

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- Students who are not successful in securing an Internship work term will be withdrawn from **MOS 3494**, with no academic penalty, and will **not be liable** for the administrative fee.