FAS Industrial Internship Process Flow Chart (2019)

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

**BEFORE INTERNSHIP**

Contact FAS Graduate Program Coordinator to obtain:
- a) Internship Supporting Letter*

Apply for **Work Permit***
(Ensure that study permit is valid. If not, student must renew study permit first before applying 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 Student 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.

**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