

Summer Psychology Work Placements 2026

Important Information

UNIVERSITÉ
BISHOP'S
UNIVERSITY

Eligibility Criteria

- Minimum year 2; it is crucial to have a solid educational foundation through your Psychology program's course requirements.
- Meet employer criteria in job description.
- Have an average of 75% or higher.
- Legally entitled to work in Canada (i.e., Canadian citizen or resident or have a valid work permit and student visa which allows you to work).
- Bilingual, English, or French (depending on opportunity).
- Driver's License and Vehicle (depending on opportunity).
- Agree to complete a background check with the local police to confirm you are authorized to work with vulnerable populations.

Program Background

How was the opportunity made possible?

- Like other universities in the province, Bishop's received a fund allocation to support psychology students' integration into the Health and Social Services sector.
- The Dean of Social Sciences, Dr. Matthew Peros, the Chair of Psychology and I (Bassam Chiblak, Experiential Learning) agreed that part of these funds would be set aside to provide student salaries for Summer Psychology Work Placements, organized by the Experiential Learning Office.
- We are in year 3 of this project.

What are the objectives of the opportunity?

- To offer psychology students, who have a minimum of 2 years of program experience, an opportunity to develop their professional skills and network.
- To help Health and Social Services organizations support their clients and develop their talent pool.

Work Placement Agreement Details

How will your work be recognized?

- The work placements are not for course credit.
- Your involvement would be recognized through salary only.
- The employer partners pay the student over the summer and invoice Bishop's when the internship is finished.

How does pay work?

- Bishop's University will pay a maximum of \$20/hour per student for a maximum of 30 hours/week for a minimum of 12 weeks and a maximum of 16 weeks (maximum total of \$9600 per intern).
- The hourly rate will include mandatory employment-related costs (e.g., employment insurance, Quebec Pension Plan, CNESST, etc.). This means that the student will not have a net salary of \$20/hour.
- If the employer's mandatory employment-related costs exceed \$20/hour, the employer will not be reimbursed for the remainder.

Pay (Continued)

- The employer and the student intern may agree for the student intern to work longer than 30 hours a week; however, Bishop's University will only reimburse up to 30 hours of work per week and the employer must pay the remainder without reimbursement.
- If the hired student does not complete the internship (either because they resign or are dismissed), Bishop's University will reimburse the employer for wages paid up to that point, according to the submitted time sheets and the weekly hours listed in the Internship Agreement.

Time Sheets

- The student must send a weekly time sheet to the Experiential Learning Coordinator.
- The Experiential Learning Coordinator will provide students with a template for this purpose; however, students may use an existing template that the employer has in place for its staff.

Vacation and Days Off

- Students are expected to work for their internship host during the hours and weeks agreed upon in their respective Work Placement Agreements.
- As temporary employees, students should not expect to have paid vacations during the summer like a regular employee of the host organization.
- As per La Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST), all employees may have up to two paid days off if they cannot come into work and have discussed this absence with their employer ahead of time. With their supervisor's permission, students may include hours for these two days in their time sheet if it was a day they would have worked.

Vacation and Time Off (Continued)

- Students may also do the same for statutory holidays, such as Journée nationale des patriotes, Saint-Jean Baptiste, Canada Day, and Labour Day, where students did not work and they do not need to make up the hours for that week at another time.
- Any other days the student asks to be absent from work will be unpaid and students will have to coordinate with their supervisor to make up any hours missed in a subsequent week, without exceeding the maximum total of weeks indicated on the first page of this Internship Agreement, as Bishop's University will refer to this maximum total when reimbursing the employer the student's salary.

Onboarding and Training

- First day on the job (date): office tour, meeting the team, introduction to the programs.
- First two weeks activities plan.
- Point of contact for day-to-day questions.
- Connecting with another team member involved in training.

Reflections, Check-Ins, and Evaluations

- Reflection during the work placement is important because it helps students better understand and improve their work.
- Reflective practice during the work placement helps students examine a situation and their actions and identify their strengths and areas for improvement, which gives employer supervisors a map to guide students in the skills they wish to develop throughout their placement.

