



VANCOUVER ISLAND
UNIVERSITY

How to Write a Successful Mitacs BSI Project Proposal

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Acknowledgements

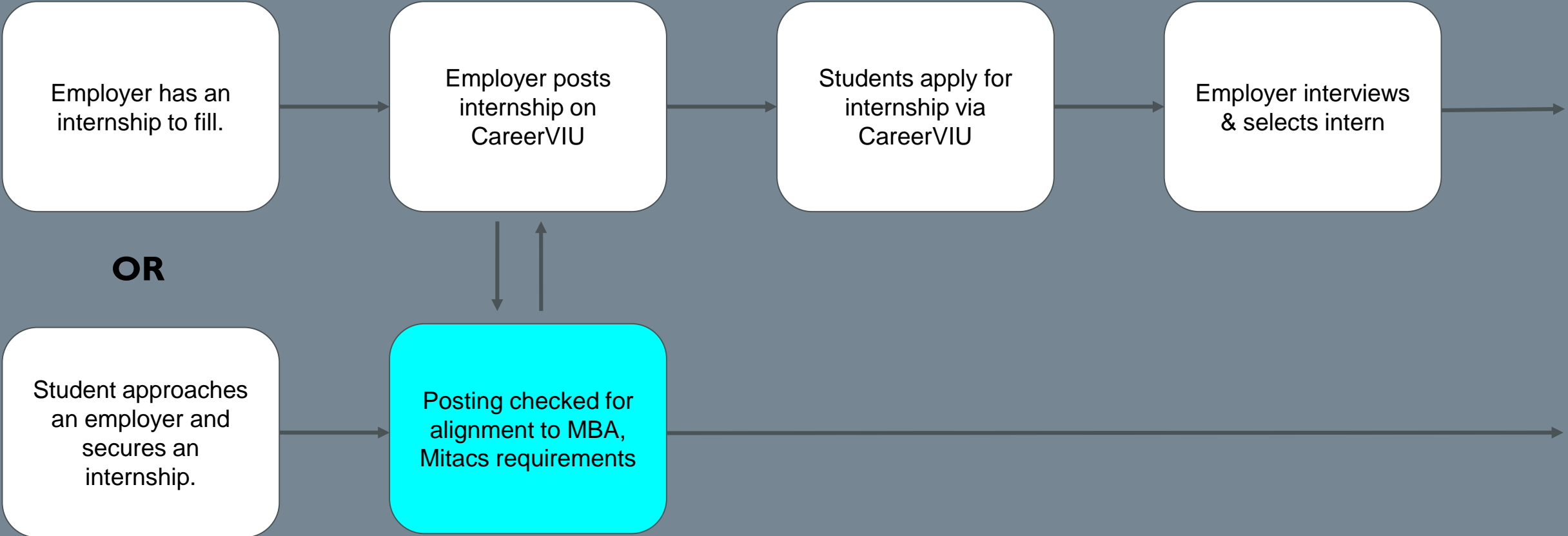
The Vancouver Island Economic Resiliency Initiative is made possible thanks to the Government of Canada and supporting government offices. A special thank you goes out to VIU and Mitacs for their input and support.



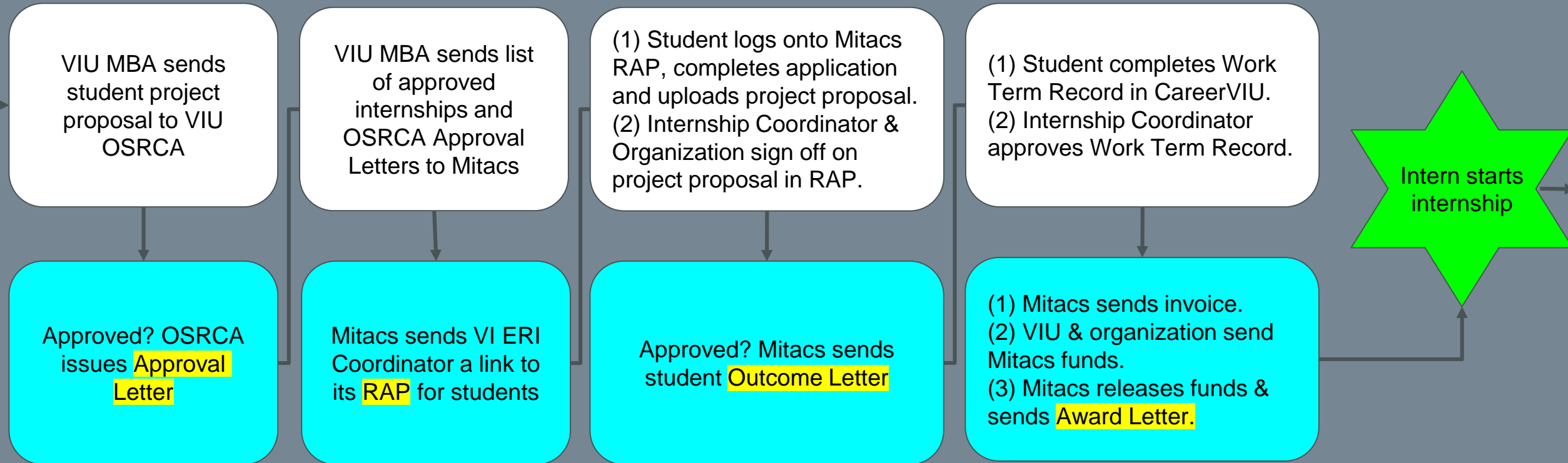
VIU is grateful for the generous contribution from Coast Capital Savings in support of the VIU MBA program and Vancouver Island Economic Resiliency Initiative.

