CSPIP
Computer Science Professional Internship Program

UNIVERSITY OF SASKATCHEWAN

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 THE 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 2019.

- Students must have obtained a grade point average of at least 70 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, including "Intermediate Software Engineering" (CMPT 370)

- 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 2018/2019

Term length: 12 or 16-month internships starting May or September 2019.

The timeline below includes dates for the first round of recruitment. A second round of recruitment will take place after the February break.

ACTIVITY	TIMELINES
Inquiries	Anytime
Students apply for admission into the program	September 27, 2018
Deadline for companies to submit job posting(s)	**January 8, 2019**
Deadline for students to apply to job postings	January 15, 2019
Interviews arranged with selected students	January 16 - February 6, 2019
Companies submit their rankings to the Internship Coordinator	February 11, 2019
Internship Coordinator forwards job offers to students	February 13 - 14, 2019
Students accept/reject offers	within 4 hours of receiving offer
Internship Coordinator notifies companies of acceptances	Immediately
February Break - No School	*February 18 - 22, 2019*
Students start employment	May or September 2019

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.
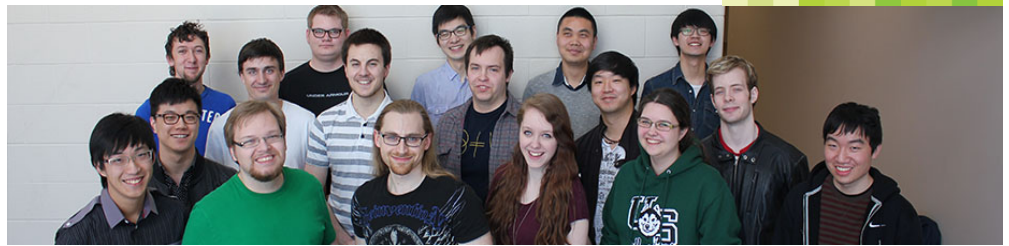
HOW TO POST A JOB

Option 1: Send job posting to the Internship 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 at the University of Saskatchewan. The following instructions can guide you on how to post 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, click "Job Postings" on the left side navigation
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 **Wednesday, January 15, 2019**.
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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FUNDING OPPORTUNITIES

Employers may be eligible for additional funding to help support hiring a post-secondary student to fill an internship position at their company.

The NSERC IUSRA provides financial support to help companies hire an undergraduate-level student to undertake a co-op placement. These awards are designed to give students practical experience in an industrial setting that complement their studies. Two-thirds of companies reported their student helped them increase research productivity or R&D capability.

The Government of Canada has established a number of programs that provide funding and other opportunities to potential employers. Its Youth Employment Strategy is designed to help young people gain the skills, work experience and abilities they need to make a successful transition into the labour market. The Career Focus program provides funding for employers and organizations to design and deliver a range of activities that enable youth make more informed career decisions and develop their skills, including work experiences from six to twelve months. Employers may also take advantage of the new Student Work-Integrated Learning Program.

The NRC Industrial Research Assistance Program (IRAP) provides small and medium-sized enterprises (SMEs) with financial assistance to hire young talent.

CONTACT

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WEBSITE

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