

Ryerson University's School of *Graphic Communications Management* Presents

THE OFFICIAL  
**INTERNSHIP  
HANDBOOK**

VERSION 8, UPDATED JANUARY 2017

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FOR INTERNS & EMPLOYERS

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# ABOUT THIS HANDBOOK

This handbook is designed to be a comprehensive resource for both interns and employers about the GCM internship program.

The content of this handbook was collected from a variety of sources including the GCM website ([www.ryerson.ca/gcm](http://www.ryerson.ca/gcm)), internship preparation presentation for third year students, the GCM Student Handbook, and information from GCM faculty including Chair of the School of Graphic Communications Management, Ian Baitz, and Associate Professor, Gillian Mothersill.

This document was compiled and designed by Diana Varma and updated by Internship Coordinator Trung Nguyen.

Version #8

Last Updated: January 2017



## ABOUT INTERNSHIP

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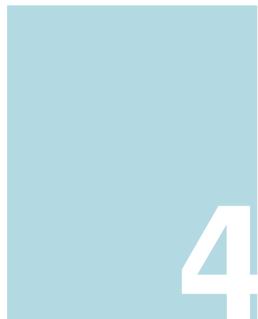
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# ABOUT INTERNSHIP

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INTERNATIONAL INTERNSHIPS | OBTAINING AN INTERNSHIP | ABOUT JOB FAIR  
HEALTH & SAFETY | EVALUATION | EXPECTATIONS OF INTERNSHIP COORDINATOR



## ABOUT INTERNSHIP

The School of Graphic Communications Management (GCM) at Ryerson University provides a unique experience for its third year students to help them gain real world experience, apply practical knowledge, and transition into the workplace. GCM students provide valuable skills to employers in various areas, including but not limited to: premedia, press, post-press, document design, estimating, sales, marketing and business management. We appreciate the involvement of employers in our internship program.

### **CORE FUNCTION**

The core function of internship is to provide GCM students with an experiential learning opportunity that enables hands-on application of concepts, builds professional contacts, and strengthens their knowledge of the industry. It is also an opportunity for interns and employers to work closely with one another in a mentorship-style relationship to facilitate on-the-job learning.

The internship program is designed to take place between the end of April and August following students' third year (assuming students have followed the recommended enrolment pattern), and therefore immediately prior to their final management studies courses GRA 741 (fall semester) and GRA 841 (winter semester). In third year, students prepare for internship through a series of classes and briefings. The internship will be evaluated in GRA 741 based on the student's internship journal, internship report, and evaluation completed by their employer. Many companies continue to employ interns part-time throughout fourth year and hire them full-time after graduation. GCM helps students find internships through our annual Job Fair and current job listings. Students can complete an internship in Canada or abroad, wherever they are legally permitted to work.

## GOALS OF INTERNSHIP

- Apply and strengthen intern's knowledge and skills within the graphic arts industries
- Strengthen their understanding of how companies operate
- Strengthen connections to industry
- Access to major industry players
- Strengthen their resume
- For the intern to learn more about themselves, their strengths, and areas for improvement
- Broaden their industry experience
- Refine their career goals
- Provide potential future opportunities
- Qualify for GRA 741 – Management Studies III
- Earn money!
- **HAVE FUN!**

## REQUIREMENTS

Paid employment in the graphic arts industries.

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Completed in the summer immediately prior to GRA 741.

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Minimum 420 hours of work, between the second week of winter exams and the start of fall classes:

- 9.5 weeks at 44 hours/wk
  - 10.5 weeks at 40 hours/wk
  - 14 weeks at 30 hours/wk
  - 17.5 weeks at 24 hours/wk
- 

You must be eligible to take GRA 741 in the fall and GRA 841 in the winter to participate in internship.

**GRA 741 Prerequisites:**

ACC 406, MKT 300, GRA 216, GRA 230, GRA 630

**GRA 841 Prerequisites:**

GRA 116 and GRA 741

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Your internship placement must be registered online via D2L and must be approved in advance by the GCM Internship Coordinator.

Hours worked prior to you registering and obtaining approval of your internship are not counted.

**IMPORTANT:** Some positions may require a valid driver's license, so it is wise to work towards obtaining your license early in third year if you don't already have one.