VI ERI / MITACS BSI PROCESS

I. FIND AN INTERNSHIP



2. GET YOUR INTERNSHIP APPROVED & FUNDED



3. FULFILL THE TERMS OF YOUR INTERNSHIP

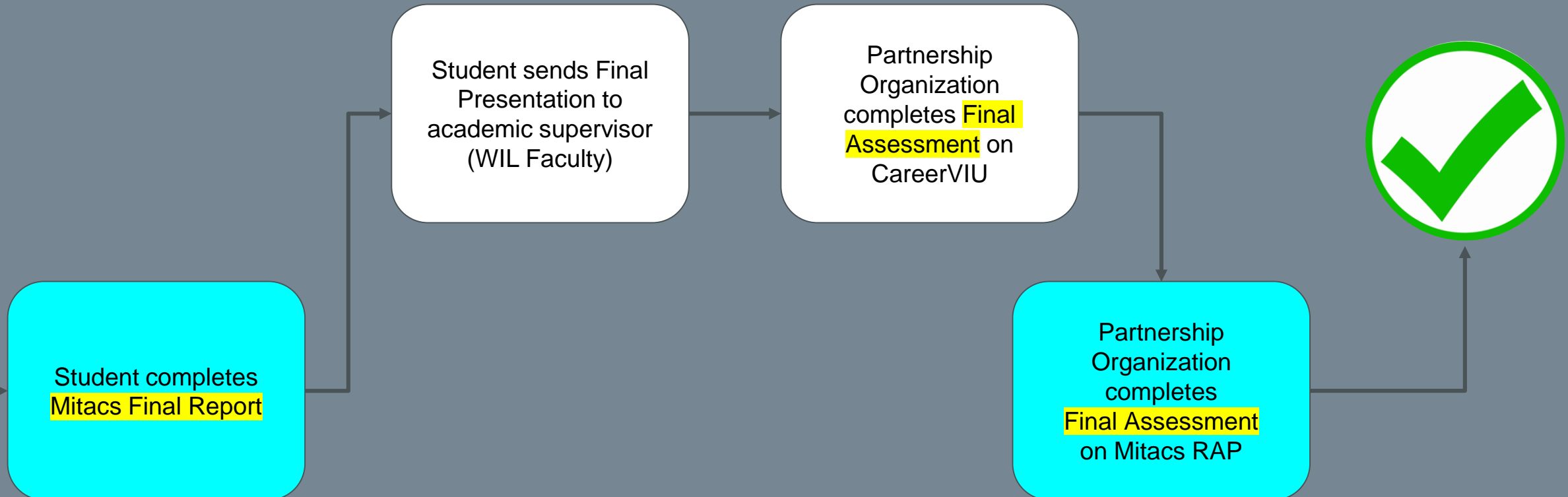
Student and Partner Organization communicate consistently throughout the duration of the internship

Student completes bi-weekly check in with academic supervisor (WIL Faculty)

Academic supervisor (WIL Faculty) provides feedback

Academic supervisor (WIL Faculty) hosts Mid-Point Assessment with Student & Partner Organization via Zoom

4. FINISH YOUR INTERNSHIP



MITACS BUSINESS STRATEGY INTERNSHIP (BSI) PROPOSAL FORM

Filling this out completely and accurately is the key to your success.

