

Before You Start

1. Make sure you have reviewed the employer eligibility requirements prior to proceeding:
[Eligibility requirements](#)
2. Make sure to read the **FAQ section** to learn more about the application process and MBSI program:
[Employer FAQ](#)
3. Make sure you have read the UBC Sauder statement on employer requests for onsite work or worksite visits during the COVID-19 pandemic:
[Employer statement](#)
4. If you have the information below ready, completing your application will take approximately 30 minutes.
5. If you have any questions about the process please review **the FAQ list** or contact the Hari B. Varshney Business Career Center by email at talent@sauder.ubc.ca.
6. Please note we will provide you with confirmation of your application status within **48 hours or 2 business days**. If your application is approved, the information provided in your application form will be used to post a job on the Internal Sauder Career Board. Please make sure to provide detailed information about the role and responsibilities required of the student role as you will not be able to add information or view your job posting once you have submitted.
7. The application consists primarily of short paragraphs (unless otherwise indicated) and you cannot save your application once in-progress. Because of this, you are encouraged to have prepared the following information in a separate document before proceeding.

Application Details

Background/Rationale:

- Please explain how COVID-19 has impacted your organization and describe how an intern is important to your organization's future success and business strategy. (150-200 words)

Anticipated Internship Activities:

- Describe the type of projects that your intern will be working on and what your intern's key responsibilities will be in your organization. Please provide details that can be used in the student-facing job posting for your position. (100-300 words, bullet point form accepted to describe responsibilities)

Significance of the Project:

- What specific contributions will the internship provide to your organization or Canada? What are the challenges facing your company or sector that it will address and what outcomes will the internship achieve? (100-150 words)

Skills and knowledge enhancement: Significance of the Project:

- Describe the top three skills areas expected to be enhanced for the student as a result of the completion of the internship, and how the internship will enhance these skills.

Interactions:

- Provide an outline of the anticipated interaction between the company supervisor and the student, including the supervision and mentorship that the student will receive, as well as the frequency of these interactions and meeting structure. For the purpose of clarity, we suggest presenting the timeline of what you expect the student to complete over the course of their internship at your organization. (150-200 words)

Deliverables:

- Please outline what format the final deliverable will take and how it will be presented to your organization. (This deliverable will be a summary of the work that the student will complete over the course of their internship and can be submitted to you in the form of a presentation, report or a deliverable that meets the needs of your business) (100-150 words)