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INTRODUCTION

WORKSHOP LEADER
Professional Development Specialist

AGENDA

• Challenges and benefits of an international work term
• Types of work terms that are available, how they are secured and the criteria for your job to be approved
• Costs (travel, insurance, housing), compensation, and funding sources
• Visas, work permit requirements and more
• Experiences of a CO-OP student who has completed an international work term
• Salon of various organizations that facilitate international work terms or have opportunities available
• Next steps and obligations
• Resources

UNIVERSITY OF OTTAWA POLICY ON ACCESSIBILITY

The University of Ottawa is committed to recognizing the dignity and independence of all employees, students, faculty and visitors, and it seeks to ensure that persons with disabilities have genuine, open and unhindered access to University goods, services, facilities, accommodations, employment.

The University complies with all applicable federal, provincial and municipal legislation on accessibility and with the standards specified under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA, 2005).

Disclosure of disability:

Students will be encouraged to disclose disabilities and the Professional Development Specialists will offer students the opportunity to talk through the issues that disclosure raises in a confidential setting.

http://www.uottawa.ca/accessibility/policy.php

OVERVIEW

Term: Students having completed ideally at least one work term
Status: CO-OP Canadian citizen, permanent resident or international student
Time to secure a work term: 6 to 9 months
Placement intentions:
  • Participating
  • Finding your own (or both)
Level of effort: High
Level of benefit: High

Kyle Farnand, Location: Panama
CO-OP Ambassador
Students enrolled in CO-OP are Ambassadors of the University of Ottawa, the city of Ottawa, Ontario, Canada, and the world. Take pride in the role and bring your best to the task no matter where you are!


CO-OP Community of Excellence
CO-OP students and alumni automatically become members of a thriving Community of Excellence—a community that interacts both in person and online. Stay connected even when you take your CO-OP experience abroad

- Twitter Community: @uOttawaCOOP and #uoCOOP
- LinkedIn Group: uOttawa CO-OP Programs

Some tweets from CO-OP students abroad

I have arrived in Karlsruhe! Love the city so far, placement starts Thursday.

First day of work at the Leichtweiss Institute for Coastal Engineering in Braunschweig, Germany!!

Thought I was heading into the office this morning, but am heading on an adventure into Durban instead.

Off to Brussels, Amsterdam, Hamburg and Berlin next week. Can't wait for my whirlwind tour of northern Europe.

Spent this week back at work after trip to Rio & Foz (WOW); did a cool project on franchising and talked to fall CO-OP student.

Loving Brazil, loving my job, and had my first all-in-Portuguese conversation today! Can't believe I only have one more month of work here - Time flies so quickly!
International Mobility

- **International CO-OP work terms are secured in various ways:**
  - Independent job search
  - Participating in an organized program
  - Applying to the limited opportunities posted in the COOP Navigator

- **Criteria necessary for your job to be approved as a work term:**
  - Related to your program of study; full-time; 13-16 weeks in length;
  - Safe according to DFADT and the uOttawa International Office (note: Your familiarity with the city/country does not outweigh the DFADT rating system and International Office recommendations)

- **Support offered by the CO-OP Office:**
  - Individual consultation and planning with a Professional Development Specialist
  - At first, we will explore whether working abroad is an appropriate option for you, given timing, money, program structure, country of choice, level of motivation, goals, etc.

### EXAMPLES OF CO-OP WORK TERMS

#### Recent “found own” examples include:

<table>
<thead>
<tr>
<th>Title</th>
<th>Program</th>
<th>Company</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database Marketing Intern</td>
<td>ADM</td>
<td>AEG Worldwide</td>
<td>USA</td>
</tr>
<tr>
<td>Communications Intern</td>
<td>COM</td>
<td>Blackstream</td>
<td>Scotland</td>
</tr>
</tbody>
</table>

#### Recent “organized program” examples include:

<table>
<thead>
<tr>
<th>Title</th>
<th>Program</th>
<th>Company</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Intern</td>
<td>DVM</td>
<td>FSS</td>
<td>India</td>
</tr>
<tr>
<td>Engineering student</td>
<td>MCG</td>
<td>IREP</td>
<td>Germany</td>
</tr>
</tbody>
</table>

#### Recent “COOP Navigator” examples include:

<table>
<thead>
<tr>
<th>Title</th>
<th>Program</th>
<th>Company</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning education</td>
<td>DVM</td>
<td>IIEP – UNESCO</td>
<td>France</td>
</tr>
<tr>
<td>Intern</td>
<td>Biomed Sc.</td>
<td>Hong Kong U. of Science and Tech</td>
<td>Hong Kong</td>
</tr>
</tbody>
</table>

Marika Escaravage, Location: Costa Rica
OBSTACLES AND BENEFITS ACTIVITY

1. As a group, brainstorm answers to one of the following questions:
   A. What are all of the possible benefits of doing an international CO-OP work term?
   B. What are all the possible obstacles and challenges in finding an international CO-OP work term?
   C. What personality traits will help to successfully find, secure and complete an international CO-OP work term?
   D. What’s the next step?

