

Internship Guide to Success

1. Submit any outstanding documentation:

- **Mail your Official Transcript:** If you haven't already sent this to us, please make sure to send it immediately to the following address:
 - ATTN: Devika Pandey
 - Program Coordinator, Digital Skills for Youth Program (DS4Y)
 - University of Calgary, Career Services
 - MSC 188, 2500 University Dr. NW
 - Calgary, AB – T2N1N4
- **Email proof of your Canadian Residency Status:** scanned copy (PR Card, copy of passport, proof of refugee status) is acceptable to ds4y@ucalgary.ca no later than October 22nd, 2018.
- **Email the Participant Information Form (PIF):** Once you are enrolled in your training pathways, submit this form to ds4y@ucalgary.ca no later than October 22nd, 2018.

2. Review the Participant Program Steps

Please review this page of the website with step by step information on what your experience as part of the DS4Y program will look like, including graduation requirements – [Student Guide to Learning and Internships](#).

If you wish to withdraw from the program at any time, please inform us at ds4y@ucalgary.ca at your earliest convenience. Every withdrawal request will be dealt with on a case by case basis.

3. Get Started with Launch Your Career (D2L)

Launch Your Career is an online career development program to effectively take you through the necessary components to plan your career and succeed in your job search. Launch Your Career is a mandatory component to complete the Digital Skills for Youth program. It comprises of 8 online modules including but not limited to resume & cover letter writing, creating a LinkedIn profile, interviewing skills and much more!

You will automatically get access to 'Launch your Career' through your D2L module. We recommend you complete one module per week, but you may complete more if you choose. If you don't see it on your D2L list of courses by Friday, 19th October, 2018, please contact ds4y@ucalgary.ca.

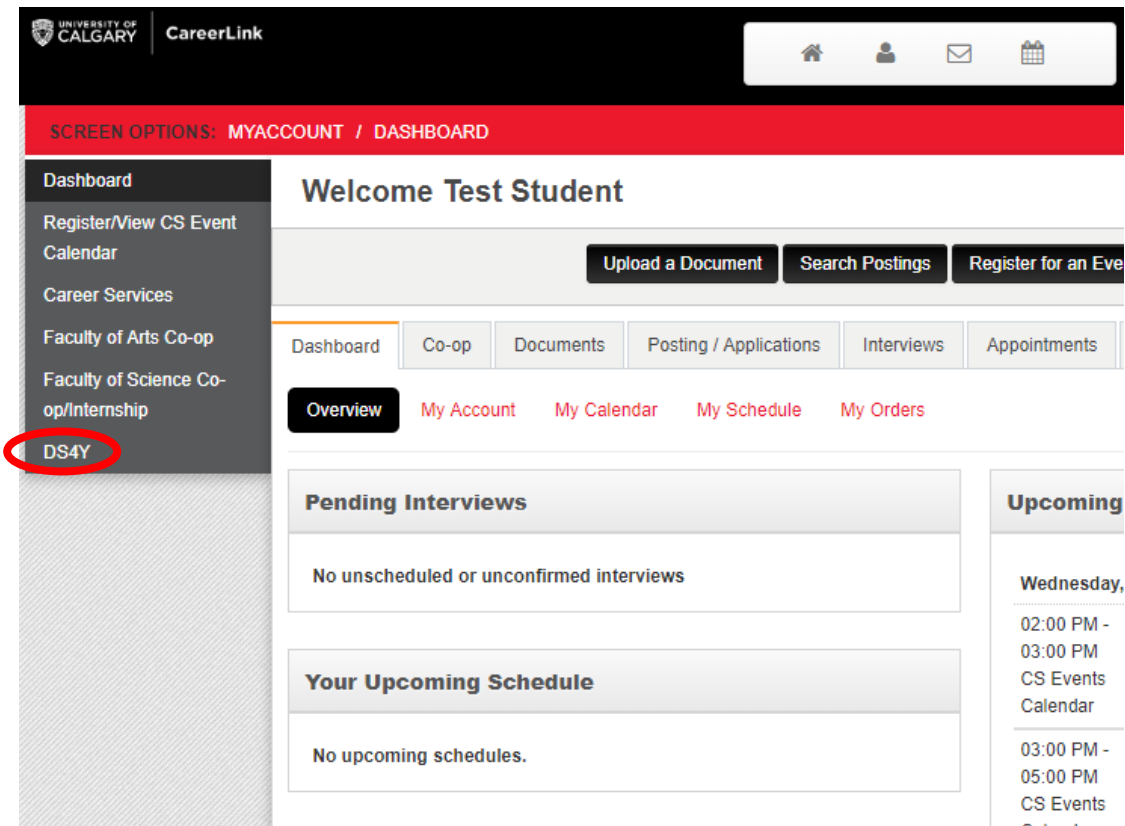
4. View and Apply for DS4Y Internship Positions via CareerLink

