

Social Sciences Internship: General Information Handbook

The Faculty of Social Sciences offers paid internship opportunities during the academic year and summer term. Internship placements provide students with meaningful work experiences and an opportunity to explore careers, develop employability skills and make important contacts for both now and after graduation.

Internship Categories

Internships are recognized as non-credit course codes on the student transcript. Full-time internships are noted as SOC SCI 3IF0 and part-time internships are noted as SOC SCI 3IP0. Students can view the undergraduate academic calendar for more information. Students do not receive academic credit for completing an internship placement. However, upon successful completion, a notation describing the placement is recorded on the student's official transcript.

Eligibility Criteria

Only students who meet the following eligibility criteria are provided access to view and apply to job postings:

- Registered in the Faculty of Social Sciences in a degree program completing a minimum of 18 units during the Fall/Winter Term.
- In good academic standing with the university, and not on academic probation.
- In good financial standing with the university, with no outstanding financial accounts on the student record.
- Registered in Level II or above.
- Completed [SOC SCI 2ELO Career Planning in the Social Sciences](#).
- All internship candidates must be authorized to work in Canada. International students must refer to the [Government of Canada website](#) to ensure eligibility before submitting an application.

Other students who may be eligible, but are required to pay an administration fee are:

- Social Sciences students who are registered in fewer than 18 units during the Fall/Winter Term; or
- Arts & Science or Humanities students who are registered in a combined Honours degree program with a Social Sciences discipline.

How to Secure an Internship Placement

There are two ways in which you can secure a Social Sciences internship placement:

1. Student-initiated Internships
2. Cultivated Internships

Student-Initiated Internships

Students can also take the initiative to pursue a job on their own and apply to have their experience noted on the official student transcript as an internship placement. The Careers & Experiential Education team is available to provide guidance and support should students wish to pursue this option. Ultimately, the student must demonstrate that the secured position is related to their studies in Social Sciences and has an element of career exploration to have it recognized as an internship.

Application Deadlines

Interested candidates are required to complete the [Student-Initiated Internship Application Form](#) to see if their position qualifies. Student-initiated internship applications are to be submitted by the following dates for each respective term:

Term	Date
Term 1	Second Friday of September
Term 2	Second Friday of January
Summer	Second Friday of May

Cultivated Internships

Throughout the year, internship placements are cultivated by the Careers & Experiential Education team and posted on [OSCARplus](#) under the *Social Sciences* link. Interested students are encouraged to check the site often as new placements are posted on an on-going basis.

While some employers have short job posting and hiring timelines, many employers begin recruitment one to two academic terms prior to the internship start date. Therefore, students are encouraged to check the site often for suitable placements, and plan ahead if considering internships for future terms. See below for a sample timeline as to when most employers choose to post on [OSCARplus](#) for internship recruiting.

Internship Term	Term Posted
Fall	Summer
Winter	Fall
Summer	Winter

Application Process

Students must submit all application materials required for each posting before the stated application deadline. Employers may choose to review applications as they are submitted, therefore students are strongly encouraged to apply as early as possible and not wait for the application deadline.

Many times, a complete application will consist of a resume and cover letter. In some cases, however, employers may require that students also submit a copy of their unofficial transcript. The employer can also request additional information depending on their recruiting needs. It is the student's responsibility to ensure that all application materials are included in their on-line application, as stated within the job posting.

Interviews

The employer determines which candidate(s) will be selected for an interview. For cultivated internships, students will be contacted by either the employer or a staff person from the Careers & Experiential Education team to schedule an interview time slot. It is very important that the student's application contains current contact information for interview scheduling purposes.

Every effort will be made to give students notice well in advance of the interview date; however, interviews are scheduled based on employer availability and may be within a couple days of the application deadline. Students should properly prepare themselves for an interview by reviewing the job description and researching the employer and/or organization ahead of time.

The Careers & Experiential Education team works diligently to build and maintain positive relationships with our employer partners. Therefore, it is expected that students be available to interview for all internship roles to which they have applied.

Offers of Employment

Offers of employment are typically made upon completion of all interviews. The employer dictates the offer decision window, which can typically be anywhere from 24 hours to five business days. Students are required to respond to the offer within the timeframe given and are welcome to discuss details of the job offer with the Careers & Experiential Education team. As well, they are encouraged to review how the work placement may affect their academic studies.

Salary and Benefits

The salary offered for a particular role may be based on company policy, nature of work or student experience, and is determined solely by the employer. Employers are not obligated to pay other than the normal hourly minimum-wage rate. Some employers, however, choose to compensate at an increased rate of pay for overtime, or provide equivalent time off.

Internship Orientation

Upon securing a cultivated or student-initiated internship placement, the student will be contacted by the Careers & Experiential Education team and asked to book an appointment for their orientation. In this session, the student will be provided with internship placement policies and procedures, including payment of required fees associated with each placement.

Internship Type	Fee per 4-month Term
Full-time	\$200
Part-time	\$100

International Students

The Faculty of Social Sciences internship program requires that students be authorized to work in Canada. International students may be qualified under the terms of their visa to work part-time (up to 20 hours/week) off-campus during the academic year (September to April) and full-time during university-scheduled academic break periods (i.e. summer).

International students interested in participating in the internship program must review the conditions of their visa and refer to the [Government of Canada website](#) to ensure eligibility before submitting an application. Students requiring general support are advised to seek guidance from [McMaster's International Student Services](#).

OSAP Loans & Student Scholarships/Awards

It is the student's responsibility to determine how an internship placement may affect their financial status. Students considering a full-time internship placement during the academic year (September to April) are encouraged to:

1. Connect with the [Registrar's Office](#) to inquire about how the placement may impact their OSAP status/funding amounts and potential interest re-payments required.
2. Contact the [Registrar's Office](#) to discuss the terms of a scholarship or award disbursement.

Taking Undergraduate Courses While Doing a Placement

Students completing a part-time internship may register for/maintain a full course load while completing their placement.

Students completing a full-time internship are permitted to take up to three (3) units per academic term, and six (6) units with written permission of the employer.

Students are encouraged to meet with an Academic Advisor to discuss any implications that may exist for future course selection and/or graduation dates. This meeting should take place **before** accepting the internship placement.

Should you have any questions, please contact socsci.intern@mcmaster.ca.