

# VI ERI/Mitacs BSI Timeline Checklist for MBA Students

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Review VI ERI opportunity postings in CareerVIU on the MBA job posting board

Register in CareerVIU to attend one of the online VI ERI opportunity review info sessions with Cynthia Lange

Attend online VI ERI opportunity review info session with Cynthia Lange

Create VI ERI opportunity application package

Upload application package to VI ERI job posting of interest in CareerVIU

**If selected**, attend interview with employer

**If hired**, attend online Mitacs Business Strategy Internship Proposal form info session with Cynthia Lange

Prepare draft of Mitacs BSI proposal form using academic level grammar and content

Book appointment in CareerVIU MBA appointments module with Cynthia Lange to review your Mitacs BSI proposal form draft

Attend booked appointment with Cynthia Lange to review proposal form draft

Make required/suggested draft revisions

Book appointment with work-integrated learning faculty to review your Mitacs BSI proposal form draft

Make required/suggested draft revisions

Submit final version of Mitacs BSI proposal form to Cynthia Lange via email:

[Cynthia.Lange@viu.ca](mailto:Cynthia.Lange@viu.ca)

Create work term record in CareerVIU following submission of final version of BSI proposal form

Create account in Mitacs' RAP portal and upload BSI form (Following approval by OSRCA, a link to RAP portal will be sent)to you)

Receive awards letter from Mitacs

Start Internship (**work term record must be reviewed and approved by work-integrated learning faculty before internship can begin**)