



Business Internship Program QUEEN'S – CANADA



The Queen's School of English, **Business Internship Program**, allows you to study English and gain work experience in Canada. We are one of the few Universities in Canada to offer a program where you can study English and gain work experience at the same time. We work with qualified employers so that you get the best experience possible.

This program was designed by The Queen's School of English (QSoE) specifically for students who wish to advance their careers by improving their English language skills in the workplace and practising them within the Canadian work environment.

You will have the opportunity to speak, learn and use English in an English-speaking work or business environment.

In our Internship Program you will get a sense of the Canadian work environment, get to know colleagues from other countries, and extend your language abilities and career horizons. The primary purpose of the Internship Program is language education, not professional experience.

Students are required to have both Study and Work Permits to enter this program.



Length of Program

- 13-week program

Requirements

- For higher level students--new students must have a minimum TOEFL score of 71 iBT (530 PBT/197 CBT) or 670 TOEIC
- Current QSoE students should achieve high standing in either ESLA 140 or ESLA 150
- Home country work experience preferred

Curriculum

- 1st 4-week period takes place in classroom (25.5 hours per week)
- 2nd 4-week period is transitional: half-days in class (15 hours/week) and half-days in work placement
- 3rd 4-week period consists of time solely in the workplace
- QSoE staff will visit you regularly at the workplace
- Program ends with a final week in the classroom
- Interns will be matched with the best available work placement; the School cannot guarantee a specific field.

By the end of the program, successful students will

1. Know how to look for, apply for and be interviewed for a job
2. Be comfortable writing cover letters, résumés, business email, business letters, envelopes, memos, and reports
3. Be able to competently use the telephone, including calling, answering, and leaving and taking a message
4. Give professional business presentations
5. Know how to participate in a business meeting
6. Understand Canadian employment culture, including obtaining a Social Insurance (SIN) card, common payroll deductions, health and safety issues, and human rights issues
7. Be knowledgeable about how employers and employees relate to each other and to customers professionally
8. Develop business vocabulary and the tools necessary to continue expanding vocabulary in this area
9. Gain a set of English pronunciation tools, including sentence stress, linking, and intonation
10. Gain approximately 220 hours of Canadian employment experience
11. Receive a letter of recommendation from a Canadian employer

Please note: A minimum number of students is required for this program to run.

This program is focused on English language learning, beside professional experience.

- Students in this program begin weeks 1-4 in class learning Business English
- Followed by weeks 5-8 in class during the morning and in their work placements in the afternoon
- Weeks 9-12 consists of full time placements (Monday to Friday, approximately 35-37.5 hours per week)
- Concluding week 13 with students being back in the classroom to deliver a presentation on their work experience.

Students will gain the experience of being interviewed by a real employer and upon completion of this program students will receive a letter of reference from their employer.

Types of placements will depend on availability and the interest of students. We do our very best in matching students with a suitable workplace. In the past we have placed students in a variety of areas including:

- Kingston Tourism
- Information Technology department at Queen's
- MBA office at Queen's
- Conference Centres
- Major Hotel chains
- Etc, etc

This fall, we placed a student with our local Hockey Team as she was very interested in sports management.



Program Dates and Fees

All fees are in Canadian dollars. Prices listed are approximate and subject to change

Full-time Programs

12-Week English for Academic Purposes (EAP) Program

<u>Session</u>	<u>Dates</u>	<u>Deadlines</u>	<u>Tuition</u>	<u>UHIP (approx.)</u>	<u>Books (approx.)</u>
Winter 2012	Jan. 12 - Apr. 12	Dec. 8, 2011	\$4275	\$228	\$150
Summer 2012	May 3 - Aug. 2	Apr. 5, 2012	\$4275	\$228	\$150
Fall 2012	Sept. 6 - Dec. 5	Aug. 9, 2012	\$4275	\$275	\$150

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Fall 2012	Sept. 6 - Dec. 5	July 12, 2012	\$4600	\$228	\$150

Homestay Program (includes 3 meals per day)

- Homestay deposit payment (\$350) is required

Residence

- Meals are not included in residence fees
- Optional meal plans are available through Queen's Hospitality Services during the fall and winter sessions only

I PREZZI SOPRA RIPORTATI SONO QUELLI DI LISTINO DELLA SCUOLA E NON COMPRENDONO: VOLI, TRASFERIMENTI, e ove non diversamente specificato, ASSICURAZIONE E SPESE BANCARIE.

**IL COSTO DI APERTURA PRATICA E' DI €80,00
TUTTO IL MATERIALE INFORMATIVO, DATE E COSTI SONO SOGGETTI A VARIAZIONE.**