Enrollment Steps

Step 1
- Attend mandatory Industry Internship Program Information Session (see Schedule of Activities). Visit the Internship Program web site… then…read information carefully and bring questions/concerns to the Kings Internship Coordinator.

If you decide to participate…

Step 2
- Attend an Industry Internship Resume and Interview Workshop (see Schedule of Activities) and bring your updated resumé. This is mandatory for enrollment in the Program and to be approved.

Step 3
- Register at http://westerncareercentral.ca by completing the form on the website (Online registration opens TBD and closes November 30, 2017).
- Prepare a resumé and draft a cover letter (Employment Help Centre, UCC210 is available for individual counseling).

Step 4
- Meet with the Internship Coordinator at Kings to review your resume.

Deadline for Steps 1-4 is November 30, 2017

If enrollment is approved…

Step 5
- The Internship Coordinator will have MOS 3494 (it is not a normal course) added to your record. It will not trigger a course overload.

Step 6
- Visit the Western Career Central Website on a regular basis to view the job descriptions and interview schedules etc. Apply for as many positions as you like – make sure to check the application deadline dates. See Applying for Positions.
- Jobs are posted November to August.

Step 7
- Students who are not successful in securing an Internship work term will be withdrawn from MOS 3494, with no academic penalty, and will not be liable for the administrative fee.