MITACS APPROVAL CRITERIA

- **Benefit to the student:** Is there potential benefit to the student by participating in the project with regards to skills development or new career opportunities?
- **Project design and rationale:** Is the project design clearly presented? Are the project activities clearly articulated and reasonable for the timeframe specified?
- **Project significance and impact:** Are the planned activities and final deliverables clearly linked to company needs? Is the significance and impact to the company clearly presented?
- **Development of new skills and knowledge:** Is the proposal tied to new skills development for the student?
- **Interaction and final deliverable:** Are the interactions with the academic supervisor and company supervisor clearly articulated and appropriate? Are the final deliverable and the potential for the utility of this project beyond the project term clearly explained?

THE FORM

INSTRUCTIONS

- Complete this application form in English. Once complete, please upload it to our online portal.
- Please **do not modify, remove text or instructions** in each section/subsection or **reformat** this form in any way. A modified form will result in a delay in the internship evaluation process.

1. PROJECT DETAILS

1.1 Student Name	
1.2 Supervisor Name	
1.3 Academic Institution	
1.4 Partner Organization	

2. DESCRIPTION OF PROPOSED PROJECT

1. Student statement of interest (approximately 0.5 pages)

Explain how participating in this business strategy internship opportunity will benefit your academic studies and future career (e.g., identification of new business connections or directions, experiential skills acquisition, potential for further collaboration both domestically or globally, benefit to community).

2. Project Training Plan (approximately 1-2 pages single spaced)

2.1 Background

Explain the current state of the partner organization with reference to relevant prior work and/or company business plan.

2.2 Anticipated Project Activities

Provide a description and objectives of the project. Include the kinds of question(s) you may be addressing and include a description of all the anticipated project activities.

2.3 Significance of the project

What specific contributions will the project provide to the partner organization or Canada? What are the challenges facing these sectors that you will address?

3.0 Skills enhancement (approximately 0.5 pages)– Please use the dropdown boxes to select the top three skills areas expected to be enhanced as a result of the completion of the project outlined above.

Skills area 1	Skills area 2	Skills area 3
---------------	---------------	---------------

Please elaborate how completion of your proposed project will provide opportunity to enhance the above-mentioned skills. If "other" is selected in the dropdown box above, please provide a short description of the skill area.

4.0 Interaction & Deliverables (approximately 0.5 pages)

Provide detailed information on the interaction between the academic 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. Please comment on the access to university resources, and final project or presentation expectations and deliverables. We suggest presenting this information in the form of a timeline.

I. STUDENT STATEMENT OF INTEREST

Student statement of interest *(approximately 0.5 pages)*

Explain how participating in this business strategy internship opportunity will benefit your academic studies and future career (e.g., identification of new business connections or directions, experiential skills acquisition, potential for further collaboration both domestically or globally, benefit to community).

2. PROJECT TRAINING PLAN

2. Project Training Plan *(approximately 1-2 pages single spaced)*

2.1 Background

Explain the **current state of the partner organization** with reference to **relevant prior work and/or company business plan**.

2.2 Anticipated Project Activities

Provide a **description and objectives of the project**. Include the **kinds of question(s) you may be addressing** and include a **description of all the anticipated project activities**.

2.3 Significance of the project

What **specific contributions will the project provide** to the partner organization or Canada?
What are the **challenges facing these sectors** that you will address?

3. SKILLS ENHANCEMENT

3.0 Skills enhancement *(approximately 0.5 pages)*

Please use the dropdown boxes to select the **top three skills areas** expected to be enhanced as a result of the completion of the project outlined above.

4. INTERACTION & DELIVERABLES

4.0 Interaction & Deliverables *(approximately 0.5 pages)*

Provide detailed information on the interaction between the academic 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. Please comment on the access to university resources, and final project or presentation expectations and deliverables. We suggest presenting this information in the form of a timeline.

RESOURCES

COMMON ERRORS - DON'T DO THESE

- Change the font, alignment, margins, font size, font color, etc. in the project proposal
- Not reading (or following) directions **thoroughly**.
- Not reviewing your draft for grammar, punctuation, and other writing foundations
- Not having a third party with professional academic writing ability to review your draft
- Waiting to review your draft until you meet with Cynthia or your Internship Coordinator
- Not citing your sources for **anything** you cut and paste from a source other than yourself
- Not filling out your Mitacs application form in the Mitacs RAP portal **thoroughly**.
- Not filling out your Work Term Record **thoroughly**.

