UNIVERSITÉ **Concordia** UNIVERSITY

GINA CODY
SCHOOL OF ENGINEERING
AND COMPUTER SCIENCE

Department of Electrical
and Computer Engineering

HOW TO APPLY TO CAREER EDGE (C-EDGE)?

HELPFUL TIPS

When to apply
Students can apply during the first winter semester year (mid-January) of their program.

Admission Requirements:
* Students can be part-time or full-time during their study terms.
* Must have completed a minimum of 45 Concordia credits not including ECP (extended credit program) credits before the internship begins.
* Students complete one internship only.
* Have and maintain a minimum cumulative CGPA 2.5 or as determined by your department.
* Must be registered in a Concordia University undergraduate academic program which has a C.-Edge option.

* GCS students cannot schedule an internship during the capstone project and must have satisfied the school's writing skills requirement prior to the internship

Policies:

- Cannot take a leave of absence prior to the internship. Students must be physically located in Montreal in the semester prior to their internship in order to attend interviews with employers (i.e. you cannot be on exchange or travel).
- Are ultimately responsible for finding an internship; a job is not guaranteed.
- Cannot rescind an accepted job offer. A student that rescinds an accepted job offer will be immediately withdrawn and will not be eligible to re-apply to the program in a future admission term.
- May complete 1 internship only.
- Must complete all Career Fundamental, academic and reflective learning requirements as directed.
- Must have at least 3 credits remaining in their program after their internship and finish their academic program on a study-term; students cannot graduate on an internship.
- May take one course during their internship with permission of their employer; the course must not interfere with their internship.
- Who are not proficient in French must be willing to do their internship outside the province of Quebec.
- For full-time students, the internship term assigned at admission is typically the Winter/Summer of a student's 2nd year, or Fall of their third year.
- It is the student's responsibility for knowing the rules, regulations, policies and deadlines in the undergraduate calendar.

International student policies:

- International students are required to be registered in a full-time course load during academic terms, regardless of the above policies.
- Students should consult the International Students Office with any questions.