# EMPLOYMENT STANDARDS ACT

Both Interns and Employers should be made aware of their obligations under the Ontario Employment Standards Act (ESA).

Information regarding legal internships is available at:  
<http://www.labour.gov.on.ca/english/es/pubs/internships.php>

It is expected that GCM students will find and pursue only paying internship opportunities within the graphic arts industry, as outlined in this handbook. The minimum wage in Ontario is outlined in the Employment Standards Act (ESA). Honoraria, travel expenses, meals, and similar offerings in place of legal wage is considered unpaid work and will therefore not be allowed. The only exceptions for entering into an unpaid internship are for extenuating compassionate personal circumstances or for rare and truly exceptional "top 1%" opportunities. All internship opportunities must be approved by the GCM Internship Coordinator.

## POSITIONS THAT QUALIFY

A mentoring relationship with the employer that is **paid employment** within the graphic arts industries.

### EXAMPLES OF POSITIONS THAT QUALIFY:

CSR	Lab Technician
Estimator	Technical Support
Salesperson / Account Manager	Graphic Designer
Manager / Assistant Manager	Business Development
Premedia Operator	Management Position
Preflighting Technician	Web / App Design / Development
Press Operator / Assistant	eBook or ePub Development
Bindery Operator / Assistant	Print Buyer / Purchaser
Ink or Colour Technician	Quality Control / Inspection

### WORKING FOR:

Printing Company and/or Bindery  
Design Company  
Ad Agency  
Equipment Manufacturer  
Software Company  
Paper Company  
Ink Company  
Vendor of Consumables  
Magazine or Publication  
Research Organization  
Government (City, Provincial or Federal)  
A University, School or Other Institution  
Non-Profit Organization

**IMPORTANT:** If the intern's desired position is outside of the scope of the positions listed above, it is the intern's responsibility to contact the Internship Coordinator *ASAP* to ensure the position qualifies. If the position is not approved, it will be the responsibility of the intern to find a suitable position that is within the scope of the jobs listed above. Additionally, if the student wishes to embark on an experiential learning opportunity through GCM's exchange program (in lieu of an internship), the student must speak with the Internship Coordinator.

## POSITIONS THAT QUALIFY

When students are seeking out opportunities and they are unsure as to whether or not they would qualify as an internship, they should ask themselves the following questions:

- Is this a position where I will be mentored by experts in the graphic arts industry?
- Will this be an experiential learning opportunity where I will be given ample opportunity to learn new skills?
- Will I be surrounded by the culture of the industry in a structured environment?
- Will this opportunity allow me to grow my abilities and expand my expertise?

If students answer “yes!” to all of the above, they are well on their way to finding a great internship. If they answer “no” to any of the above questions, it is likely not a suitable internship experience. There is a difference between an “internship” and a “summer job” and the School of Graphic Communications Management wants students to have the best possible experience, which is why a “yes” is required when answering the above questions. This is truly for the students’ benefit, both now and for their future career.

**IMPORTANT:** Students wishing to work for family businesses are discouraged due to issues of impartiality in evaluation. Additionally, students working in a family business are unlikely to receive the same type of work experience as they would elsewhere, which could be disadvantageous to the student in the long-term. For this reason, the internship must be at an “arm’s length relationship” from the employer(s) and supervisor(s). Internships where the employer or supervisor is a fellow student, family member, or close friend are not permitted.

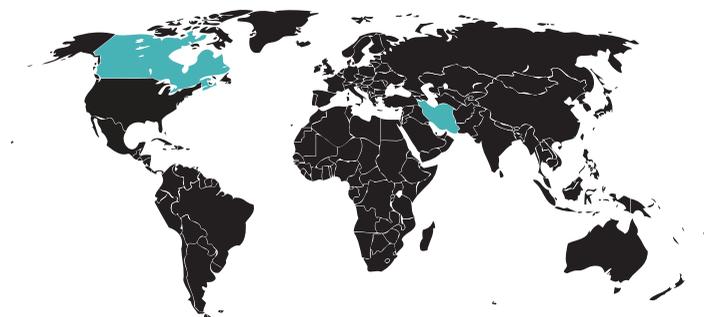
Furthermore, positions where students work independently from home are not allowed.

