

FACC 6850 & MIAB HANDBOOK

This handbook aims to assist you in finding the answers to various aspects related to enrolling in 6850, including prerequisites, the enrollment process, and the support provided by MIAB.



Prerequisites for official enrollment into the FACC6850

- **Pre-requisite:**
GS/FACC6000
Pre- or Co- requisite:
GS/FACC6100
- **300 hours internship (220 hours minimum)**



For **international students** interested in taking 6850 as an elective course, we kindly request you to apply for registration with Prof. Paul or contact miabstud@yorku.ca during your **first semester**. This will enable us to provide you with an **IRCC letter**, which is essential for applying for a **co-op work permit**. It is important to note that the processing time for IRCC applications is typically a **minimum of 140 days**. Obtaining a co-op work permit is a mandatory requirement for international students prior to commencing an internship position.

FACC 6850

COURSE

OUTLINE

- This course focuses on the reporting and presentation of your internship experience.
- It does not require weekly attendance.
- **If you wish to schedule your class presentation, kindly send an email to Prof. Paul Evans in advance to make the necessary arrangements.**

Item	Instructor	Practicum Organization (minimum)	Practicum Organization (maximum)	Total
Practicum Plan (PPS) and Presentation	10%			10%
Draft Interim Report Presentation	2.5-5%		2.5%	5%
Interim Report	7.5%	7.5%	7.5%	15%
Draft Final Report Presentation	5-10%		5%	10%
Final Report	25%	25%	25%	50%
Class participation	10%			10%
TOTAL	60-67.5%	32.5%	40%	100%

The report will also be sent to your employer for evaluation!

Details regarding the report and presentation can be found in the course outline available on the FACC6850 eclass platform. While preparing your presentations and reports, you may find it helpful to refer to the documents shared by fellow students in the discussion forum as a point of reference.

A total of **10%** of the class participation points will be determined based on attendance. Attendance is mandatory for your own **5 class presentations** and for being an audience member for **5 other presentations (6 is preferred)**.

We would like to remind you that we have provisions for **3 Career Skills Sessions** to count as participation points for **ONE FACC6850 class** (with **a maximum of 6 sessions counting for 2 classes**). As a result, MIAB strongly encourages everyone to actively participate in more Career Skills Sessions.

About CS session: <https://miab.info.yorku.ca/career-skills-sessions/>

NOW YOU KNOW WHAT IS FACC 6850...

Once you have initially contacted the professor to express your interest in taking the class, the student contact coordinator will reach out to you via email. The next step in the process is to enroll in the YORK PROP system.

PLEASE NOTE THAT THIS STEP REFERS TO REGISTERING FOR THE MFAC COOP PROGRAM AND IS SEPARATE FROM OFFICIALLY ENROLLING IN THE FACC 6850 CLASS.

WHAT SHOULD YOU DO IN PROP ENROLLMENT?

Please ensure that you complete the questionnaire and upload your essential documents (such as student visa, transcripts, resume, and cover letter) within the specified timeline. Once you receive the IRCC letter, it is advisable to apply for the coop work permit as soon as possible.

WHAT WILL STUDENT CONTACT COORDINATOR DO FOR YOU?

We are here to address any doubts or questions you may have regarding the coop program and its courses. Our aim is to assist you in navigating the PROP system, providing guidance on accessing it effectively. Additionally, we are available to support you throughout the process of applying for an IRCC letter. This letter, issued by the school, certifies your enrollment in a formal coop program and is a mandatory document for applying for a coop work permit.



NEXT STEP

After you have completed the enrollment process in PROP, we will reach out to you several months in advance of your desired internship semester. This is where the MIAB Employer Contact Coordinator and Internship Contact Coordinator come into play. We will ask you a few questions to tailor your internship search plan.

- Are you interested in MIAB's work? If so, we will arrange an interview time for you.
- If not, we will inquire if you have an interest in non-profit organizations (NPOs). MIAB has close connections with many NPOs and can assist in recommending students for unpaid internships in those organizations.
- However, if you prefer paid internships outside of the campus, MIAB will provide support within our capabilities!
- Best of luck in finding an internship!

WE ARE HIRING

IT'S WORTH NOTING THAT BEING A MIAB COORDINATOR ALSO COUNTS AS AN INTERNSHIP RECOGNIZED BY THE FACC 6850 COURSE.

Here are some of the advantages of being a MIAB coordinator:

1.

You have the opportunity to work at MIAB during any semester, even without a valid coop work permit.



2.

As a MIAB coordinator, you will have the flexibility to complete your internship while also being able to take both FACC6850 and FACC6000 courses during your first semester.

3.

Enhance your resume by engaging in volunteering activities! Volunteering not only allows you to contribute to a meaningful cause but also provides valuable work experience. Many large corporations consider volunteering as a desirable trait when evaluating potential candidates.

IMPORTANT CONTACT

Contactors	Email address
Prof Paul Evans	pevans@yorku.ca
Student Contact Coordinator	miabstud@yorku.ca
Employer Contact Coordinator	miabempl@yorku.ca
Internship Contact Coordinator	miabint@yorku.ca
Human resource Coordinator	miabhr@yorku.ca