



A summer Internship (or pre-approved work opportunity) is mandatory within the curriculum of the Ted Rogers School of Retail Management's B.Comm degree and is required for the completion of RMG799 at the end of 3rd year.

Students and employers will benefit from a shared experience where the intern contributes through an active role in the business, while developing professional skills with the guidance of their coach/mentor in the company.

Work experience is typically completed through the summer months of **May to August, prior to the start of your final year of study**, and must include a formal "learning plan" with 3 skills development goals.

<p><u>INTERNSHIP/JOB CRITERIA*</u></p> <ul style="list-style-type: none"> ➤ Minimum of 400 total hours (Avg = 500+ over 10 to 16 weeks) ➤ Ability to develop a Learning Plan with 3 measurable, professional development goals. ➤ Assigned a mentor or supervisor as a coach. ➤ Responsibility for managing people, projects, or events OR analytical, research, problem solving roles. ➤ A retailer or retail-related employer. <p>* Intern wages should reflect the role they perform.</p>	<p><u>EXAMPLES OF TYPICAL ROLES</u></p> <ul style="list-style-type: none"> ➤ Management Trainee or Assistant Manager ➤ Team Leader / Shift Supervisor / Key Holder ➤ Visual Merchandising Intern ➤ Social Media or Marketing/Event Coordinator ➤ Buying Assistant or Merchandise Analyst ➤ E-Commerce Intern ➤ Shopping Centre Tenant & Leasing Intern ➤ Customer Experience & Loyalty Intern ➤ ...and more!
<p><u>TIMING*</u></p> <p>Step 1 - RMG799: Winter <u>before final</u> year of degree.</p> <p>Step 2 - Work Term: Summer right after RMG799.</p> <p>Step 3 - RMG801: Fall of final year (after work term).</p> <p>* <i>Students planning to go on international exchange must consult the school in the Fall of second year to review implications for timing of their internship.</i></p>	<p><u>PROCESS</u></p> <ul style="list-style-type: none"> ➤ Apply to postings through the school OR submit job-posting details for approval prior to accepting externally posted opportunities. ➤ After accepting an offer, submit the Internship Position Description form to school. (including contact info of direct supervisor/mentor and company website). Form must be complete before it can be approved. ➤ Learning Plan due within first 2 weeks of work term. (See course outline for all documents required and due dates.) ➤ Final evaluation forms due by mid- August.