## INTERNATIONAL INTERNSHIPS

Completing an international internship is allowed and working abroad can provide a fantastic opportunity to grow professionally and personally during an internship. In the past, the School of Graphic Communications Management has had interns work across North America, as well as in Australia and Asia. If an intern wishes to complete their internship abroad, they are responsible for obtaining the necessary visas to legally work in the desired country.

All students completing their internships abroad **MUST** register with Ryerson International and complete the [Travel Risk Assessment Form](#) 8 weeks prior to departure.

More information can be found at [www.ryerson.ca/ri](http://www.ryerson.ca/ri).



**IMPORTANT:** International internships must be approved by the Internship Coordinator. The deadline to speak to GCM's Internship Coordinator about working abroad is the second Friday in March.

## OBTAINING AN INTERNSHIP

It is the student's responsibility to find a suitable and approved internship. GCM assists through Job Fair and opportunities to network with industry. Additional ways to find a suitable internship include:

- Trade shows
- Plant tours
- Industry events and dinners
- Clubs and student groups
- Staff and faculty
- Part-time job postings
- Competitions, contests, and conferences
- GCM website and Listserv postings
- Directories and trade magazines
- Employment ads in newspapers
- Knocking on doors
- Your network of personal and professional contacts
- Online job search websites
- Corporate Twitter, Facebook, and LinkedIn pages
- Company websites (Careers Section)
- Ryerson Career Centre

## ABOUT JOB FAIR

Job Fair occurs each year at the beginning of March for current third and fourth year GCM students. Each student can have up to 12 interviews (each 10 minutes in length) in a “speed dating” format.

The fourth year (full-time position) interviews take place from 4:00 – 6:00 p.m. and the third year internship interviews take place from 7:00 – 9:00 p.m. with a dinner break in between.

Job Fair takes place annually in March.

### **Notes to Students:**

- Arrive early and dress professionally
- Bring tailored resumes and cover letters
- Check your Ryerson email for updates
- You will receive an email a week before Job Fair sign-up that lists the companies and positions available – prepare by selecting desired companies and researching them
- Sign up for interviews the week prior to Job Fair
- You may or may not get to interview with your first choices
- You may not contact attending companies prior to Job Fair

## HEALTH & SAFETY

“All workers have the right to return home each day safe and sound. We are ALL responsible — employers, supervisors and workers — for preventing workplace illness and injury.”

(Ontario Ministry of Labour)

In many workplaces, students will experience manufacturing environments where understanding health and safety practices is critical. Students and employers should understand their health and safety rights and responsibilities and if there is ever a question of safety, students should not hesitate to refuse unsafe work.

Below you will find the Ontario’s Ministry of Labour resources.

[Occupational Health and Safety Act](#)

[Health & Safety Awareness Training](#)

[Working With Chemicals \(WHMIS\)](#)

[Report an Incident](#)

[Ministry of Labour Site](#)

## EVALUATION

The intern will be evaluated on their internship in GRA 741 (Management Studies III) in the fall semester after internship. The evaluation is made up of three components: internship journal, internship report, and employer evaluation. These three components represent 35% of the student's final grade in GRA 741.

**Internship Journal** – The journal is not meant to be a diary, but rather a “head above the cubicle” observation of what’s going on around the intern. Journals are strictly confidential and only the student and Internship Coordinator will read the content. Journal entries should be written at least once per week and these entries will help interns write their Internship Report at the end of the summer. It is important for the intern to use common sense and not disclose any confidential company or client information in the journal or leave the journal in a compromising place.

**Internship Report** – This assignment is designed to be a report of recommendations to management based on the student’s experiences and observations. This is a document created by the student for the employer and the course instructor and employers will receive a copy of their intern’s report in the fall semester. Most companies find this report and the recommendations contained within very valuable.

**Employer Evaluation** – The employer evaluation is to be completed by the intern’s immediate supervisor near the end of the internship. The evaluation is online and the link will be provided to the employer in the second week of August. We encourage employers to discuss the evaluation with the student to provide feedback for professional development purposes.

Detailed information about the internship journal and internship report will be made available to the students via D2L.

## EXPECTATIONS OF THE INTERNSHIP COORDINATOR

- Guide students in finding a suitable internship.
- Act as a point of contact for both interns and employers.
- Assist with solving problematic situations.
- Conduct site visits to the intern's place of employment to meet with both the intern and the supervisor to ensure a positive experience for both parties.