Reflections, Check-Ins, and Evaluations (Continued)

- Complete regular reflection surveys for the Experiential Learning Coordinator and Work Supervisor to review.
- Establish a check-in schedule with the Experiential Learning Coordinator.
- Establish a check-in schedule with supervisor.
- The supervisor will evaluate student performance at the mid and end points of the work placement.

Professional Conduct

Professional Conduct Tips

- **Honesty and Integrity:** Be truthful in your communications and actions, and uphold ethical standards.
- **Respect:** Treat colleagues, clients, and supervisors with courtesy and consideration, valuing diverse perspectives.
- **Accountability:** Take ownership of your work, meet deadlines, and be responsible for your actions.

Professional Conduct Tips (Continued)

- Confidentiality: Protect sensitive information and maintain privacy, respecting organizational policies.
- Ethical Behavior: Make ethical decisions, considering the impact of your actions on stakeholders.

Professional Conduct Tips (Continued)

- **Clear and Effective Communication:** Communicate clearly and concisely, both verbally and in writing, ensuring instructions are understood.
- **Active Listening:** Pay attention to what others are saying, and respond thoughtfully and respectfully.
- **Seek Feedback:** Regularly ask for feedback from supervisors and colleagues, and use it to improve your performance.

Professional Conduct Tips (Continued)

- Professional Language: Use appropriate language and avoid slang or jargon that might not be understood by everyone.
- Avoid Gossip and Office Politics: Focus on your work and maintain a positive and professional attitude.

Professional Conduct Tips (Continued)

- **Punctuality:** Arrive on time for work and meetings, showing respect for others' time.
- **Dress Code:** Follow your organization's dress code, maintaining a professional appearance.
- **Positive Attitude:** Approach challenges with a positive and proactive attitude, contributing to a positive work environment.
- **Help Others:** Offer assistance to colleagues when needed, fostering a collaborative environment.

Professional Conduct Tips (Continued)

- **Take Responsibility:** Own up to your mistakes and learn from them, demonstrating a commitment to continuous improvement.
- **Follow Policies and Procedures:** Adhere to rules and regulations, ensuring a smooth and efficient workflow.
- **Avoid Social Media During Work Hours:** Focus on your work and avoid distractions that could impact productivity.

Application Process

Timelines

- **Send Your Materials ASAP:** Although there is no deadline to submit CV, Cover Letter, Interview Availabilities to bchiblak@ubishops.ca, you are expected to do so at your earliest convenience as interviews begin in April
- For those eligible, your materials will be sent to employers immediately.
- **Most of April:** Interview calls, Interviews
- **Most of April:** Signing of Work-Placement Agreement
- **Late April - Early May:** Required Bishop's training session and meeting with Experiential Learning Coordinator.
- **Early to Mid May:** Start Work Placement
- **Mid to End of August:** End of Work Placement

How to apply?

Submit the following ASAP

- CV
- Cover Letter
- Type of work setting that interests you (community org, clinical, all)

SAMPLE: Mon Shack

- **About:** Mon Shack, located in the Eastern Townships, has for mission to promote, develop, acquire, build and operate properties with the goal of offering supervised residential units and a living environment to adults living with mental health issues.
- **Address:** 3195 rue College, Sherbrooke, QC
- **Positions:** Intervenant Individuel et de Groupe *(Unconfirmed yet highly likely)

SAMPLE: Vent Over Tea

- **About:** Vent Over Tea (VOT) is a non-profit organization founded by McGill psychology students in 2017 with the aim to provide a casual, confidential and non-judgmental outlet for members of the English-speaking community who simply want to talk to someone outside their social circle about their challenges. Active listening sessions are free and are run by VOT's team of volunteers in Montreal and in Sherbrooke.
- **Address:** Sherbrooke, Montreal, Remote
- **Position:** Summer Peer Support Assistant *(Unconfirmed yet highly likely)
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