

BSI: OSRCA Expectations and Guide

General Proposal Expectations

1. grammar is at a graduate level
2. content is at a professional level
 - a. understandable to a general, intelligent audience
 - b. explain technical terms
 - c. no run on sentences
 - d. avoid repeating the same idea
 - e. do not copy website content, unless properly cited
3. acronyms are spelled out in the first instance
4. double check spelling of institutions, persons, and organizations
5. adhere to space allocation (e.g. approximately 0.5 pages)
6. avoid unnecessary words
 - a. example: The project will provide certain benefits, they include:
 - b. instead: The project's benefits include:

Section Guidelines

1. Student Statement of Interest

1. address benefit to academic studies and future career
2. specify current academic program is (e.g. MBA) and field of interest or major (e.g. Accounting, Management, Communications etc.)
3. use bullets if possible
4. include reference to past education/experience to show relevance to professional path

2. Project Training Plan

2.1 Background

The Background section sets the stage. It needs to indicate where the partner is and what they need assistance with (why they need the intern).

1. maintain professional tone
2. do not simply cut and paste from the partner's website
3. reference business plans accordingly

2.2 Anticipated Project Activities

This can be easily organized as lists, especially to start with. Up to the style of the student if they keep it. If they convert the list to a paragraph, make sure ease of comprehension is maintained.

1. include: objectives, questions, activities, and activity descriptions
 - a. ensure sequence is logical: objective leads to questions lead to activities
 - b. articulate the correct objective (number of objectives is not important)
 - c. avoid redundancies
 - d. ensure realistic objectives

Significance of the Project

1. be specific
2. partner organization or Canada; do not need to account for both
3. link the organization with a specific sector (e.g. Accommodation and Food Services, Retail Trade, Wholesale Trade)
4. be realistic to the four-month internship

3.0 Skills Enhancement

1. pick three
2. be specific, avoid surplus language

4.0 Interaction & Deliverables

Following Hire

Onboarding meeting with employer

Month One (Weeks 1 to 4)

Biweekly check in 1 (academic supervisor) - Scrum Update, Group Discussion
Biweekly check in 2 (academic supervisor) - Scrum Update, Group Discussion
Week 4 Reflection – Written Reflection

Month Two (Weeks 2 to 8)

Biweekly check in 3 (academic supervisor) - Scrum Update, Group Discussion
Biweekly check in 4 (academic supervisor) - Scrum Update, Group Discussion
Mid Point Assessment (academic supervisor, employer and student) - Zoom

Month Three (Weeks 9 to 12)

Biweekly check in 5 (academic supervisor) - Scrum Update, Group Discussion
Biweekly check in 6 (academic supervisor) - Scrum Update, Group Discussion
Week 12 Reflection – Written Reflection

Month Four (Weeks 13 to 16)

Biweekly check in 7 (academic supervisor) - Scrum Update, Group Discussion
Week 16 Final Presentation

Internship Deliverables

Final Presentation

Biweekly Check In Questions

1. What have you personally accomplished over this past week? (Short Answer - approximately 50-100 words)
2. What challenges are you facing at this point and how might you deal with/ approach them? (Short Answer - approximately 100-150 words) - ps. You must highlight something hear - it can range from group dynamics to project implications
3. What opportunities do you see looking ahead for your project? Based on this, "what's next"? (Short Answer - approximately 50-100 words)
4. What has been your biggest takeaway in the last two weeks? (Short Answer - approximately 100-150 words)

Week 4 Reflection Questions

1. In what way are the tasks and activities that you are undertaking in the Internship PURPOSEFUL/CHALLENGING/ENGAGING? Please provide specific examples and details.
2. How is the Internship providing you with support and opportunities to interact in a meaningful way with your Mentor, colleagues, customers /clients? Reflect on how working from home plays into the support and interaction in your internship. Provide examples to illustrate your answer.
3. How does the workplace culture and environment compare to any previous places that you have worked? In what ways have you had to adapt or change your thinking, actions in response to these differences? List some positives and negatives of the workplace culture and describe how you feel about adjusting to it? What are some strategies that have been helpful in adapting to this workplace?
4. How often and how do you communicate with your Mentor/workplace peers? What feedback have you received about your work? How have you applied the feedback? Please be specific and use examples.
5. Provide examples of how your classroom theory and knowledge have been put into practice, applied, integrated into the Internship. Give examples of the opportunities you have had to test and apply some of the things you have learned in your MBA classes.
6. In what ways has the Internship “fit” with your core interests and goals in terms of a future career path? What have you learned about yourself through this experience? Please provide specific details/ examples.

Week 12 Reflection Questions

1. What new tasks, activities and learning have you experienced since the 1st reflection at week 4 of the internship? In what ways do you continue to be challenged in the Internship? Be specific and give concrete examples.
2. Give an example of a situation where you incorporated feedback given by your Mentor, WIL Faculty or other stakeholders. What have the results been of following these suggestions? What did you learn? Please give detail/examples.
3. Explain any changes that you feel in terms of the workplace culture/professional environment? To what extent are you feeling more comfortable in the workplace setting? How has working remotely impacted your work and your ability to connect with your mentor and key stakeholders? Elaborate using details/examples.
4. Give some examples of situations where your classroom learning was applied in the Internship. Was there a difference between “theory and practice”? Explain.
5. After 12 weeks, what new insights do you have into this as a potential career direction/choice?
6. What things do you need to accomplish in the next 4 weeks to make this Internship the best experience it can be? Be specific.