TYPICAL COSTS

- Plane ticket
- Bank balance (large balance required for entry to some countries)
- Immunization; immigration biometrics (fingerprints)
- Room and board
- Health and travel insurance
- Passport, visa, work permit (which may require travel to Montreal or Toronto)
- Travel while abroad
- Cost of living (some jobs are unpaid or low paying)

INSURANCE IS STRONGLY RECOMMENDED

- You are encouraged to purchase medial travel coverage even if you or your parents already have it.
- Refer to Annexe C
- Where do I start?
- Maritime Travel, which is close to campus (http://www.maritimetravel.ca/), has experience working with students; your bank; your car/apartment insurance, your parents, etc...
COMPENSATION

What you get paid depends on:
• Type of job
• Type of organization or company
• City/country

Pay could be in the form of:
• Regular paycheque
• Stipend
• Room and board
• Relocation and visa
• Insurance coverage

SCHOLARSHIPS AND BURSARIES

A few bursaries and scholarships are available for CO-OP work terms abroad:
• Student Mobility Scholarship (SMS)
• International Mobility Scholarship
• CO-OP Mobility Bursary (for unpaid international work term)

➤ The amounts awarded by the different bursaries vary depending on the faculty and whether the work term is paid or unpaid.


SOME INTERESTING CHALLENGES

- France requires a “convention de stage” that we will assist you in completing
- Expect lower salaries or most likely unpaid
- Culture shock happens when you arrive AND when you get back home

OPTIONS: FINDING YOUR OWN WORK TERM

Advantages

- Tailored to you with the help of a CO-OP Professional Development Specialist
- Your family, friends and contacts are your connections
- Excellent opportunity to learn international job search techniques
- Low cost
- Location is only limited by safety (check www.voyages.gc.ca)

Disadvantages

- Sometimes an overwhelming experience
- Requires a high degree of initiative, planning and time management
- You may be required to “sell” the CO-OP concept to employers

INTERNATIONAL EXPERIENCE CANADA

- Foreign Affairs, Trade and Development Canada (DFATD) has negotiated agreements with several countries and has partnered with various organizations to allow Canadians to easily obtain a temporary work permit, and gain professional and personal experience abroad. http://www.international.gc.ca/experience/
OPTIONS: ORGANIZED PROGRAMS

Advantages
- The structure and process are already planned out for you
- Their connections become your connections
- Typically, the organized programs have experience/expertise in international work terms and the related challenges
- Some organized programs assist with visas and permits

Disadvantages
- There are fees for participation (sometimes high)
- Your personal career goals are not their priority
- Programs typically have restrictions and deadlines
- Job search support is limited or non-existent
- May or may not be aware of CO-OP and the various requirements or job types relevant to your field of study

OTHER ORGANIZED PROGRAMS: See Appendix
- AIESEC
- Globalinks Learning Abroad (formerly AustraLearn)
- CO-OP Japan
- DAAD and RISE
- IAESTE
- Juno Beach Centre
- SWAP
- RISE
- University of Ottawa Faculty of Social Sciences

NEXT STEPS

SCHEDULE A MEETING WITH A CO-OP PROFESSIONAL DEVELOPMENT SPECIALIST TO:

- Determine whether a work term abroad is the right option for you
- Establish and structure your job search plan
- Learn strategies to overcome job search challenges
- Gain access to the COOP Navigator Portal
- Connect with a CO-OP Abroad Mentor
- Establish a schedule to meet regularly
USEFUL WORK-ABROAD RESOURCES

- **Book and On-line:** *The Big Guide to Living and Working Overseas*, by Jean-Marc Hachey (uOttawa staff and students can now register online for free access to the Big Guide!)

- **The Italy-Canada Working Holiday Program:** This is a youth exchange program requiring a working holiday visa for young students who would like to pursue their studies in Italy and apply for a temporary, 6-month work visa that would allow them to legally work and study during their stay in Italy.

  Note: For application information and other requirements
  [www.ambottawa.esteri.it/Ambasciata_Ottawa/Archivio_News/Scambi_giovanili_2013.htm](http://www.ambottawa.esteri.it/Ambasciata_Ottawa/Archivio_News/Scambi_giovanili_2013.htm)

Here are some additional web resources if you have decided to find your own work term abroad:

- **Students Abroad:** [http://www.studentsabroad.com/index.php](http://www.studentsabroad.com/index.php)
- **Working Abroad:** [http://www.workingabroad.com/](http://www.workingabroad.com/)
- **Projects Abroad:** [http://www.projects-abroad.ca/](http://www.projects-abroad.ca/)
- **Go International:** [http://www.gointernational.ca/work-and-travel-abroad/overview.aspx](http://www.gointernational.ca/work-and-travel-abroad/overview.aspx)