Trung Nguyen, GCM Internship Coordinator  
t97nguye@ryerson.ca  
647.470.0961

# INFORMATION *for* INTERNS

HOW TO REGISTER YOUR INTERNSHIP

INTERN EXPECTATIONS | PREPARATION CHECKLIST | FAQs



## HOW TO REGISTER YOUR INTERNSHIP

Interns who have secured an internship (in writing with their employer) are required to complete an online registration form (a link is made available in early April). The registration form asks basic questions about the internship employer, duties and responsibilities of the intern, necessary course pre-requisites, and emergency contact information (the current version of the form is shown in the appendix of this document).

If you have any questions or concerns about this process, please do not hesitate to contact GCM's Internship Coordinator, Trung Nguyen. He can be reached at [t97nguye@ryerson.ca](mailto:t97nguye@ryerson.ca).

**Internships must be registered as soon as the intern has confirmed their employment with their employer.**

Your internship hours **will not count** until your internship is registered and approved by the GCM Internship Coordinator, which can take up to 5 business days.

**FINAL DAY TO REGISTER YOUR INTERNSHIP:**

Last Friday in June

## EXPECTATIONS OF THE INTERN

Prior to starting their internship, it is the intern's responsibility to read and sign a contract with their employer and to keep a copy for themselves. Under no circumstances should the student accept an internship based upon a verbal agreement. It is also the responsibility of the intern to attend a mandatory internship briefing session that happens in April at GCM. Announcements about the briefing session will be made in late March.

- Act in a professional manner at all times.
- Uphold Ryerson University's [Policy 61 - Student Code of Non-Academic Conduct](#)
- Uphold all agreements made with the employer.
- Ask questions if unsure.
- Ask questions in the spirit of continuous learning and professional growth.
- Track hours worked and ask for weekly sign-off.
- Check school email and D2L every day.
- Contribute to internship journal a minimum of once each week throughout the summer.

It is **not** recommended that the intern carry another part-time job and/or summer courses while immersed in their internship.

# PREPARATION CHECKLIST

*All **bolded** items are mandatory.*

## September – December (of Year Prior to Internship)

- Start to think about the type of internship positions and companies you would like to work for.
- Speak to fourth year students about their internships.
- If you wish to complete your internship abroad, perform extensive research including necessary visa requirements.
- Attend industry events, trade shows, guest speaker talks, plant tours, and any other event where you can engage with members of industry.
- Record all participation in industry events in the GCM Connect & Collect app ([www.gcmcc.ca](http://www.gcmcc.ca)).**
- Compile a list of all of your industry contacts (from plant tours, trade shows, guest speakers, industry events, competitions, etc.) as a resource to aid in the search for an internship.
- Attend internship information sessions.
- If you do not have a valid driver's licence, you may wish to consider working towards one, as this may be a requirement for some positions.

# PREPARATION CHECKLIST

## January

- Update and customize your resume to the specific positions you're interested in.**
- Create and/or update your LinkedIn profile.**
- Create and/or update your online portfolio of work.
- Assess privacy settings and update social media accounts to reflect a professional image.
- Have several friends and family members, instructors, and/or resume writing professionals review your resume to ensure it's error free, professional, and relevant.

## February

- Research companies you might like to work for, including those attending GCM Job Fair.
- Compile an Excel spreadsheet of all of the companies and positions to which you have applied (including when you will be following up).
- Reach out to people and companies you'd like to work for to inquire about spring and summer positions.

# PREPARATION CHECKLIST

## March

- If you are planning to complete your internship abroad, discuss your plans with the Internship Coordinator no later than the second Friday in March.
- If you are planning to complete your internship abroad, complete the mandatory Ryerson International Risk Assessment forms 8 weeks prior to leaving ([www.ryerson.ca/ri](http://www.ryerson.ca/ri)).
- Narrow down your list of employers prior to Job Fair sign up.
- Sign up for GCM Job Fair interview slots (this happens in class).
- Tailor your resume and cover letter to each individual job opportunity.
- Attend Job Fair (and bring extra resumes!)
- Follow up and thank employers with whom you interviewed.
- Continue to apply for internship positions, attend interviews, and network to secure a summer internship.

