COMPUTER SCIENCE PROFESSIONAL INTERNSHIP PROGRAM

2024 - 2025
EMPLOYER GUIDE

UNIVERSITY OF SASKATCHEWAN | Computer Science

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UNIVERSITY OF SASKATCHEWAN

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 a demonstrated history of building successful partnerships between industry, students, and our institution.

Continuous recruitment process
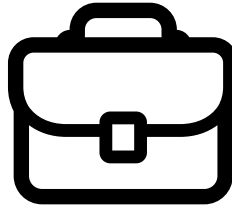
12 or 16 month work terms available
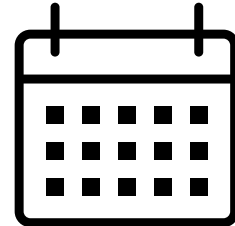
Students can start work in May or September

BENEFITS OF HIRING FROM CSPIP

- Build your talent pipeline while mentoring budding talent
- Bring fresh perspectives and skillsets to your organization
- Evaluate future employees before making permanent hiring commitments
- Take advantage of wage subsidies available through Mitacs and government programs.

A high percentage of students report obtaining part-time or full-time offers to continue working for their sponsoring company after they have completed the internship program.

73%

of interns reported receiving return employment offers
(2021-2023 data)

PROGRAM / EMPLOYER PARTNERSHIP

Program administrators are here to connect you with candidates and assist in the recruiting process to bring a student on board.

By hiring a student from our program, you become part of the student's academic journey through our work-integrated learning program. This includes:

- Informing program administrators when you hire from our program
- Completing the program's performance evaluations with your intern after each 4 month period
- Completing a virtual site visit with program administrators after the first 4 months
- Encouraging the student to ask questions to clarify job responsibilities
- Providing the student with relevant training and development opportunities
- Not expecting extensive and/or regular overtime hours from the student
- Disclosing all agreements a student will be asked to sign to the program administrators

If you do not support these work-integrated learning activities or provide an improper work environment, the Department reserves the right to support the student in finding a new placement for the remainder of the internship.

QUALIFYING POSITIONS

The Department of Computer Science evaluates potential internship positions to ensure suitable learning experiences. Opportunities must meet the following criteria:

- Full-time, paid work, located in Canada
- 12 or 16 months in duration, with start dates in the month of May or September
- Work that is aligned with the student's degree and provides a challenging and instructive experience

BY THE NUMBERS: 2024 ANNUAL SALARIES

| $43,000	$52,300	$65,000
Lowest	Average	Highest

*See the **Wage Subsidies** section at the end of this guide to learn how you can offset the cost of hiring an intern.*

NEW

HIRING PROCESS

Our program now follows a continuous recruitment method. This process is very similar to the standard recruiting process; employers are able to post, interview and make job offers to students at any time during the recruitment period outlined in the next section.
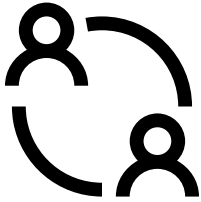
CONNECT   **POST**   **INTERVIEW**   **HIRE**

Please cc' cspip@cs.usask.ca on all correspondence with students during the following recruitment process.

STEP 1: Connect

Connect with our Internship Coordinator to discuss your hiring needs.

STEP 2: Post

Internship opportunities are advertised on the program's internship job board on careerlink.usask.ca. This board is only available to students who were accepted into our program. More information about posting your position can be found later in this guide.

STEP 3: Interview

Confirm that your desired candidates are still available by checking the applications tab in CareerLink or emailing us to verify. You are then invited to contact available students directly to arrange and perform interviews.

STEP 4: Hire

After confirming candidate availability, present your offer to the student, or ask us to do so your behalf.

- Students should be given a window of at least 48 hours to accept or reject offers.
- Our program administrators need to receive a signed offer letter to confirm accepted offers.

RECRUITMENT TIMELINE

Hiring for CSPIP can take place between **November** and **August** each year. We recommend the following recruitment timelines to best align with when our students are actively pursuing work placements. Generally, it is best to start recruiting 3-5 months prior to the position start date.

Position Start Date	Post Your Position	Perform Interviews	Extend Offer
May	Mid-November to Mid-January	January	February
September	April – June	June – July	June-July

FINDING YOUR BEST CANDIDATE

The first step to attracting students to your organization is to gain brand recognition at USask. Having an on-campus presence has shown to be the best way to boost your profile with our students.

CSPIP hosts events to connect internship candidates with potential employer partners. These events not only help strengthen students' job preparation skills, but offer employers a chance to get to know the candidates. This year we are excited to hold the following events:

- Mentorship Night - November 6, 2024
- Internship Networking Mixer - December 4, 2024

Additionally, **USask Career Services** can assist you with events targeted at all USask computer science students, including:

- Computer Science Career Fair - January 15, 2025
- Information Sessions

If you would like to learn more, attend, or sponsor these events, please contact cspip@cs.usask.ca for more information.

STUDENT TALENT POOL

Students accepted to CSPIP have been selected based on academic and non-academic criteria to ensure strong, well-rounded candidates for your review.

