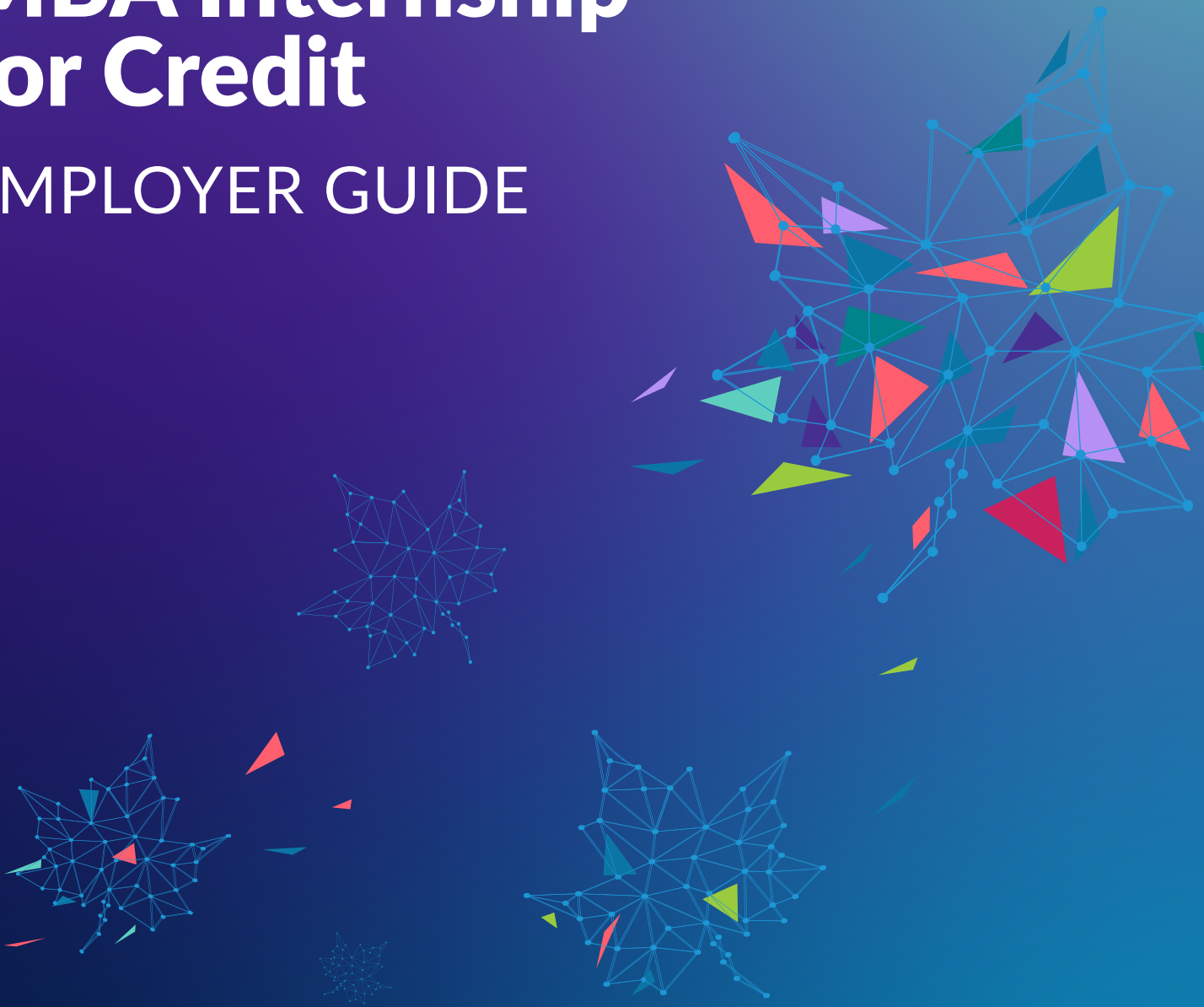




Career
Advancement
Centre

MBA Internship for Credit

EMPLOYER GUIDE



INTRODUCTION

Thank you for your interest in recruiting at Queen's!