SUPPORTS

The following resources and supports are available on the [VI ERI student](#) webpage:

- Vi ERI – How to Write a Successful Mitacs BSI Project Proposal Workshop & Guide
- VI ERI Process Checklist
- VIU BSI: OSRCA Expectations and Guide

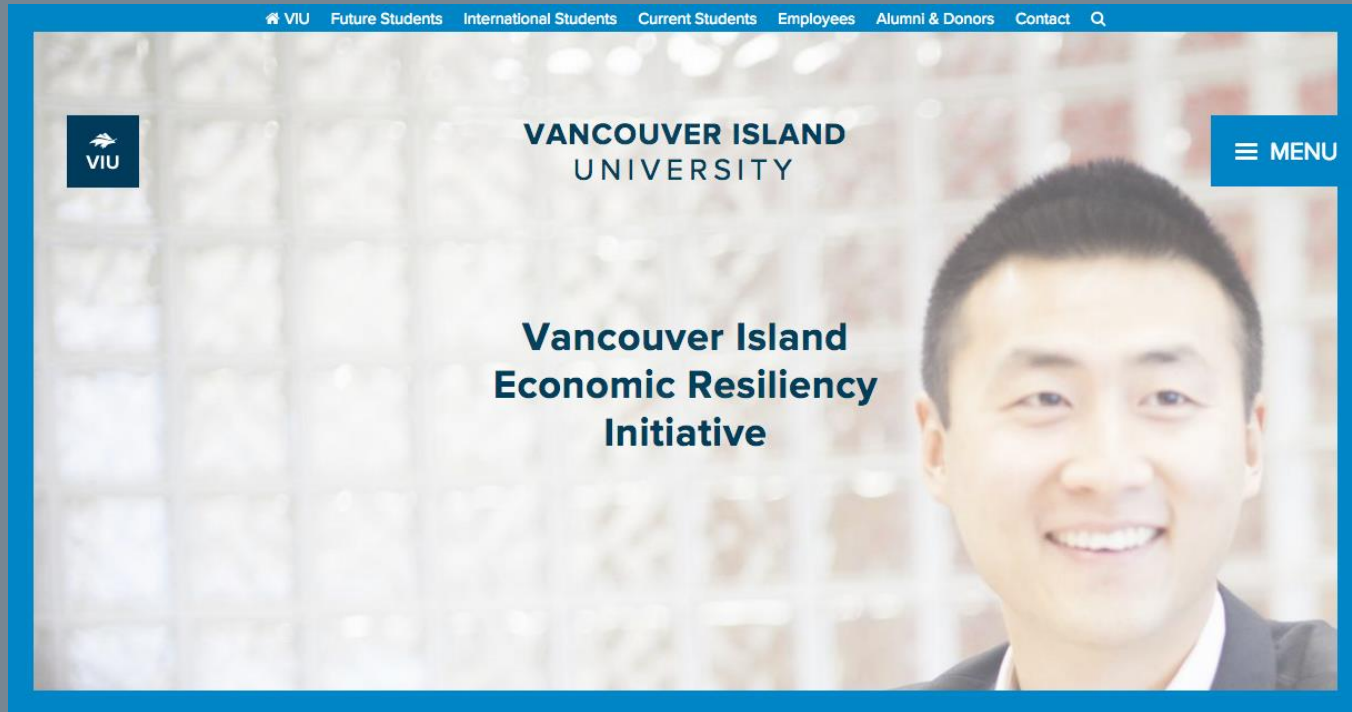
The following resources and supports are recommended:

- Someone you know who has a professional academic level of writing and language
- Draft Review with Cynthia
- Draft Review with your Internship Coordinator


WHERE CAN I FIND THE BSI PROPOSAL?

Visit VIU's [VI ERI Student Participant page](#) for more information and to download the **Mitacs Business Strategy Internship (BSI) Proposal & Student Toolkit**