**Virtual Career Library:** This guide is designed to connect you with career development resources both within the Library collection, and via the University of Ottawa’s on-campus career services groups. You can access it here:

**VISA Information:**

- **Cultural Vistas**
  - We are also pleased about a new partnership between the Canadian Association for Co-operative Education (CAFCE) and Cultural Vistas, a US-based organization that helps students obtain J-1 visas required to work in the US ([http://www.culturalvistas.org](http://www.culturalvistas.org)).
  - As a CAFCE member, uOttawa can direct students to Cultural Vistas and students will receive a discount on the cost of the J-1 visa. For students working 3-12 months, the cost is $800. While there are a few other costs involved, such as a one-time fee and health insurance, this represents a significant savings for our students. Of course, you are in no way obliged to take advantage of this deal.

- Students requiring a visa for the US and UK can get assistance through Travel Cuts.

**ADDITIONAL HELP**

To make an appointment, contact the CO-OP Office:
613.562.5741
coop@uOttawa.ca
APPENDIX A - Job criteria and eligibility requirements

There are specific criteria that you must meet if your job is to be approved as an international work term.

If you want to do an international work term, you must:

1. Be in good standing with the Co-operative Education Programs
2. Ideally, have already completed at least one CO-OP work term
3. Have your CO-OP work term approved by the CO-OP Programs; to qualify as an international CO-OP work term, the job must:
   • Be related to your program of studies
   • Be full time (minimum 30 hours per week)
   • Be 13-16 weeks in length
   • Be in a safe location as determined by the Department of Foreign Affairs and International Trade, www.voyages.gc.ca, and by the University of Ottawa's International Office. (Note: Your familiarity with the city/country does not outweigh the DFAIT rating system and the International Office’s recommendation.)

Note: Some exceptions can be made to certain requirements.

Note: Students in the Faculty of Social Sciences (www.socialsciences.uOttawa.ca/international/eng/intern_procedure.asp). Those who want Faculty course credits for their international work term must obtain permission from the CO-OP Programs and provide it to the Faculty of Social Sciences. This is important for the work-study sequence.

The CO-OP Office is here to offer you support and an individual consultation and planning with a Professional Development Specialist is required if you are planning to complete an international work term.

Remember:

• Give yourself plenty of time to find a work term abroad (six months to a year).
• The CO-OP Office is here to offer you support through individual consultation and planning with a Professional Development Specialist (PDS). Meet with her to discuss your plans and goals; your PDS will be able to provide you with resources and tools to facilitate your international job search.
• Consider why you want to do an international work term and whether an academic study exchange might be a more suitable option for you.
• Consult the Working Abroad section on our website.
• Take advantage of our mentorship program by getting matched with an International Mentor (contact the CO-OP Mentorship Program Coordinator).
• To ensure a smooth transition and outcome for your work term abroad, thoroughly research the country prior to arriving.
• Realize that finding a work term abroad can be a challenging and time-consuming endeavour! It can also be very expensive – many international internships/placements are unpaid and you have to pay your own travel expenses to get there. But the rewards can more than make up for this.
• Meet with your Professional Development Specialist at the CO-OP Office to discuss visas, possible bursaries and scholarships, travel insurance documentation, and for pre-departure training information.
APPENDIX B - Relocation checklist

There are several mandatory steps and essential factors to consider in your pre-departure planning, especially if you want a smooth transition into your work term abroad.

STUDENT OBLIGATIONS:

Travel plans:

- Have position reviewed and approved by the CO-OP Office
- Book or organize travel
- Obtain visa, passport, driver’s license, and vaccinations if applicable
- Monitor the DFATD country and regional warnings for the area.

Financial matters:

- Meet with Professional Development Specialist to discuss eligibility to scholarships and bursaries
- Ask your bank about changing branches/bank cards and credit card
- Ask your employer about direct deposit, cheque policy and currency used.
- Remember to have enough money to carry you until you receive your first pay.

Mandatory paperwork will be provided to you during mandatory meeting with Professional Development Specialist:

- Purchase adequate travel insurance and sign Insurance Information form* (see Appendix C).
- Sign a Release of Liability, Waiver of Claims, Assumptions of Risks, Authorization and Indemnity Agreement.*
- Complete the International CO-OP Work Term Emergency Contacts form.*
- Provide e-mail copy of travel registration with the Department of Foreign Affairs, Trade and Development, http://travel.gc.ca/*
- Provide the CO-OP Office with a copy of your travel itinerary.*
- As appropriate, provide copies of your work visa or permit; some students may have to secure letters of permission from the CO-OP Programs.

