

MBSI STUDENT PROCESS GUIDE



REVIEW ELIGIBILITY CRITERIA AND APPLICATION REQUIREMENTS

All students interested in the MBSI program must meet eligibility requirements as well as complete a statement of interest, competitiveness, and eligibility to apply for MBSI positions. Review specific application and eligibility requirements on the Haskayne website: www.haskayne.ucalgary.ca/mbsi/students.



APPLY TO MBSI JOBS THROUGH CAREERLINK*

All internship roles will be posted through the Haskayne Career Development Centre's online portal: www.careerlink.ucalgary.ca. Navigate to the Haskayne School of Business Job Board. Postings are added on a rolling basis.



INTERVIEW WITH PARTNER ORGANIZATIONS

Partner organizations are responsible for contacting students and conducting interviews.



SIGN OFFER LETTER

Congratulations on your offer! If you have any questions about your offer letter before signing, don't hesitate to reach out to the MBSI Team at mbsi@haskayne.ucalgary.ca.



STUDENT AND PARTNER ORGANIZATION DRAFT APPLICATION FOR FUNDING

An application for funding will be initiated by the BSI project team. You and the partner organization will work together to fill out the application for funding in the Mitacs portal using your résumé, statement of interest, competitiveness, and eligibility, and project information.



SIGN OFF ON APPLICATION FOR FUNDING

You and the partner organization must both sign off on the completed application for funding via the Mitacs portal.



RECEIVE APPROVAL FROM MITACS

Within 4 weeks of submitting the application for funding to Mitacs, you, the partner organization, and Haskayne will be notified of approval. Mitacs will then invoice the partner for their portion of the stipend. Once the invoice has been paid and received by Mitacs, you can start your internship.



SET UP PAYROLL FOR DIRECT DEPOSIT

Your stipend will be paid from the University of Calgary on the 25th of every month. For instructions on how to set up your direct deposit information, visit the MBSI D2L page.



START INTERNSHIP

Enjoy your internship experience! The partner organization will be responsible for your onboarding.



COMPLETE CHECK-IN MEETING AND FEEDBACK SURVEY

You will be assigned an Internship Advisor from Haskayne at the start of your internship. Your Advisor will initiate a mandatory introductory meeting with you and the partner. You will be asked to complete a mid-point check-in survey as well as an exit survey at the end of the program to report on skills developed and to provide feedback on your program experience.

BEST OF LUCK!

haskayne.ucalgary.ca/mbsi/students



*Please note that **CareerLink** will be renamed **Elevate** on August 16, 2021. Access to this platform will be available with the link elevate.ucalgary.ca after this date.