The Master of Business Administration (MBA) Internship for Credit Program offers employers an opportunity to hire interns for a 4-month period. The Smith Career Advancement Centre (CAC) wants to make the process of hiring an intern as easy as possible for both you and our students. The following guide gives you a brief overview of the program model and detailed instructions on the steps required to hire an intern.

We encourage all employers to contact the CAC Office at any time to discuss how we can help you advertise your roles and recruit students.

ABOUT THE MBA PROGRAM

Smith's MBA is a full-time program beginning each year in January. Students complete their core courses in June and take electives or specializations until September when they are ready for the internship.

Program Summary

- Curriculum covers business fundamentals along with a wide range of electives and an individual project
- The program is available in two formats: a 12-month degree or a 16-month degree including the internship
- The MBA program utilizes an innovation approach to team-based learning

CLASS PROFILE

The Class of 2027 comprises 63 students, of which 56% are women, and approximately 16% of whom are international, representing 11 countries.

ABOUT THE MBA INTERNSHIP FOR CREDIT PROGRAM

The MBA Internship Credit Program provides students with a 4-month work experience term. MBA internships are full-time, paid, professionally supervised, career-related positions offering students the opportunity to learn about the business industry or function of their choice.

Internships will begin in the Fall, starting in September and run until December. At that time, students will return to school.

Internships are paid and must meet local labour laws and employment standards. The average salary of an intern ranges from \$25-\$35 per hour. The program is open to domestic and international students (international students have a work permit) and internships can be in Canada or outside of Canada. If the firm is located in Ontario, firms may be eligible to claim the Ontario Co-operative Education Tax Credit.

Throughout the internship, students will be required to submit assignments to the MBA program, including a final report that will feature an employer evaluation of the student. Students will return to school after the Fall internship.

How do students enter the program?

Students select the Internship for Credit track in the Spring. The CAC runs a preparatory program to ensure their application materials are ready. Students can apply for roles through our internal job board (Quest), company web sites, or other job boards.

In some cases, students may apply for roles in their home countries.

Why recruit students from this program?

All students in the MBA program are required to have a strong standing in their undergraduate degrees along with 4-5 years of work experience. This means they are coming with business acumen and professional skills. As a combined domestic and international program, these students bring a global, diverse perspective.

During the internship, students will have the chance to apply the knowledge and skills they have been gaining through their degree and co-curricular experiences at Queen's, making a valuable contribution to your organization.

Students bring fresh ideas and creative energy to your team during their internship and return to campus to share their experience and raise your organizations' profile amongst new graduates and future interns.

Support from Smith

We offer support to employers throughout the entire internship process, from the recruitment to internship completion.

1

Recruitment Phase

- Starting in April, we follow a continuous recruitment cycle, so you can post internship positions, interview students, and extend offers when it is convenient for you. For students seeking Fall internships, the suggested deadline for internship offer acceptance is July 31, 2026, but students can accept much earlier upon offer date.
- Our CAC team will post your internship on our internal job board, which is only open to Smith students. Our team can also help with scheduling interviews and offer extensions.
- We promote internship positions to campus partners (faculty offices/student groups) and through on-line channels. You are also welcome to run an employer information session in person or virtually.

2

Offer Phase

If you are hiring an MBA student as part of this program, please provide the following information in your offer letter and send a copy to the student and to MBA Program Office, Terri-Lynn Leger terrilynn.leger@queensu.ca

- Name of your chosen candidate
- Job ID and position title
- Start date
- End dates or duration
- Salary
- Location
- Deadline to respond
- Benefits/vacation
- Work schedule/overtime hours
- Any changes to the original job description

3 Agreement Phase

- Once the student accepts the offer, you will be sent an agreement ('EXPERIENTIAL LEARNING PLACEMENT AGREEMENT - PAID PLACEMENTS'), which outlines the terms of the employment as an Internship for Credit requirement for the student. This will make the internship eligible for the internship tax credit.
- International students will share their work permit with the employer.