*Must be completed and submitted to the CO-OP office prior to work term:

- Upon arrival, complete the on-site visit information in the COOP Navigator with your work details and send the CO-OP Office an e-mail confirming that you have safely arrived; if the on-site visit information is not completed and we do not receive an e-mail confirming your safe arrival within 30 days of your work term start date, the CO-OP Office will call your emergency contacts.
- Communicate regularly with the CO-OP Office through e-mail, LinkedIn and/or Twitter.
# APPENDIX C - Insurance Information

## Medical/Travel

The Office of Risk Management (ORM) requires the following minimum requirements for all international travel:

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beneficiary</strong></td>
<td>Policy must be in the name of the traveller</td>
</tr>
<tr>
<td><strong>Travel Assistance</strong></td>
<td>Must be included</td>
</tr>
<tr>
<td><strong>Trip Interruption or Delay</strong></td>
<td>Recommended</td>
</tr>
<tr>
<td><strong>Emergency early return</strong></td>
<td>Unlimited</td>
</tr>
<tr>
<td><strong>Repatriation of remains</strong></td>
<td>$20,000 Minimum for low-risk destinations (refer to DFAIT travel warning level- Exercise normal security precautions) $30,000 for all others (refer to DFAIT travel warning level- Exercise high degree of caution) $10,000</td>
</tr>
<tr>
<td><strong>Cremation / burial of remains at destination</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Emergency Medical</strong></td>
<td>$5,000,000 (USA destinations) $2,000,000 all others</td>
</tr>
<tr>
<td><strong>Baggage &amp; personal effects</strong></td>
<td>Recommended</td>
</tr>
<tr>
<td><strong>Travel Accident</strong></td>
<td>Recommended, based on planned activities.</td>
</tr>
<tr>
<td><strong>Air flight accident</strong></td>
<td><strong>Required</strong></td>
</tr>
<tr>
<td><strong>Rental vehicle damage</strong></td>
<td>If rental vehicles to be used, should be to the total value of the vehicle as a minimum, about $50,000. Liability amount as per regulatory requirements.</td>
</tr>
<tr>
<td><strong>Other coverage</strong></td>
<td>Based on planned activities.</td>
</tr>
</tbody>
</table>
APPENDIX D - STUDENT TESTIMONIALS

Name: David Wagih Salem Gobraeil  
Program: Civil Engineering  
Job title: Junior Site Engineer  
Host city: Dubai, United Arab Emirates

When did you participate in CO-OP positions overseas?  

What was the name of the company you worked for?  
I worked for two companies with the same owner (like Rogers and Fido). They were called New Concept Construction and Decoration and Select Decoration.

What was your position title in this corporation?  
I was always a Junior Site Engineer. I preferred working on site to being in the office.

Why did you decide to do a placement overseas?  
For my first CO-OP placement, I was interested in a project in Dubai that involved building the largest FORMULA 1 stadium. That was my first experience, and the owner of Select Decoration needed an engineer who could speak Arabic, English and French. I applied and was selected thanks to the University’s help.

In a few words, how would you describe your experience?  
An excellent experience! Dubai is a country that doesn’t charge any taxes (tax free!). This means that you can make an incredible amount of money while there. On top of that, projects in Dubai are done amazingly fast! My first placement was for three months and there were 60,000 other people working on the same project. That’s like a small Ontario city! And I think that what I learned and saw in three months was equivalent to what another engineer would have acquired in one year. Finally, what surprised me the most was that the 60,000 workers were managed collectively and intelligently (good management!).

What are the most important things that you learned personally and professionally?  
How to live on my own and with people I don’t know.  
How to depend on myself.  
How to see things from another point of view.  
How to contribute to achieving a goal as a team member.  
How to be mindful of my behaviour and dress (we were in a Muslim country).  
How to take risks that can be costly but that can sometimes solve a problem more quickly.  
But the most important thing of all is how to finish a five-year project in six months!

Did any particular experience stand out in terms of “culture shock?”  
Absolutely! In my last project with New Concept Construction and Decoration, I was working in the middle of the desert building a palace. I was always wondering why the owner wanted to live in the desert. And when I arrived, what surprised me the most was the difference between two worlds: the worlds of today and yesterday. The palace was located on an island where cell phones were prohibited. So no television, no telephones, no Internet, no Facebook. For the first few days I was dying of boredom, but by the end, I realized that the world there was more beautiful than what I had originally thought. I liked how the desert dwellers, the Bedouins, lived. I liked the fact that, to eat, they needed to hunt. I used to think that I couldn’t live without Facebook and CNN. That’s false! I can’t really explain how you become more relaxed and closer to yourself when you’re away from all the problems happening in the world.

Would you recommend this experience to other students? Why?  
Yes, I would. Today’s world depends on technology and globalization, so to move forward, you have to see what’s happening around you, and this forms part of the international placement experience.
Name: Kieran Bergmann  
Program: Graduate School of Public and International Affairs  
Job title: Junior Political and Economic Officer  
Host city: Bangkok

When did your CO-OP international work term take place?  
I worked in Bangkok, Thailand from September to December 2011.

