):

E-mail address (accessible abroad):

Mobile Number :

York e-mail address:

Signature of CsF Participant

Date

Witness as to Signature of CsF Participant

Date