

## HOW CAN I PARTICIPATE IN THE MOS INTERNSHIP PROGRAM?

1. Register for the program through CareerCentral ([westerncareercentral.ca](http://westerncareercentral.ca)), by selecting the “Internship/Co-op” tab (**registration closes on Thursday, November 30th at 4pm**). All steps (info session, resume workshop, resume review) must be completed by November 30th at 4pm.

### Minimum Qualifications

- Be enrolled full-time in the third year of their MOS degree
  - Have an academic average of at least 70% in second year
  - Completed Business 2257 before third year
  - Have a clean academic record
  - Attend an Internship Information Session
  - Attend a Resume/Interview workshop
  - Have a resume review with MOS internship coordinator by November 30
  - Return to full-time student status following work term
2. International students must obtain a co-op work permit (Western International) and a letter from your faculty or college. Contact your MOS Internship Coordinator.
  3. You **MUST** attend one Information Session and one Workshop (attendance will be taken)

Information Session	Sept. 20	SSC 3024	5:00pm
Resume Workshop	Sept. 25	SSC 3022	5:00pm
Information Session	Oct. 17	SSC 3026	5:00pm
Resume Workshop	Oct. 24	SSC 2024	5:00pm

**NOTE:** Approval for program participation is a four-step process. All steps must be completed by November 30th at 4pm.

- \* Enroll through CareerCentral ([westerncareercentral.ca](http://westerncareercentral.ca)) by November 30th
- \* Attend an Internship Information Session
- \* Attend a Resume Workshop
- \* Resume review

4. Login to CareerCentral to view and apply for job postings and sign up for interviews (if selected). ([www.westerncareercentral.ca](http://www.westerncareercentral.ca))
5. Follow the instructions on the job postings and meet the required deadline for applications.
6. For help in preparing a resumé or cover letter, or for interview preparation assistance, visit the Student Success Centre in UCC 210.
7. Participation in the internship program does not guarantee interviews or job offers.
8. You will be notified by email if you have an interview, and directed to sign up for your interview through CareerCentral.
9. Attend your interview - Be on time – Email [interviews@uwo.ca](mailto:interviews@uwo.ca) if you have to cancel. **NO SHOWS** can be withdrawn from the internship program.
10. View job offers in CareerCentral. Contact Colleen Sutherland to discuss offer (if necessary) before the deadline to accept or decline.
11. If you accept an offer, sign your internship contract with Colleen, meet with your departmental internship coordinator, and make arrangements to move (if necessary).
12. Pay your fee installments when invoiced by the Registrar's Office (through your Student Centre web page – [student.uwo.ca](http://student.uwo.ca)). Failure to pay this fee on time can result in late charges and the sealing of your academic records, and you would be unable to register for 4<sup>th</sup> year.