What company did you work for?  
I worked at the Embassy of Canada in Bangkok which is accredited to Thailand, Cambodia, the Lao People’s Democratic Republic and Burma (Myanmar).

What position did you hold?  
I was a Junior Political and Economic Officer in the Political/Economic section of the Embassy. I was responsible for monitoring the political situations of all four countries; reporting on political developments and human rights issues; and assisting with media relations and public diplomacy activities. In addition, the region experienced the worst floods in over 50 years while I was there, and I took on additional responsibilities such as disaster reporting, interviewing people affected by the floods, and organizing fundraising events for flood relief.

What made you decide to complete an international work term?  
I had travelled extensively for work and pleasure in the past and definitely have the travel bug. I had never worked internationally for more than a few weeks at a time, however, and so I really wanted to experience living and working abroad. It is a much different experience as you truly get to immerse yourself in the local culture.

In a few words, how would you describe your experience?  
It was an incredible experience. I had the opportunity to travel to some of the most interesting places I have ever been to in my life, live in one of the most amazing cities in the world, and work on issues that I am passionate about.

What are the most important lessons you learned, personally and professionally?  
I was in Thailand at a very challenging and unpredictable time, and so I think the most important lesson I learned is to be adaptable, personally and professionally. The work that I was doing could change at any moment if something urgent came up. I also had to be prepared for the floods to hit my neighbourhood at any time and was even evacuated from the city for five days. Being able to be flexible enough to work and live in that kind of uncertainty was essential and is a lesson I will carry with me throughout my career.

Did you experience “culture shock” at any point during your trip?  
Not really. Bangkok is such a modern and multicultural city that I could easily find any sort of creature comfort I would ever want. You can live on about $3 a day or splurge at some of the nicest restaurants and shops in the world. I had also been to the region before and so I knew what to expect for the most part. Living through the floods did provide a bit of a shock though. There were sandbags piled up in front of virtually every building and home, and for a couple of weeks there were food and water shortages in the city. I was lucky that it did not impact me too severely, but it was devastating to see how badly it did impact so many people.

Would you recommend this experience to another student? Why?  
Yes, definitely! I truly believe that you learn so much about yourself by living in another culture, and it was such an interesting and valuable work experience that will be indispensable as I continue to pursue an international career. Not to mention the beautiful weather, beaches, cultural sites, delicious food, and amazing shopping.
Name: Geneviève Séguin
Program: Lettres françaises
Job title: Marketing Assistant
Host city: Paris, France

When did your international CO-OP work term take place?
I completed a placement in Paris, France during the Summer CO-OP session, from May to April 2011.

What company did you work for?
I worked for the Consortium Publicitaire Européen, a consulting firm that specializes in direct marketing and is a market leader in mail-order sales of agri-food products in France and the United Kingdom.

What position did you hold?
I was a Marketing Assistant, and I did catalogue proofreading, text translation and order tracking.

What made you decide to complete an international work term?
First, I wanted my final work term to be a challenge. So, after some research, I decided that an international work term would be exactly what I needed to gain new professional skills and punch up my resumé, while at the same time exploring a country I’d always wanted to visit!

In a few words, how would you describe your experience?
My experience was extremely fulfilling, both personally and professionally. It’s given me a broader, more global perspective on the workplace, and I learned new professional practices that I’ll be able to apply in my future career. The wonderful people I met and the trips I took during my stay made the whole experience even more enriching.

What is the most important lesson you learned, personally and professionally?
I learned that it’s important to know your own strengths and skills, and to put them to use at work. Self-confidence is also important.

Did you feel “culture shock” at any point during your trip?
I didn’t feel any major culture shock because we spoke the same language. However, as a Franco-Ontarian, I did sometimes find that there were communication barriers, because French expressions are very different from one place to another.

Would you recommend this experience to another student? Why?
I would recommend this experience without a doubt, because it lets you see things on a global scale and helps you better understand your own country. I would also urge students to make the most of their stay by really getting involved in the country’s culture, by meeting lots of people and, if they can afford it, by travelling as much as possible — these are excellent opportunities for cultural exchange and great learning experiences.
APPENDIX E - ORGANIZED PROGRAM HANDOUTS

**Although we have outlined a few organized programs in the next few pages, we strongly recommend that you thoroughly research any organization that you wish to participate with to ensure that their criteria correspond with your personal and professional goals and also fit with the CO-OP guidelines.**
Where are the jobs typically located?
Jobs are available internationally in 110 member countries. However, there is some focus on specific regions.

What types of jobs does the program tend to offer (e.g. science, engineering, etc.)?
AIESEC offers jobs in four general categories:
- **Development Traineeship (DT):** Development internships, teaching internships, other;
- **Educational Traineeship (ET):** Educational internships (teaching English or health awareness campaigns), other;
- **Technical Traineeship (TT):** Computer science internships, engineering internships;
- **Management Traineeship (MT):** Accounting, marketing, design, sales internships, other.

