CSPIP
Computer Science Professional Internship Program

Employer Guidelines

PROGRAM OVERVIEW
The Computer Science Professional Internship Program (CSPIP) at the University of Saskatchewan is your opportunity to access the best emerging Computer Science talent in Saskatchewan. Since its inception in 1996, CSPIP has built successful partnerships between faculty, students and industry. So far, over 300 students have been placed on 12 or 16-month internships with various corporations Canada wide.

BENEFITS TO EMPLOYER
• Students are available in May (12 or 16 months), or September (12 months), providing the employer with continuity and stability for major projects. Internship can be extended depending on the start date and length.
• With every internship commitment, there is a four-month probation period.
• It is an effective means of evaluating future employees before making long-term hiring commitments.
• Students complete 3rd year of studies in Computer Science before start of the internship and will have sound analytical and programming skills.
STUDENT REQUIREMENTS

The CSPIP students are registered undergraduate students in a Computer Science program at the University of Saskatchewan. Programs include:

- B.Sc. Computer Science (4-year)
- B.Sc. Computer Science Honors (4-year)
- B.Sc. Computer Science Honors with Software Engineering Option (4-year)
- Honors Double major students
- Interactive Systems Design

Students accepted in the program all meet the following academic requirements:

- Students must have completed at least 90 credit units towards a degree by May 2017.
- Students must have obtained a grade point average of at least 65 percent for both Computer Science courses and overall.
- Students must complete at least three 300-level Computer Science course by the date they begin their internship.
- The CSPIP candidates must be Canadian citizens, landed immigrants, or visa students with appropriate work permission for off-campus employment.

Note: Eligibility requirements may vary slightly for Interactive Systems Design students and Computer Engineering students, due to program differences.

EMPLOYER REQUIREMENTS

The Department of Computer Science must approve internship positions as a suitable learning situation. The student should be engaged in productive professional practice that provides challenging and instructive work experience.

The assessment of student performance during an internship is based on evaluation from the employer and on reports submitted by the student. In addition, the Department maintains informal telephone and email contact with the student and employer to monitor progress on an ongoing basis, and may undertake site visits on a periodic or exceptional basis.

At the end of the initial four-months of the work period, an indication of satisfactory performance is required. This is typically achieved with a short report from the student and the employer if the students are placed outside of Saskatoon. For locally placed students, interviews with the student and employer are carried out. Follow-up reports or interviews are required only if warranted.

Employers are required to pay an internship student a salary. This salary should be reflective of the industry and the location where the intern will be working.
**SCHEDULE 2016/2017**

Term length: 12 or 16-month internships starting May or September, 2017

The timelines listed below allow employers to hire an intern for a May or September start in the first round of recruiting.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>TIMELINE</th>
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<tbody>
<tr>
<td>Students apply for admission into the program</td>
<td>October 5, 2016</td>
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<tr>
<td><strong>Companies submit job postings</strong></td>
<td>December 8, 2016</td>
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<tr>
<td>Students apply to job postings</td>
<td>January 13, 2017</td>
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<tr>
<td>Interviews arranged with selected students</td>
<td>January 23 – February 3, 2017</td>
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<tr>
<td>Companies submit their rankings to the Internship Coordinator</td>
<td>February 7, 2017</td>
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<tr>
<td>Internship Coordinator forwards job offers to students</td>
<td>February 9 – 10, 2017</td>
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<tr>
<td>Students accept/reject offers</td>
<td>Within 3 hours of receiving offer</td>
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<tr>
<td>Internship Coordinator notifies companies of acceptances</td>
<td>Immediately</td>
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<tr>
<td><em>February Break – No School</em></td>
<td><em>February 20 – 24, 2017</em></td>
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<tr>
<td>Students start employment</td>
<td>May or September, 2017</td>
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HIRING PROTOCOL

A. Employers are contacted by the CSPIP Coordinator to submit internship job postings as early as possible. The deadline to submit job postings is **Thursday, December 8, 2016**.

B. Students who are accepted into the program apply to CSPIP job postings. A student may choose to apply to more than one job posting.

C. When an employer receives one or more job applications, they have the option to either contact the CSPIP Coordinator to schedule interviews with the student applicants, or the employer can manage their own interview schedule with the student applicants. Interviews are carried out during the interview window (January 23 – February 3, 2017). An employer may choose not to interview an applicant if they do not meet the job requirements.

D. Employers will be asked to rank interviewed applicants and send the CSPIP Coordinator with the names of students to whom the employer wishes to extend a job offer, in order of preference. The CSPIP Coordinator will forward job offers to all first choice candidates. Note that student candidates may receive more than one job offer. When a student receives a job offer(s), they have 3 hours to accept or reject the offer(s). Any unaccepted job offers will be then sent to that employer’s second choice student candidate. Offers will be sent to student candidates on an employer’s list until either 1) a student accepts their offer or 2) their list of preferred student candidates is exhausted. **It is important that an employer only ranks candidates to whom the employer is prepared to make an offer.**

E. Once a student has accepted a job offer, the Coordinator will inform the employer of the successful match. The employer may contact the student directly and finalize details of the offer. The student will start employment in May or September 2017 as agreed between the student and employer.

"CSPIP has given me an opportunity to learn and apply my skills in a fun, exciting, and challenging way. Being able to bring a client's vision to life has been so rewarding, and given me the confidence to explore my passion and the drive to learn even more."

- Matthew Horning
  CSPIP Intern 2013
JOB POSTINGS

- Job postings will be available to students enrolled in the Computer Science Professional Internship Program.
- Employers may submit more than one job posting for their company.
- Employers are welcome to submit job postings based on their own company templates. We also have a sample template available that might provide guidance to employers when creating a job posting – please ask the Internship Coordinator if you wish to receive a copy.

HOW TO POST A JOB

Option 1: Send job posting to CSPIP Coordinator

Employers can send their job posting(s) directly to the Internship Coordinator at cspip@cs.usask.ca who will in turn make it available to the students in the program. If you prefer to have students use your company website to apply, just let us know and we can direct them to the appropriate URL with instructions.

Option 2: CareerLink

Employers also have the option to use CareerLink, a career services system used by the University of Saskatchewan. The following instructions can guide to a job using CareerLink:

1. Go to http://careerlink.usask.ca
2. Click “Employer Login” if you have an existing account, or “Employer Registration” if you need to create a new account.
3. Once logged in, on the left side navigation, click “Job Postings”
4. Click “Post a New Job”
5. Fill out the new job posting form accordingly. Under “Targeted Degrees and Disciplines”, please select “Computer Science Professional Internship Program”, and click the “Add” button.
6. The application deadline for CSPIP students is January 13, 2017.
7. We require all students to submit a resume (with references), cover letter and unofficial transcript. Additional documents are the discretion of the employer, such as a letter of recommendation.
8. Once you have completed the job posting form, click “Submit Posting for Approval”
9. If you have any issues or questions with CareerLink, please contact the Internship Coordinator.
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