## PREPARATION CHECKLIST

### April - June

- Reach out to at least 5 companies/opportunities/postings/people per day.**
- Check the internship D2L site for important information and updates, including information about internship assignments.**
- Review the final date to register an internship (the last Friday in June).
- Speak with the Internship Coordinator if you are unsure whether a position qualifies for internship.
- Secure a paid internship with an employer.**
- Work with your employer to establish a start date (the second week of April exams at the earliest) and end date (Labour Day in September at the latest) for your contract. Ensure that you will have completed the required 420 hours before fall classes begin.**
- Read and sign your contract and keep a copy for yourself.**
- Register your internship with GCM via the link on D2L. This must be done as soon as you have signed your contract. Your hours will not count until your internship is approved by the Internship Coordinator, which could take up to 5 business days.**
- Sign and return Ryerson University's Student Liability Waiver to the internship Coordinator.**

# PREPARATION CHECKLIST

## April - June (Continued)

- Attend a mandatory internship briefing session (dates will be announced closer to April). Listening to audio recordings and completing a quiz may be used in lieu of an in-person briefing session. The Internship Coordinator will clarify what is required closer to April.**
- Keep track of your weekly hours worked using the Internship Hours Tracking Sheet available on D2L and have your hours signed off by your direct supervisor.**
- Contribute to your internship journal throughout the summer (minimum of 1 entry per week).**
- Submit a scanned or photographed copy of your first pay stub/proof of payment to the Internship Coordinator by email as soon as it becomes available.**

## July

- Continue contributing to your internship journal throughout your internship (even after you have completed 420 hours).**
- Continue keeping a weekly record of your hours.**
- Begin taking notes and writing down ideas for your internship report assignment.**

# PREPARATION CHECKLIST

## August

- Continue contributing to your internship journal throughout your internship (even after you have completed 420 hours).**
- Continue keeping a weekly record of your hours.**
- Discuss your internship evaluation with your direct supervisor (direct supervisors are sent the evaluation in early August and are asked to complete it no later than Labour Day).
- Wrap up your internship placement.**
- Begin to write your internship report.

## September

- Submit your internship journal assignment before the due date.**
- Submit your internship report before the due date.**

## INTERN FAQs

### Isn't an internship just the same as a summer job?

Not exactly. The internship's main focus is on the learning experience of the intern and using GCM-specific skills you've acquired. Also, you will be completing a journal and analyzing the operations of the company.

### Can my current job count toward my internship?

The hours you work after approval of your placement can count. Under no circumstances will hours worked prior to the last week of exams be considered.

### If I will not be able to take GRA 741 in fall and GRA 841 in winter, may I participate in Job Fair?

No, but you may attend to support your peers.

### I am unable to attend Job Fair sign-up. What should I do?

Speak to GCM's Departmental Assistant. If you have a good reason, you may appoint a proxy to sign up on your behalf.

### Can my internship be outside of the GTA?

Yes, this is encouraged!

### Can I complete an internship outside of Canada?

Yes, but it is your responsibility to meet all immigration and work visa requirements. Therefore, if you are seriously interested in working abroad, do not leave this to the last minute.

### What if I don't complete all 420 hours before school starts?

You should make every effort to complete your internship during the summer. Any situation in which a student does not complete their 420 hours before the fall semester will be examined on a case-by-case basis.

## INTERN FAQs

### Where can I get help with my resume and cover letter?

Books, websites, the Internship Coordinator and Ryerson's Career Centre - [www.ryerson.ca/career](http://www.ryerson.ca/career)

### Can I get an internship on my own (without Job Fair)?

Absolutely! This is encouraged. Students are responsible for finding their own internships.

### Once I finish my 420 hours, what should I do?

You are encouraged to continue with the placement, but the final decision is yours. Please ensure that you honour your commitment to the employer.

### Can I combine two jobs into a single internship?

Yes, although it requires some coordination on your part. Let GCM's Internship Coordinator know your situation and register each internship online separately. Combining 3 or more jobs is only permitted with advance approval of GCM.

### Can I take summer courses at the same time as internship?

This is strongly discouraged. If you believe it is truly necessary, speak to GCM's Academic Advisor and plan your time carefully.

