



INTERNS FROM POLYTECHNIQUE ENERGIZE YOUR PROJECTS: HIRE AN INTERN

ALL POLYTECHNIQUE PROGRAMS GIVE STUDENTS THE OPPORTUNITY TO PERFORM WORKPLACE INTERNSHIPS

- **Undergraduate:** all students must perform at least one workplace internship during their program.
- **Professional Master's:** all students can perform one workplace internship during their program.

1,400 INTERNSHIPS A YEAR
IN THE FOLLOWING DISCIPLINES:

AEROSPACE	COMPUTER	MECHANICAL
BIOMEDICAL	ELECTRICAL	MINING
CHEMICAL	GEOLOGICAL	PHYSICS
CIVIL	INDUSTRIAL	SOFTWARE



**POLYTECHNIQUE
MONTREAL**

WORLD-CLASS
ENGINEERING

BENEFITS FOR STUDENTS

- For students, onsite internships are an opportunity to acquire practical experience in the workplace and to measure their competencies in real engineering situations.

BENEFITS FOR EMPLOYERS

- By hiring an intern, the employer is directly helping to train future engineers.
- Internships are an opportunity for employers to try out and identify potential candidates.
- Whether to free up your technical staff from certain operational tasks or to add specific competencies to complement those of your technical team, Polytechnique interns are talented and highly versatile.
- Interns can energize your projects and contribute innovative ideas.
- Polytechnique interns also enable you to control your costs better (see section on available financial aid).



PAID INTERNSHIPS

- Internships performed as part of a program at Polytechnique must be paid. However, there are exceptions, such as humanitarian aid internships and some international internships.
- Average hourly rate updated annually on the website: polymtl.ca/sp/employeur/statistiques/salaires.php

AVAILABLE FINANCIAL AID

- Internship tax credit
 - The tax measure of tax credit for workplace internships from the Government of Québec applies to internships that are registered with Polytechnique's Internships and Jobs Office.
www.polymtl.ca/sp/employeur/en
 - Tax credit per intern for a private company:
 - › Regular: maximum of \$144 per week
 - › Person with immigrant status: maximum of \$192 per week
 - › Person with a disability: maximum of \$240 per week
 - For further information:
www.inforoutefpt.org/creditimpot/en
- **Undergraduate:** Industrial Undergraduate Student Research Awards (NSERC; available across Canada)
 - Amount: maximum of \$4,500 for a 16-week internship
 - Deadline: At least four weeks before the beginning of the internship
 - The project must be closely related to industrial research (R&D or improved performance project)
 - The student must have a grade average of 3.0 or higher
 - For further details:
www.nserc-crsng.gc.ca/Students-Etudiants/UG-PC/USRAI-BRPCI_eng.asp
- **Professional Master's:** MITACS-Accelerate program for the graduate students
 - Amount: maximum \$7,500 for each 4-month internship
 - For further details:
www.mitacs.ca/en/programs/accelerate

INTERNSHIP DURATION

- Undergraduate: minimum of 360 hours per 4-month period. Possibility of internships of 6 months on certain conditions.
- Professional Master's: minimum of 450 hours per 4-month or 8-month period.

LONG-DURATION INTERNSHIP

- Undergraduate: internships of 8 or 12 months are also available. Longer internships are especially useful for employers who need increased technical support, often for major projects.

START DATES AND SUITABLE PERIODS FOR POSTING INTERNSHIP OFFERS FOR UNDERGRADUATES

Internship period	Beginning of the internship	Period suitable for posting internship offers
Winter	Between January 1 and 31	From mid-September to mid-December
Summer	Between May 1 and 30	From mid-January to mid-April
Fall	Between June 15 and August 31 for 4 to 6-month internships	From mid-May to August for 4 to 6-month internships
	Between September 1 and 30	From mid-May to mid-September

INTERNSHIP OBJECTIVES

- The objectives of the internships are:
 - to regularly perform activities related to the subjects being studied;
 - to solve problems that require the application of engineering science in one or more specific fields;
 - to solve increasingly complex problems and assume more responsibilities.

INTERNSHIP SUPERVISION

- Interns must necessarily be provided with technical supervision enabling them to practise and evaluate their competencies and skills as future engineers. As such, it is crucial to have someone highly technically competent within the organization who can supervise and transfer knowledge to the intern. Ideally the internship supervisor should be an engineer, or at the very least, an engineer must be able to check and validate the tasks performed by the interns if they perform duties reserved for engineers.





DELIVERABLES FOR AN INTERNSHIP

- The company may ask the intern for all sorts of deliverables, as long as these remain realistic for an intern.
- The deliverables that the intern must submit to the Internships and Jobs Office in order for the internship to be evaluated are a final assessment sheet and a report.

POLYTECHNIQUE INTERNSHIP REGISTRATION

- In order to receive tax credits for workplace internships performed in Québec and to have your interns covered by Polytechnique's insurance, the internship must be registered with the Internships and Jobs Office before the deadlines:

Summer internship: **May 31**

Fall internship: **September 30**

Winter internship: **January 31**

- To register an internship, the employer may e-mail service.placement@polymtl.ca with the following information:
 - Name and HR contact information (name, job title, e-mail, phone)
 - Name and contact information of the internship supervisor (name, job title, email, phone)
 - Address of the company and internship location
 - Name of student (student ID number if known)
 - Internship description (5 to 10 lines)
 - Start date
 - End date (approximate)
 - Hourly wage
 - Number of hours per week

Or if the employer is already familiar with "La Ruche" (Polytechnique's internships and job placement management Web application), he/she can fill out the internship registration him/herself.

USEFUL RESOURCES

- **For international internships:**
Esther Caouette, 514-340-4711 ext. 4240, esther.caouette@polymtl.ca
- **For internships in general:**
Marie-Josée Dionne, 514-340-4711 ext. 4299, marie-josée.dionne@polymtl.ca



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INTERNSHIPS AND JOBS OFFICE
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For more information: 514-340-4730 • POLYMTL.CA/SP