1. DS4Y Program Login - Click "[Login](#)"
2. Enter your DS4Y ID# and Passwords
 - You will receive an email with your CareerLink username and password.
 - If you have trouble logging in, email ds4y@ucalgary.ca.

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- Once logged in, you will see your CareerLink Dashboard. Click “DS4Y”



Note on ID's: CareerLink uses your DS4Y ID which is different from your UCID.

To access D2L: use your UCID

To access CareerLink: use your DS4Y ID

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4. Then click “**Job Postings**”, at the top of the page click on “**View all available postings**” tab.
5. Click on “**Apply for this Position**” tab on the right, and follow the steps to **Create an application package** (This includes both a cover letter and resume. Make sure to upload your Cover Letter first and then your Resume second).
 - You can create different application packages to fit each position you are applying for.

ID	Job Title	Organization	Position Type	Location	Views	Applications	Application Deadline	
47615	NEW Social Media Coordinator	VizworX	DS4Y Internship	Calgary	0	0	Nov 14, 2018 11:59 PM	Shortlist APPLY
47452	NEW Social Media and Website Coordinator	Canadian Skin Cancer Foundation	DS4Y Internship - Full Time/Part Time	Edmonton	0	0	Nov 9, 2018 11:59 PM	Shortlist APPLY
47346	Software Support Analyst	Noralta Technologies Inc.	DS4Y Internship - Full Time/Part Time	Calgary, AB	0	0	Nov 3, 2018 11:59 PM	Shortlist APPLY
47463	NEW Marketing Coordinator	Hutch International Inc	DS4Y Internship - Full Time/Part Time	Calgary	0	0	Nov 2, 2018 11:59 PM	Shortlist APPLY

6. After creating the application package, click on “**Apply**” tab to submit your application to that employer. The employer will follow up with you directly.
7. If the employer decides to hire you, they will first have to email ds4y@ucalgary.ca with your UCID number (Instructions have been sent to employers).
8. The employer will have to sign a contract with the UofC in order to be eligible to receive the program wage-subsidy. Once that is signed off, you can begin your internship.
 - You cannot begin your internship until the employer/company has signed a contract with the UofC. You will be notified when that is done, and you can commence your internship.

Employers are continuously being recruited for the program and are in the process of posting positions. So, check your CareerLink account regularly for newly posted positions.

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5. DS4Y Employer Eligibility

Is there a small business you would like to work at? All employers offering internships as part of this program have to have under 100 employees with a physical office space, no home-based business qualify.

If you know of a small or medium sized company that falls within this criteria and would like to work for them, let them know about this program or ask them to email ds4y@ucalgary.ca for more information on how to become a DS4Y Employer.

There are currently over 50 students enrolled into the program, and our goal is to get each and every student an internship of their choice. However, there is no guarantee that every student will be placed into their first choice internship. Every DS4Y student has to apply and follow the recruitment process of the company offering the internship.

Questions? – Contact ds4y@ucalgary.ca.

Internships and General Program Information

Devika Pandey, Program Coordinator
Career Services, University of Calgary
Email: devika.pandey@ucalgary.ca;
ds4y@ucalgary.ca
Phone: (403) 220 5156

Courses and Learning Pathway Information

Suzanne Fitzhenry or Deborah Sawdon
Continuing Education, University of Calgary
Phone: 403 220 2866