Community Partners Frequently Asked Questions

1. Does this cost my organization anything?
   All internships are unpaid, volunteer-based positions and there is no cost to posting your opportunity or having us send you applications. If your organization has the resources to provide an honorarium, it is accepted but not required.

2. How do I submit an internship posting?
   Contact the PD Advisor to discuss any questions you may have and complete the internship description form online, providing details about the key responsibilities, qualifications, students learning outcomes, training and time/schedule requirements.

3. How do I recruit the best student?
   To get the best student, create a detailed and specific internship description to attract student applicants to your role. They will want to know the role, the qualifications and the benefits to working with your organization.

   Because students may be applying to more than one internship, please try to complete the selection process early to ensure that you get your first choice of candidates as you may end up shortlisting students who have accepted positions with other organizations.

4. Can I post more than one internship position?
   Yes, if you have multiple opportunities within your organization and have the capacity to mentor and supervisor more than one student, it is possible to offer more than one position.

5. What is required by the supervisor during the time the student is working with my organization?
   • Assist student in completing the Course Enrollment Form before they officially start the internship
   • Participate in a mid-way site visit with the student and PD Advisor to discuss learning progress and outcomes
   • Complete the Final Supervisor Evaluation near the completion of the student’s time with the organization