What is the typical length of a work term?
Work-term lengths vary depending on the employer’s requirements and the type of internship.

Who manages this program?
AIESEC Ottawa is responsible for the Exchange Participants that we generate. AIESEC Canada and AIESEC International oversee the legal requirements and any other issues.

What kind of job search support can I expect?
AIESEC will team you up with an Exchange Participant Manager who will teach you how to effectively search the internship database, as well as answer any questions you may have. However, you are solely responsible for your own job search!

What can I expect in terms of compensation?
Salaries vary based on the internship category, as well as the country of work.

What is the cost for participating?
The AIESEC Exchange Participant fee is $435, which allows you access to the internship database for a period of 14 months.

Are there any special requirements for participation/acceptance?
You must be enrolled at the University of Ottawa (or any other university with an AIESEC chapter). You must submit an application form and attend the Review Board and Outgoing Preparation Seminar (discussed below).

What are the language requirements?
The language requirements vary based on the job and the region. However, the international language of AIESEC is English. For jobs that require additional language competencies, the expected skill level is also indicated (basic, intermediate and proficient).

Are the fees refunded if I don't get placed?
If you do not find an internship within the first six months and wish to leave the program, you will be refunded $250 of the original fee. After the initial six-month period, the fees are non-refundable.

How long are jobs posted on your database? Do they time-out?
The jobs are posted on our database until a candidate is found and hired by the employer.

Are there any sessions/appointments that I have to attend?
After applying for the program, you will have to attend a Review Board (participant evaluation session) as well as an Outgoing Preparation Seminar (on international travel issues and precautions, as well as important cultural information). The employer may also require you to attend specific job information sessions, which can be organized and presented by our team, based on contract conditions.

What are the important deadlines?
Important deadlines vary between local chapters. Contact the Ottawa chapter at 55 Laurier Avenue East Desmarais Building room 2105H, 613-562-5800 ext. 4658

Is there a website?
www.aiesec.ca/ottawa
Where are the jobs typically located?
We offer internships all across Australia, New Zealand, Shanghai (China), Hong Kong, Spain and Chili and try to accommodate students who prefer a specific country or city. Ultimately, however, job placements depend on the student's field of interest.

What types of jobs does the program tend to offer (e.g. science, engineering, etc.)?
We offer internships in all fields EXCEPT clinical health work. Our past placements (along with the internship locations) are described at www.gointernabroad.com.

What is the typical length of a work term?
Our most popular placement is the 10-week Professional Development for Academic Credit (PDAC) internship, but we also offer other internships lasting between 6 and 26 weeks (sometimes longer; up to one year on request).

Who manages this program?
Barbara West manages operations from North America, and we also have a team of five employees located throughout Australia and New Zealand who work on our internship program. Each internship site will have its own company supervisor to manage day-to-day activities during the internship.

What kind of job search support can I expect?
We will take care of finding internships for applicants. In their applications, interns will tell us what field they are interested in, what tasks they are looking for, and what skills they want to gain. We will call each applicant to discuss what opportunity would be best for them. While the process is very hands-on for interns, ultimately, we will approach the organizations.

What can I expect in terms of compensation?
All internships are unpaid. Internships in Australia and New Zealand are not the same as those in North America, in that paid internship does not really exist. We ask these companies to dedicate significant resources to ensuring that you receive adequate training in your field. If we also asked them to pay you, we would not be able to arrange the same high-quality placements that we currently provide.

What is the cost of participating?
Costs depend on the desired length and structure of the internship and can be found at www.australearn.org/INTfees. Be sure to also check out the "anticipated expenses" page for financial obligations in addition to our fees.

Are there any special requirements for participation/acceptance?
Applicants must be U.S. or Canadian citizens (although citizens from a limited number of additional countries may be eligible) between the ages of 18 and 30 with a GPA equivalent to 2.5 on a U.S. scale (some lower GPAs may be considered for PDNC or Custom Date options).

What are the language requirements?
This depends on each individual internship host, but fluent English is almost universally required.

Are the fees refunded if I don't get placed?
We have a very high placement rate and it is rare that we are unable to find an internship for any applicant; however, in such a case, all fees are refundable except the $30 application fee (which would not apply to affiliate universities).

How much time should I allow myself to find a job?
We ask that applications be completed four months prior to the start of an internship.

How long are jobs posted on your database? Do they time-out?
Jobs are posted for as long as the companies are still accepting interns. Not all prior internships will be available at all times.

Are there any sessions/appointments that I have to attend?
We offer an orientation session upon arrival for some internships, after which there are no required sessions. There are several assessment assignments due throughout the internship.

What are the important deadlines?
As mentioned above, application deadlines are about four months prior to the internship start date. Once the application is submitted, we will keep each individual intern informed of deadlines for visas, flights, etc.