### What do I do if something goes wrong during my internship?

There is support available throughout your internship from GCM's Internship Coordinator.

### Is there anything else I need to prepare for Job Fair?

You should be prepared to send out thank you cards or letters immediately following Job Fair. Some people even start these in advance. Email is faster, but print carries more impact.

### Who should I approach if I have any questions about internship?

Please contact the GCM Internship Coordinator, Diana Varma at [diana.varma@ryerson.ca](mailto:diana.varma@ryerson.ca).

# INFORMATION *for* EMPLOYERS

ROLE OF EMPLOYERS | HOW TO REGISTER FOR JOB FAIR  
PREPARATION CHECKLIST | FAQs



# ROLE OF THE EMPLOYERS IN THE INTERNSHIP EXPERIENCE

We sincerely appreciate each and every employer who participates in the GCM Internship Program. You play a critical role in the success of the program and the development of our students.

Direct supervisors play an integral role in the internship process and we hope that they will facilitate a mentorship-style working relationship with the intern to make the learning experience as valuable as possible. Supervisors can enrich the internship experience by providing training, assigning work, monitoring performance, conducting performance evaluations, providing encouragement, providing feedback, and helping to integrate the intern into the culture of the organization. Hands-on work experience is the fundamental reason that the GCM internship program is so successful and it is the reason a large part of why our students graduate from the GCM program with technical skills, business knowledge, and confidence.

It is expected that employers provide students with a site and safety orientation as part of a larger orientation. As with all employees, we expect employers to provide interns with the protective equipment necessary to perform their job.

GCM's Internship Coordinator will be contacting interns and employers about site visits during the summer. These visits are not meant to be "spot checks", but rather an opportunity to connect with the intern and employer to ensure that the internship experience is positive for both parties.

**One of the best ways to recruit and retain talent is to hire and mentor students as interns.**

## HOW TO REGISTER FOR JOB FAIR

All employers who have hired a Ryerson intern within the last three years will automatically be sent an email in mid-to-late January with a link to the Job Fair online registration form. Simply fill out the form and once you receive the confirmation email you are set to attend Job Fair.

If you have any questions or concerns about this process, or if you have not hired a GCM intern in the past and you would like the Job Fair registration link, please contact GCM's Departmental Assistant. They can be reached at 416.979.5050 or [gcmadmin@ryerson.ca](mailto:gcmadmin@ryerson.ca).

## EXPECTATIONS OF THE EMPLOYER

- Provide a contract or written agreement of roles, responsibilities, and expectations to the intern.
- Provide the intern with a safe working environment, including a comprehensive site orientation.
- Provide adequate formal and informal training to the intern in order for them to feel confident completing the tasks you assign.
- Provide on-going mentorship to students to promote professional development.
- Provide informal and formal feedback of progress (you will receive an email from the Internship Coordinator in August with an online evaluation form that will count towards the student's grade).
- Sign-off on intern's hours worked via a weekly tracking sheet provided by the intern.

# PREPARATION CHECKLIST

## January - February (Prior to Internship)

- Review upcoming need for summer interns (vacation coverage/ special projects/ extra help).
- Sign up for Job Fair via the online form (the link will be sent to past GCM intern employers in mid-to-late January). Also look for information about Job Fair at [www.gcmjobfair.com](http://www.gcmjobfair.com).
- Designate interviewers to represent your company at Job Fair.

## March

- Attend Job Fair.
- Follow up with suitable candidates.
- Send out offers to interns (if applicable).

## April - June

- On an intern's first day, provide them with a comprehensive site and safety orientation, including protective equipment required in your facility. Provide mentorship throughout summer.

## August

- As the internship wraps up, please complete the employer evaluation online form that will be sent to you in August.
- Please discuss the intern's evaluation with them to assist with their professional development.

## EMPLOYER FAQs

### What do I need to bring to Job Fair?

Please bring yourself, business cards, and samples of the work you do. Each company will be placed at their own table with signage. Please do not bring company signs or stands, as this can create a safety hazard with over 200 students and employers moving around.

