

## Employers Application Form for the Digital Media Internship Program

**Corpus Christi College and Carey Institute,**

**Vancouver, BC**

The student intern will work in one of our three fields of digital media (video, web, graphics) to cultivate a consistent and thoughtful public voice to promote your events, engage your partners, or build new media applications to communicate for your non-profit organization.

This intern will have completed 9 University courses, an orientation to the internship programme, hold an interest in the Christian faith, and have the ability to communicate across at least one of the three media fields.

This student will learn from and work alongside a supervisor and be given responsibilities such as assisting in the day-to-day activities of the organization and working on a “special project” in digital media, etc.

**Name of Organization:**

**Address:**

**Name of Organization’s Contact Person:**

**Email:**

**Phone:**

**Company Website:**

**Description of Organization:**

**Expected Length of Internship** (between May and August):

Start Month:

End Month:

**Expected Number of Hours per week** (*maximum 40*):

**Pay:** Yes

Hourly rate

Not paid

**Are you participating in the BC Student Employment Program?** Yes

No

**More Information:** [http://www.esdc.gc.ca/en/funding/summer\\_job/overview.page](http://www.esdc.gc.ca/en/funding/summer_job/overview.page)

**Do you have previous experience with a student intern?** Yes

No

If yes, please describe below

Please respond with yes or no to the following questions:

**Are you close to Public Transit?**

**Do you require a non disclosure agreement?**

**Do you require a Criminal Record Check?**

Choose field(s) of work:

- Video Design and Production
- Web Development
- Graphic Design

**In the blank space on page 3 of this application, describe:**

- the job title and responsibilities
- the goal or what you would like to see accomplished
- the qualifications required

**Timeline for Employers:**

January 15<sup>th</sup> – Mar 15<sup>th</sup> - Employers' job postings for the internship students are received

March 15<sup>th</sup> – 21<sup>st</sup> - Student interviews with prospective employers required

May – August - Work with interns

August 15- 30 - Submit Employer Report / Summary of internships / Reference letter

**Other:**

WorkSafe BC compliance is required.

There is no guarantee that an appropriate student will be available for every job opportunity.

The internship becomes part of the student's portfolio and will be recorded on their co-curricular transcript. A letter of reference from the employer, as appropriate, would be appreciated.

Link to BC Student Employment program:

<http://www.servicecanada.gc.ca/eng/audiences/youth/employment.shtml>

The following is also an important employer resource document to keep in mind:

<https://www.go2hr.ca/articles/caution-you-need-pay-your-interns>

*Submit application for posting to Corpus Christi College Re: Sarah Scali [sscali@corpuschristi.ca](mailto:sscali@corpuschristi.ca)*

In the box below, please describe:

- the Job title and responsibilities
- **the goal or what you would like to see accomplished by the end of the internship**
- the qualifications required
- any additional information

*Submit application for posting to Corpus Christi College Re: Sarah Scali [sscali@corpuschristi.ca](mailto:sscali@corpuschristi.ca)*