FAS Industrial Internship Process Flow Chart (2019)

**Student to Initiate Industrial Internship (II)**

**BEFORE INTERNSHIP**

- Contact FAS Graduate Program Coordinator to obtain an Internship Supporting Letter*

  - Apply for Work Permit*

  **Student to return completed forms and other documents to FAS Graduate Program Coordinator:**
  a) Copy of Internship Work Permit*
  b) Copy of Valid Study Permit*
  c) Company’s Offer Letter
  d) Student Declaration Letter*
  e) Signed II COI Declaration Form
  f) Signed II Supervisor Approval Form

  **Graduate Program Coordinator to register student to appropriate internship course**

  **Graduate Program Coordinator to inform student when they are registered for the course.**

**DURING INTERNSHIP**

- To ensure that you have a positive and successful experience, the FAS Graduate Program Coordinator will check in with you on a monthly basis during your internship to see if there are any concerns from you or your employer.

  - We suggest for students to check in with their SFU Academic Supervisor on a monthly basis, especially if there are issues with your work experience.

  - If there are any changes to your internship, you will need to inform the FAS Graduate Program Coordinator and your Senior Supervisor at SFU as soon as possible.

  **Work Supervisor must complete a mid-internship check-in form and email the completed form to FAS Graduate Program Coordinator.**

**AFTER INTERNSHIP**

- Student must submit their report to their supervisor within a month after the completion of the internship.

  - Graduate Program Coordinator will request a final progress report from the Industrial Supervisor on student’s performance.

  *** Only applies to International Students**