All students in this pool are registered undergraduate students, pursuing 4-Year or Honours degrees in Computer Science or Applied Computing. Students may be Canadian citizens, landed immigrants, or visa students with appropriate work permission for off-campus employment when they begin their internship in May or September.

Students who apply to our program each fall are evaluated on academic criteria, including a minimum 70% average, and are on track to completing the third year of their studies by the time they begin an internship the following May or September. Students must also be returning to full-time studies after their internship.

INTERN HIGHLIGHT

Grace completed in an internship with digital services agency, **zu**, in 2023. After obtaining her degree, she returned to the company to join several other CSPIP alumni as a permanent employee.

"My internship was an opportunity to go out of my usual comfort zone and grow both professionally and personally. It was great to gain work experience and confidence in the field, as well as to explore different aspects and areas of the job to find what I love to do." - Grace

The company also highlighted the positive impact of participating in the program.

"Our partnership with the University of Saskatchewan's computer science internship program has proven invaluable, consistently providing us with highly skilled developers who seamlessly transition into permanent roles within our company. In 5 of our 7 years in the program, the interns ultimately obtained gainful employment with us post internship, which is a testament to the caliber of students in the program." - Meagan McLean, HR Manager at zu

ACCESS DIVERSE SKILLSETS

World-class computing facilities and mentorship from decorated faculty and researchers have prepared our students to make meaningful contributions to your organization.

Computer Science students have the opportunity to tailor their degree paths by specializing in the following areas:

- Artificial Intelligence
- Algorithms
- Cybersecurity
- Information Visualization
- Software Development
- Programming Languages
- Web Development
- Computer Graphics
- Computer Systems
- Social Computing
- Computational Modelling

Additionally, our Applied Computing program produces graduates with targeted knowledge in the following areas of application: Bioinformatics, Business, Data Analytics, Geomatics, and Interactive Systems Design.

BY THE NUMBERS: 2024 PLACEMENTS

42 students placed

82% average
median academic average

DEMOGRAPHICS

26%   Female

36%   International
64%   Domestic

TERM DETAILS

DURATION
30   16-month placements
12   12-month placements

REMOTE WORK
4 positions classified as exclusively remote jobs

WAGE SUBSIDIES

Employers may be eligible for additional funding to help offset the cost of hiring one of our students to fill an internship position at their company.

NEW

MITACS BUSINESS STRATEGY INTERNSHIP (BSI)

The Mitacs Business Strategy Internship (BSI) is designed to facilitate Innovation in Canada with the help of post-secondary institutions and student talent. Companies and organizations leverage $7,500 + GST into a $15,000 4-month internship unit to receive expertise from a student. Employers can apply for funding for multiple terms to get wage subsidies for the full 12 or 16 month period.

USask has a program administrator available to answer questions and aid you in securing Mitacs BSI funding. Please contact Jaime Speed (jaime.speed@usask.ca) for more information.

STUDENT WORK PLACEMENT PROGRAM (SWPP)

The Student Work Placement Program (SWPP) offers grants of $5000 - $7000 per student hired for a work term. This program is a great fit for employers who are creating new opportunities for students in technology. The funding is administered through delivery partners, such as TECHNATION Career Ready Program, Magnet Student Work Placement Program, ICTC's Work Integrated Learning Digital Subsidy, and more!

Employers should note that some government programs have age or citizenship requirements in order to receive funding. Please review the funding details carefully to ensure your position and student qualify.

HOW TO POST A JOB

You can submit a posting directly to the computer science internship job board on USask's job platform, CareerLink.usask.ca. Alternatively, you can email a completed job posting template to cspip@cs.usask.ca and we will post the position on your behalf.

To post a job on CareerLink:
- Go to https://careerlink.usask.ca
- Click "Employer Login" if you have an existing account, or "Employer Registration" if you need to create a new account. Note: New accounts need to be approved by the University's Employment Centre before you will be able to proceed.
- Once logged in, click "Computer Science Internship Program" on the left side navigation, and then click "Job Postings"
- Click "Post a New Job" and fill out the job posting form accordingly.
- Once you have completed the job posting form, click "Submit Posting for Approval"
- **Note 1**: Job postings can only be associated with one account in CareerLink. If you will have a team of people managing a job, we recommend registering with a generic HR email alias and using the 'forgot password' to log in each time.
- **Note 2:** If you require students to submit an application to your company's ATS, select "Submit on External site" and include a link to the job's application page.

BENEFITS TO POSTING ON CAREERLINK

By posting to our internship job board in CareerLink, you can easily:
- Identify available applicants by viewing the color-coded Applications tab
- Cross-reference with your external applications to confirm which applicants are enrolled in our program

TIPS FOR CREATING YOUR JOB POSTING

- Be as descriptive as possible. Students are more likely to apply if they have a clear understanding of the job and can get excited about being part of your company.
- We recommend keeping your applications open for a period of 2 to 4 weeks to ensure students have proper time to research your company and customize their applications.
- We recommend that all students submit a resume (with references), and cover letter. Additional documents are at the discretion of the employer.

CONTACT US

We look forward to building a meaningful partnership with your organization. We encourage you to contact our office at any time to discuss how we can best meet your recruiting needs.

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