

# University of British Columbia Okanagan

## Master of Engineering Internship Stream

### Frequently Asked Questions – Updated January 2022

#### **Program Details and Requirements**

##### **What is the MEng internship stream?**

The internship stream is one of two options available for the [MEng program](#). This stream begins with 12 months (3 academic terms) of coursework where you will complete all your credit requirements for your master's degree. Following your academic terms, you will then participate in an internship for 4, 8, or 12 months depending on the length of internship that you secure. The internship is facilitated by the [UBC Applied Science Co-op Program](#). If you opt into the internship stream, you are required to adhere to the Terms and Conditions of the Internship Program and attend all mandatory events and complete all mandatory tasks for the program, and your job search for your internship will begin 4-6 months prior to the start of your internship in September.

##### **Are international students eligible to participate in the internship stream?**

Yes. International students can participate in the internship stream but are required to apply for a [co-op or intern work permit](#) (in addition to holding a valid study permit) to legally work in Canada on a UBC-approved internship. The UBC Applied Science Co-op Program will provide you with a letter for your co-op work permit application that confirms the internship is a requirement for your Master of Engineering degree. For any further inquiries on work permits or study visas, please contact the International Student Advising team in the Global Engagement Office at [geo.ubco@ubc.ca](mailto:geo.ubco@ubc.ca) or visit them in the University Centre (UNC) room 227.

##### **How much does it cost to participate in the internship stream?**

There are two types of fees associated with participation in the internship stream:

- [Co-op administration and workshop fee](#) - The co-op administration and workshop fee is a one-time, non-refundable payment of \$256.75<sup>1</sup> that is paid upon entry into the internship program and just prior to the pre-employment training workshops held during the mid-term break in Winter Session Term 2. Payment is made directly to the UBC Applied Science Co-op Office. Instructions on how to pay this fee will be provided by the Co-op Office.
- [Co-op course fee](#) – The co-op course fee is \$805.75<sup>1</sup> which is assessed only once you have secured an internship and are registered in the internship course by the Co-op Office. The co-op fee is required for every four-months of your internship (ex. if you secure an 8-month internship, you will be charged the co-op fee twice over this time period). The fee is due by the [due dates](#) specified in the UBC Okanagan Academic Calendar, whether the internship position is secured through the Co-op Program or through your own self-directed job search. Co-op course

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<sup>1</sup> The listed fee rates are for 2021/22 and for reference only. Tuition fees are reviewed annually by the Board of Governors and historically these two fees increase by 2% each year. For example, if you are scheduled for a September 2022 internship, the fees for the 2022/2023 academic year are likely to be approximately 2% higher than the fee rates noted above.

fee is paid directly via your Student Service Centre (SSC) like any other tuition fee payment. As you have paid the minimum three instalments for your Master of Engineering degree program, the only fee you will be required to pay is the Co-op fee and regular [UBC student fees](#).

### **What are the requirements for participation in the internship stream?**

Students that choose to participate in the internship stream are required to:

- Attend a mandatory internship information session
- Pay a one-time, non-refundable [Co-op administration and workshop fee](#)
- Be registered in the zero-credit APSC 107 Introduction to Engineering Co-op course
- Attend the mandatory pre-employment workshops
- Attend a mandatory “Success in the Workplace” workshop, if you have secured a position
- Agree to adhere to the Terms and Conditions of the internship stream
- Complete all the academic requirements of their degree program by the start of the internship in September, unless discussed and approved by a Co-op Coordinator
- Complete their entire MEng degree within 2 years (including the internship)

Failure to complete any of the mandatory tasks or attend any mandatory events will result in removal from the internship stream.

### **What are the pre-employment training workshops?**

The pre-employment workshops help students to write effective cover letters and resumes, improve interviewing skills, understand the purpose of networking, and review internship resources and processes, and more. These workshops are important and critical to your success in securing an internship. You must take part in all workshops and complete all requirements to proceed in the internship stream. Students who do not successfully complete the workshops are ineligible to proceed in the internship stream and will receive a Fail grade for APSC 107 Introduction to Engineering Co-op on your transcript.

## **Finding an Internship**

### **How do I find a job?**

Securing a job is a competitive process and is not guaranteed; therefore, it is up to you to put in effort and prioritize your job search. It is ultimately your responsibility to secure an internship opportunity. You will have access to the Co-op Program’s exclusive co-op job portal and the resources provided by the Co-op team. You should also be completing a self-directed job search utilizing your network (friends, professors, industry connections, etc.) and other resources (company websites, LinkedIn, Indeed, etc.) to find opportunities suited to you. Any position can be used for the internship, regardless if the position is secured through the Co-op Program or through your own self-directed job search. The Co-op team will work with you and support you in your job search with pre-employment workshops, networking events, an application review, a mock interview and weekly group job search office hour sessions.

### **When should I start searching for my internship?**

You should start searching for your internship approximately 4-6 months in advance the start of the

internship term in September and after you have completed the mandatory pre-employment training workshop.