Is there a website?
www.gointernabroad.com

Testimonial: Working in Australia on a CO-OP abroad was amazing to say the least. While finding a placement on your own is entirely possible, the AustraLearn program made the process significantly easier and I obtained a fantastic placement. The combination of working and travelling around the country made for an exciting experience both professionally and personally.
FSS Internships

Where are the jobs typically located?
Latin America, Europe (Italy), Asia and Africa

What types of jobs does the program tend to offer (science, engineering, etc.)? For Undergraduate and Graduate Social Sciences students only

What is the typical length of a work term?
12 weeks

Who manages this program?
Faculty of Social Sciences of the University of Ottawa

What kind of job-search support can I expect? Help with application, pre-departure and re-entry training

What can I expect in terms of compensation? All internships are unpaid

What is the cost of participating? Depending on the chosen internship there is a fee, please refer to website

Are there special requirements for participation/acceptance? See our website for all selection criteria: http://www.socialsciences.uottawa.ca/international/intern-procedures

What are the language requirements? Depending on the country chosen, you may be required to have knowledge of the local language

Are the fees refunded if I don't get placed? N/A

How much time should I allow myself to find a job? Please refer to website for the application deadlines

How long are jobs posted on your database? Do they time-out? Please see deadlines on website

Are there sessions or appointments I have to attend? Students must attend an admission meeting and pre-departure and re-entry sessions.

What are the important deadlines? All three periods have application deadlines. See our website for more details

Is there a website?
http://www.socialsciences.uottawa.ca/international/international-internships
**IREP**

Where are the jobs typically located?
We offer internships at TU Darmstadt, Germany.

What types of jobs does the program tend to offer (e.g. science, engineering, etc.)? We offer internships in all fields: Mechanical Engineering; Civil Engineering and Geodesy; Material- and Geosciences; Electrical Engineering and; Information Technology; Computer Science; Physics; Mathematics; Chemistry; Biology; Psychology; Sport Sciences; Education Sciences; Business Administration; Economics; Social Science; Philosophy of Science; Political Science.

What is the typical length of a work term?
12-16 weeks.

Who manages this program?
Technische Universität Darmstadt-International & External Affairs, please see website for more information: [http://www.tu-darmstadt.de/index.en.jsp](http://www.tu-darmstadt.de/index.en.jsp)

What kind of job search support can I expect? You will get assistance in the completion of your application process through the International Office of the University of Ottawa.

What can I expect in terms of compensation?
All internships are unpaid; however you may be eligible for a scholarship that can vary from 1000 EU-1200 EU.

What is the cost of participating?
There is a fee of 350 EU for the summer program upon arrival to Germany and there are suggestions on budget required to live in Germany for length of stay.

Are there any special requirements for participation/acceptance? Be currently enrolled at a partner university of TU Darmstadt in Canada; have completed successfully at least 3 years of an undergraduate degree program or one year in a graduate degree program by the time of the placement; be able to provide an official academic transcript from your home university (including transfer courses accepted for your current degree); be accepted into the program by your home university; prove that you will still have student status upon your return to your home university; have a Grade Point Average of at least 73-80% (Canada) by the time of your application.

What are the language requirements?
German language skills are not a precondition for acceptance to the program. The only exception is research internships in German linguistics and literature. Communication throughout the program is in English.

Are the fees refunded if I don't get placed?
N/A.

How much time should I allow myself to find a job?
We ask that applications be completed four months prior to the start of an internship.

How long are jobs posted on your database? Do they time-out?
N/A as there is an application deadline.

Are there any sessions/appointments that I have to attend?
Yes, April 15th for the Fall semester; October 15th for the Spring semester and March 15th for the Summer.

Is there a website?
[www.tu-darmstadt.de/](http://www.tu-darmstadt.de/)

What kind of job search support can I expect?
You will get assistance in the completion of your application process through the International Office of the University of Ottawa.
Where are the jobs typically located?
Normandy, France

What types of jobs does the program tend to offer (science, engineering, etc.)?
Seasonal tour guide

What is the typical length of a work term?
3 ½ to 4 months – guides
7 ½ to 8 months – returning guide

Who manages this program?
The Juno Beach Centre (JBC)

What can I expect in terms of compensation?
The monthly salary is approx. 1,400€ net.

What is the cost of participating?
Plane ticket to Europe, normal daily expenses (food, telephone, etc.) and rent (approx. 260€ already deducted from the monthly net salary)

Are there special requirements for participation/acceptance?
See our website for all selection criteria.

What are the language requirements?
High level of bilingualism (French/English)

Are the fees refunded if I don't get placed?
N/A

How much time should I allow myself to find a job?
N/A

How long are jobs posted on your database? Do they time-out?
Jobs are posted in the summer. All three periods have application deadlines. See our website for more details.