VI ERI WEBSITE



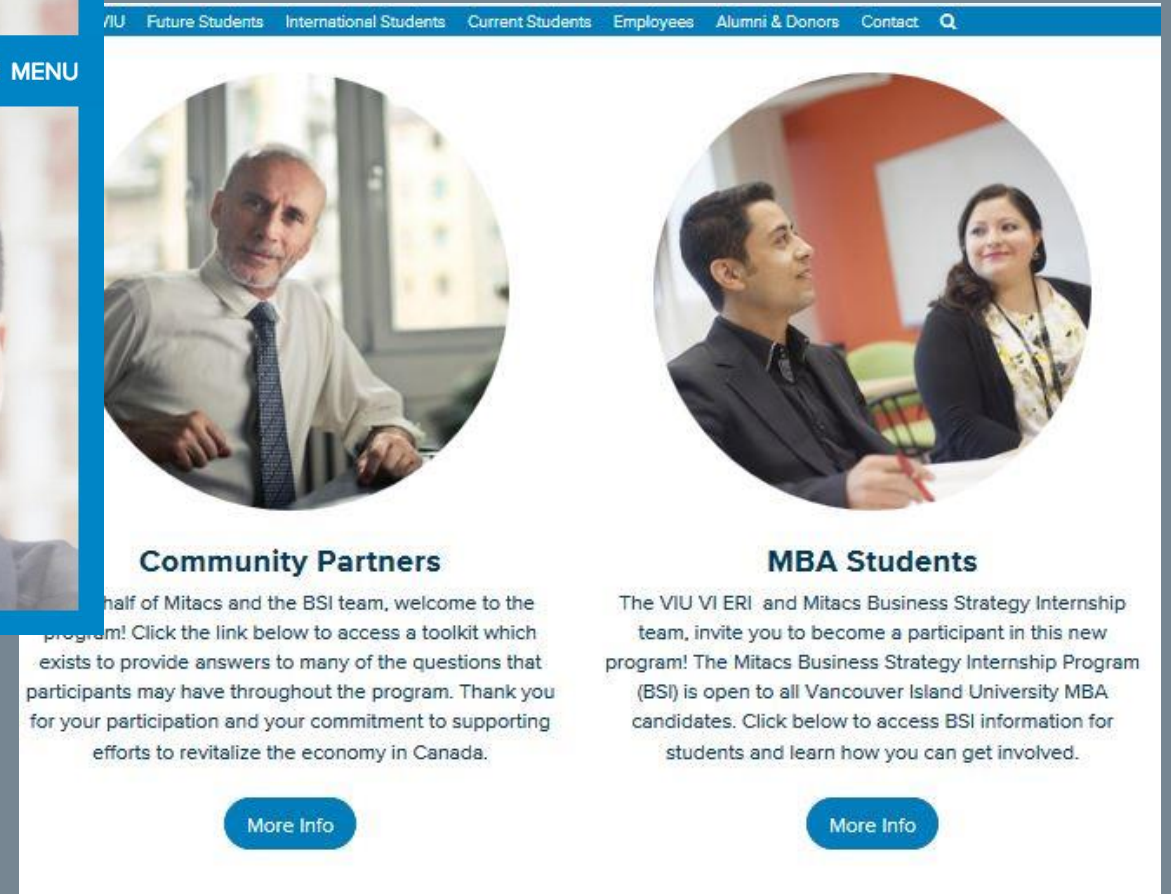
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 **VANCOUVER ISLAND UNIVERSITY**


Vancouver Island Economic Resiliency Initiative



☰ MENU




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Community Partners

...half of Mitacs and the BSI team, welcome to the program! Click the link below to access a toolkit which exists to provide answers to many of the questions that participants may have throughout the program. Thank you for your participation and your commitment to supporting efforts to revitalize the economy in Canada.

[More Info](#)



MBA Students

The VIU VI ERI and Mitacs Business Strategy Internship team, invite you to become a participant in this new program! The Mitacs Business Strategy Internship Program (BSI) is open to all Vancouver Island University MBA candidates. Click below to access BSI information for students and learn how you can get involved.

[More Info](#)

VI ERI WEBSITE

The screenshot displays the VIU ERI website interface. At the top, a navigation bar includes links for VIU, Future Students, International Students, Current Students, Employees, Alumni & Donors, and Contact. A search icon is also present. On the left, the VIU logo is displayed. The main content area is divided into several sections:

- Program Information:** A list of links for Benefits, Timeline, Roles & Responsibilities, Finances, Terms & Conditions, and FAQ's.
- Acknowledgements:** A section with introductory text about the Economic Resiliency Initiative's funding.
- Mitacs Business Strategy Internship Proposal:** A section with instructions for submitting a proposal form.

A featured article titled "MBA Student Participants" is highlighted with a blue border. It features a photograph of four students in professional attire. The article text reads: "VIU recognizes that the COVID 19 crisis has affected everyone in our community. Organizations are facing extraordinary challenges while continuing to operate. This semester our students adapted completing their studies online. The Graduate Business Programs Office and the Centre for Experiential Learning (CEL) recognized early on that students".

PLEASE REACH OUT

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