### **Are internship opportunities guaranteed?**

No. Securing a job is a competitive process and is not guaranteed. Ultimately, it is your responsibility to secure an internship so you must put effort into your job search and applications. Internship students have access to the program's exclusive co-op job portal and resources provided by the Co-op team. The more positions applied to (with a high-quality application), the higher the chance you have of securing a job.

### **What companies hire internship students?**

The Applied Science Co-op Program is connected with hundreds of employers offering exciting opportunities for students to make meaningful industry connections, gain practical experience, and develop new skills.

Some of our top employers include: Intel, SAP, Teck Resources, Ballard Power Systems, BC Hydro, Sierra Wireless, Microchip, Hydro One Networks, Stantec, Canfor, Thurber Engineering, City of Surrey, City of Vancouver, Stemcell Technologies, PCL Construction, Shell Canada, Cadex, Metro Vancouver, Peace River Hydro Partners, Metro Testing + Engineering, Tesla, TC Energy, Imperial Oil, Ledcor Group, Fortis BC, ConeTec Investigations, TTT Studios.

It is important to note that any employer can be an internship employer provided they are able to provide you with a full-time, minimum 12 weeks long, and paid work experience related to your academic program and/or long-term career objectives.

### **Do I have to work in British Columbia?**

No. Internship opportunities are available across numerous industries, organizations, and geographic locations. Many internship opportunities are in British Columbia, Alberta and Ontario, but there are opportunities available all across Canada, in the United States of America, and around the world\*. Students can seek out opportunities in any geographic region of interest but should not be too restrictive to increase success in securing a position.

*\* Only international activities in low-risk destinations are permitted. Low-risk destinations are those with an advisory that says travelers should practice normal or increased security precautions. UBC uses [Global Affairs Canada's](#) travel advisories to assess the risk level of a destination.*

### **What are my chances of securing an internship?**

As the Master of Engineering program's structure was recently revised, we cannot comment on the success of students currently completing the internship stream. Fall is typically a less competitive job search with a lower number of students searching for positions, and the Applied Science Co-op Program's success rate for Fall 2020 was 82% and for Fall 2019 was 95%.

### **What is the last day I can secure an internship?**

The last day you can secure an internship is the add/drop date for Winter Session Term 1 for your given

year, as per the UBC Okanagan Academic Calendar found here:

<https://www.calendar.ubc.ca/okanagan/index.cfm?go=deadlines>

**What happens if I am unable to secure an internship?**

If you are unable to secure an internship, you will apply to graduate with your Master of Engineering degree and start your new graduate job search.

**What job search supports are provided by the Co-op Program?**

After successful completion of the pre-employment training workshops, each MEng internship student will receive one resume and cover letter review, and one mock interview when they receive an interview invitation from an employer. Students are also welcome to attend a weekly one-hour job search drop-in session facilitated by a Co-op Coordinator who can answer questions you may have about your job search and provide advice on job search strategies.

**Can I look for a better position after I've already accepted an offer from an employer?**

No. Once you have accepted a position, even verbally, you must remove yourself from the job search, decline future job interviews, and cancel any booked interviews.

**Can I find another internship after I complete my first 4 or 8 months at one company?**

No. You may only work for one employer for the duration of your internship. Extensions with the same company are permitted, but you will not be permitted to work under your co-op work permit for another company.

**Other**

**Can I complete my studies in fall and winter look for internships commencing in May?**

No. This program has been designed specifically for you to start your internship in September, when the job search is less competitive and you have completed your academic degree requirements. As this internship is at the end of your degree, employers may hire you for permanent, full-time positions upon completion of your internship, if mutually agreed upon. You must pay for a minimum 3 instalments for the academic terms of your MEng degree, as described in the [UBCO Academic Calendar](#). Your internship does not count towards these 3 instalments.

**Can I take courses while I am completing my internship?**

No. During your internship, your main priority should be your work for your employer, and you are not permitted to take courses while you are working.

**Do the co-op course credits count towards my degree requirements?**

No. The co-op course credits are non-additive and do not count towards your [degree coursework requirements](#). If you are successful in securing an internship, you will be considered a full-time student throughout the duration of your internship and your internship will extend the duration of your degree, which increases the length of your post-graduation work permit.

**How much money will I make working as an engineering intern?**

All internship positions must be paid positions and meet the minimum wage requirements for the jurisdiction where the internship position is based. In British Columbia, the minimum wage is \$15.20 (as of June 1, 2021). Unpaid work or work not meeting minimum wage requirements will not be eligible for the internship.

Most internship students earn more than the British Columbia or other provincial/territorial minimum wage. Please refer to the UBC Applied Science Co-op Program's website for details on the typical [salaries](#) co-op students earn while on a work term.

**If I have more questions about internship stream, who can I contact?**

If the answer to your question is not found in these frequently asked questions, please contact the UBC Applied Science Co-op Program at [apsc.coop@ubc.ca](mailto:apsc.coop@ubc.ca).