Are there sessions or appointments I have to attend?
You have mandatory five-day training in France before beginning work. You also attend monthly guide meetings.

What are the important deadlines?
All three periods have application deadlines. See our website for more details.

Is there a website?
www.junobeach.org
RISE

Research Internships in Science and Engineering (RISE) and RISE professional

Where are the jobs typically located?
In Germany.

What types of jobs does the program tend to offer (e.g. science, engineering, etc.)?
RISE is a summer internship program for undergraduate students from the United States, Canada and the U.K. in the fields of biology, chemistry, physics, earth sciences and engineering. It offers unique opportunities for undergraduate students to work with research groups at universities and top research institutions across Germany for a period of 1.5 to 3 months during the summer. RISE interns are matched with doctoral students whom they assist and who serve as their mentors. The working language is English. All scholarship winners receive stipends from DAAD to help cover living expenses, while partner universities and research institutes provide housing assistance.

What is the typical length of a work term?
Internships usually last for 6-12 weeks during the summer months.

Who manages this program?
The RISE and RISE professional programs are administered by the DAAD head office in Bonn, Germany. For more information about how to apply, visit www.daad.org.

What kind of job search support can I expect?
All internships have been reviewed and approved in advance by DAAD, so that students can be assured of the quality of their academic internship experience. Partner universities and research institutes provide incoming students with housing assistance.

What can I expect in terms of compensation?
Most RISE scholars are awarded a generous stipend from the German Academic Exchange Service (DAAD) based on the length of their stay.

What is the cost of participating?
There is no direct cost for participating in the program; rather, scholars are selected and awarded stipends from the German Academic Exchange Service (DAAD). In some cases, additional funding may be awarded to students for a preliminary German-language course, if desired and/or necessary. All other costs of living not covered by the stipend must be paid for by the student.

Are there any special requirements for participation/acceptance?
Students must apply for the program and are selected by DAAD review committees and the potential employer.

What are the language requirements?
The working language in the labs is English. German-language proficiency is not a prerequisite for the program; however, some knowledge of German may be helpful for life outside the laboratory.

Are the fees refunded if I don’t get placed?
If you do not receive a placement, then you cannot participate in the program.

How much time should I allow myself to find a job?
Be sure to give yourself a couple of months to prepare a strong application and to decide which internship placements are right for you. See the website for more information.

How long are jobs posted on your database? Do they time-out?
The internship database is open for a finite period starting in mid-November until the deadline at the end of January. Positions may be updated throughout this period, so be sure to check the website regularly.

Are there any sessions/appointments that I have to attend? No.

What are the important deadlines?
The application deadline for the program is January 31st.

Is there a website?

Additional notes:
To apply for RISE, you must:
• currently be a full-time student at a Canadian university in the field of biology, chemistry, physics, earth sciences or engineering (or a closely related field);
• be an undergraduate who will have completed at least two years of a degree program by the time the RISE internship placement starts;
• fourth-year students must prove that they will still be undergraduates upon their return to North America; otherwise, they must apply for the RISE professional program.

Testimonial: Having the opportunity to work abroad allowed me to gain a better understanding of both myself and my field of study. The experience is absolutely unforgettable and I would encourage anyone who is the least bit interested in working abroad to go ahead and take the plunge!
Where are the jobs typically located?
In cities where SWAP has a local office.

What types of jobs does the program tend to offer (e.g. science, engineering, etc.)?
Retail sales, hotel/recreation, restaurants/bars.

What is the typical length of a work term?
It depends on the employer, but our participants usually work between 4 to 8 months at the same job.

Who manages this program?
SWAP Canada, located in Toronto (associated with Travel CUTS).

What kind of job search support can I expect?
In each of the cities where jobs are available, there is a local SWAP office that can help participants.

What can I expect in terms of compensation?
Compensation varies depending on the type of work and the country in which you are working.

What is the cost of participating?
It varies between $395 (Japan) to $4,500 (volunteer in South Africa).

Are there any special requirements for participation/acceptance?
Yes. They are listed in the SWAP brochure and on SWAP.ca.

What are the language requirements?
Depending on the country, English, French or German.

Are the fees refunded if I don’t get placed?
The chance of getting a job is high, and, once paid, the program costs are non-refundable.

How much time should I allow myself to find a job?
Generally, our participants find a job within an average of 5-15 days after arrival.

How long are jobs posted on your database? Do they time-out?
N/A

Are there any sessions/appointments that I have to attend?
We organize regular SWAP talks that interested candidates can attend, although this is not mandatory. For the Britain program, in particular, participants will need to make an appointment at the British High Commission for fingerprinting and a digital photo for visa purposes.

What are the important deadlines?
There are deadlines for the following programs: USA, Thailand - China - Japan (corresponding to school semesters).

Is there a website?
SWAP.ca

Additional notes:
Participants should allow at least 6-8 weeks after submitting their application before receiving their visa.