CONNEXIONS
PROGRAM
Connexions is an unpaid internship program that enables university students to begin their transition to the Canadian workplace by gaining valuable real-world experience in a professional setting. No prior experience? Seek out Connexions!

With the support of the Telfer Career Centre, you must find your own internship while considering your professional goals and aspirations.

Connexions interns work a minimum of seven hours a week for 12 weeks (one term) with an organization active in their field of study.

**Benefits**

- Professional Experience
- Course Credits
- Added Value
- Employability
- Business Contacts

**Added Value**

**Course Credits**

**Employability**

**Professional Experience**

**Business Contacts**

**Connexions – ADM4904 / ADM4905**
Eligibility Requirements

- You need to have successfully completed the 1st- and 2nd-year common core courses for your program option prior to starting your internship.
- You cannot be enrolled in the Co-operative Education Program.
- You have a cumulative grade point average (CGPA) of 6.0 or higher.
- You are committed, have a willingness to learn and intend to do credit to the Telfer School of Management.
- Courses
- No CO-OP
- CGPA
- Commitment

Eligible

- Mandatory information video + optional FAQ session
- Applications on CLDC
- Connexions Network

Admitted

- Internship offer
- Proposal + Documents
- Course (credits) limit

Enrolled

- Required number of hours and weeks
- Evaluations
- Final Report

Success
CONNEXIONS
in 10 Steps

Before the internship

Mandatory information video + optional FAQ session + Carefully read CNXS documents

Apply to the program on CLDC

Attend CNXS Network

Find an internship

Fill out the proposal form

Submit the 4 administrative documents

Start internship

Mid-term evaluation

Final evaluation

During the internship

Submit final report

Fill out the proposal form

Start internship

Mid-term evaluation

Final evaluation

Submit final report
**Internships**

* Build solid promotional tools (Meet with our Professional Development Coordinator and our career coaches at our Monday and Thursday drop-in sessions.)

* **Find your own internship**
  Contact an employer of your choice, present them the program and let them know you would like to work with them. If they are interested, connect them with the Career Centre.

  * Research employers and apply for their internship offers available on CLDC.

  * Contact employers and stay in touch with them.

**Rules**

Your internship must be related to your area of studies at Telfer, that is to commerce, regardless of your option or specialization.

You cannot work for family/friends/previous or current employers.

Your internship must be unpaid.

If part of or all the work is conducted outside of a conventional professional setting (offices), certain additional conditions apply.

*I can help you explain to employers what the program consist of, but first, you must share with them the program website link.*
Course Syllabus
ADM4904 / 4905

Full Information
Calendar
Final Report
Contact Information
Deadlines
Guidelines
Structure and Content
# Links and Resources

<table>
<thead>
<tr>
<th>*</th>
<th><strong>Webpage</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Program Overview</td>
</tr>
<tr>
<td></td>
<td>PPT Presentation + Documents</td>
</tr>
<tr>
<td></td>
<td>Contact Information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Connexions Portal</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Syllabus</td>
</tr>
<tr>
<td>Documents</td>
</tr>
<tr>
<td>Application Form</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Promotional Tools</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Resumé Optimization</td>
</tr>
<tr>
<td>Interview Prep</td>
</tr>
<tr>
<td>Intro to LinkedIn</td>
</tr>
</tbody>
</table>

| **Booking an appointment** |
CONTACT INFORMATION

Office
DMS 1100

Phone
613-562-5656

Email
careers@telfer.uOttawa.ca

Website
https://telfer.uOttawa.ca/en/careercentre

Career Launch
cldc.telfer.uOttawa.ca

GOOD LUCK!