4 Internship Phase

- The CAC prepares students for the transition from academic study to work settings through 1-1 advising, assignments and professional workshops. Our team is available to students throughout the internship.
- We encourage student learning and skill development through reflection and evaluation components while on internship. As part of their credit, students are required to submit a reflection paper to the program office based on an employer mid-term evaluation with the student.
- The Employer will be required to provide an end-of-term evaluation which will be submitted as part of the student's final grade.
- The MBA team is always available to offer support to employers and students.

HIRING INCENTIVES & TAX CREDITS

Additional Hiring Incentives (e.g., wage subsidies and funding) may be available through government programs designed to offer support to employers who hire students from accredited programs at their school. We encourage all employers to explore the various programs and apply early. Please note that some grants, subsidies and other government assistance will reduce the amount of the Ontario tax credit. For more information: <https://www.ontario.ca/page/co-operative-education-tax-credit>.

Employers in Ontario who hire students enrolled in the MBA Internship Credit Program may be eligible for the Ontario Co-operative Education Tax Credit. Upon the employer's request, a tax credit letter will be provided by the MBA Office, verifying the student's enrollment in the program along with their internship start and end dates.

Additional Resources:

- [EDII Best Practices through the Recruitment Cycle](#)
- [Experiential Learning: Investing in Student Skills and Experience Development](#)
- [Hiring & Engaging Diverse Student Talent: Employer Toolkit](#)

RECRUITMENT TIMELINES

The list below outlines recommended recruitment periods so that you can access the widest pool of applicants.

Recommended Recruitment Periods

Position Start Date: September 8, 2026

Timeline: Internships should run for at least 10 weeks anytime from September 8 – December 31, 2026

Peak Time to Post: April–July

Suggested deadline for Students to Accept an Offer: July 31, 2026

EMPLOYER COMMITMENT

In hiring an intern from the MBA program, you agree to meet the following conditions

During the Recruitment Phase

- Follow this Employer Guideline for posting roles and timelines for recruitment.
- Follow the CACEE Ethical Recruitment Guidelines: <https://www.cacee.com/recruitment.html>
- Inform the MBA Program Office, Terri-Lynn Leger terrilynn.leger@queensu.ca if a student has accepted the offer and you would like to proceed with the agreement letter.

During the Internship

- Fairly compensate the intern for their work.
- Provide training to assist the intern in fulfilling job responsibilities.
- Structure the intern's work activities as were outlined in the interview/hiring process. It is recognized that some changes may be required by the employer's need to react to changing business conditions.
- Assign a mentor to the intern, if available. Mentors can be the intern's direct Supervisor or another appropriate individual within the organization.
- Provide opportunities for personal and professional growth.
- Offer the intern opportunities to interact with professional peers and role models.
- Use the performance evaluations to provide the intern with feedback regarding areas of strengths, weaknesses and suggestions for self-improvement and skill development. Provide feedback via mid-term and end-of-term evaluation.
- Abide by all applicable laws and regulations as employers, including the Ontario Occupational Health and Safety Act or jurisdictional equivalent. The employer is responsible for the intern's health and safety at work as per the EXPERIENTIAL LEARNING PLACEMENT AGREEMENT – PAID PLACEMENTS.
- Provide the intern with a safe workplace adequate for the execution of a meaningful learning experience.
- Promptly communicate any current or impending issues or concerns that may materially affect the intern's employment status, including health and safety concerns, to both the intern and the MBA Office (i.e. injuries, workplace accidents, performance concerns, etc.).

Finishing the Internship

- Provide the student with a final formal performance evaluation along with constructive feedback on how the objectives of the internship were met, strengths, and areas for improvement.
- A copy must be provided to the student and the school contact at the MBA Program Office, Terri-Lynn Leger terrilynn.leger@queensu.ca in order for the student to be assessed for their grade.
- Request the Ontario Co-operative Education Tax Credit letter if eligible from the MBA Program Office, Terri-Lynn Leger terrilynn.leger@queensu.ca
- Any changes to the core responsibilities of the job should be promptly communicated to MBA staff.