### What if a representative from my company cannot attend Job Fair but we are interested in hiring a GCM intern?

If you have already signed up for Job Fair, please contact the Departmental Assistant at [gcmadmin@ryerson.ca](mailto:gcmadmin@ryerson.ca) or 416.979.5050 as soon as possible. We can coordinate collecting resumes of interested candidates and forward them to your organization. Additionally, whether or not you signed up for Job Fair, GCM can post internship positions on our website, in newsletters, and in email blasts to students.

### When is the internship start and end date?

Most interns start their internship at the beginning of May and wrap up in mid-to-late August, although we allow our students to start as early as the second week of exams (last week in April) and finish as late as Labour Day in September. Students must complete a minimum of 420 hours between these dates. Although you are certainly not obligated to, many employers ask our students to work part-time throughout their final year of school.

### What's the average wage for student interns?

Most of our students typically make between \$13.50 - \$18.00 per hour. Interns must be paid at least minimum wage (in regular installments) for their work.

### How many interns can I hire?

A single department within a company can hire no more than three GCM interns to work at the same time in the same location.

## EMPLOYER FAQs

**What if the position I'm hiring for falls outside of the jobs listed in "Positions that Qualify" section?**

If you are unsure as to whether the internship position you are looking to fill is suited to a Graphic Communications Management student, please do not hesitate to contact GCM's Internship Coordinator.

**Who should I approach if I have questions about internship requirements?**

Please contact GCM's Internship Coordinator.

**CONTACT**

**4**

# CONTACT

**Trung Nguyen, GCM Internship Coordinator**

t97nguye@ryerson.ca

647.470.0961

Please contact with all internship inquires.

**GCM's Departmental Assistant**

gcmadmin@ryerson.ca

416.979.5050

Please contact with all Job Fair inquires.

**Ian Baitz, Chair of GCM at Ryerson University**

ibaitz@ryerson.ca

416.979.5000 (ext. 6199)

# APPENDIX

# 5

# INTERNSHIP REGISTRATION FORM

1. Student's Name
2. Student's Telephone Number
3. Student's Ryerson E-mail Address
4. Name of Student's Emergency Contact
5. Emergency Contact Number
6. Relationship of Emergency Contact
7. Employer Information - Company Name
8. What is the company's core product, service or mission?
9. Department or Division (You'll Be Working In)
10. Immediate Supervisor's Name
11. Supervisor's Title
12. Supervisor's E-mail Address
13. Will you be working direct with your supervisor (mentor-style relationship)?
14. Company Telephone Number
15. Company Fax Number
16. Company Address (please input the site address where you'll be working vs. head office)
17. Is your place of employment/internship outside of Canada?
18. If "Yes" to the question above, have you completed a Risk Analysis with Ryerson International ([www.ryerson.ca/ri/](http://www.ryerson.ca/ri/))?
19. Do you authorize the School of GCM to contact your employer / supervisor with regard to your internship?
20. Intern's Job Description
21. How do your job duties relate to the GCM courses you have taken so far and to the graphic communications industry as a whole?
22. Intern's Hourly Wage
23. Start Date of Internship (must start the third Monday in April or later)

# INTERNSHIP REGISTRATION FORM

24. End Date of Internship (must end by Labour Day or earlier)
25. Average Number of Working Hours Per Week
26. What are your typical daily hours?
27. If you specified "Other" for the question above, please explain here.
28. A minimum of 420 hours (approx 11 weeks at 38 hours per week) is required for internship. How do you plan to achieve this? (Register 1 or 2 internships?)
29. Will you be taking GRA 741 - Management Studies III in Fall?
30. Have you completed ACC 406 - Introductory Management Accounting?
31. Have you completed GRA 216 - Manufacturing Management for the Graphic Arts?
32. Have you completed GRA 230 - Selling in the Graphic Arts?
33. Have you completed GRA 630 - Management Studies II?
34. Have you completed MKT 300 Marketing Metrics & Analysis?
35. Have you completed GRA 116 - Estimating in the Graphic Arts?
36. When do you expect to convocate (graduate)?
37. Date Internship was Registered (Today's Date)
38. Company Web Address
39. Have you already registered another internship?
40. We don't recommend that students take courses during the summer because of the full-time nature of internship. If you are choosing to take a course during the Spring/Summer semester, please describe (in detail) how you will manage the additional responsibility and workload.

*“Mentoring is a brain to pick, an ear to listen, and a push in the right direction.”*

*- John Crosby*