

Career Immersion Program Guidelines – For Organizations

- Offer students the opportunity for an information interview and/or a job shadow experience. Organizations are welcome to offer an extended job shadow or volunteer position to a suitable participant.
- Connect students with the appropriate person in the organization who could provide information or answer questions, regarding the student's field/industry of interest.
- All organizations interested in the program are asked to complete an on-line Immersion Registration Form. Once the form is submitted, they will receive an email confirming participation.
- The personal information of all immersion providers in the organization will remain confidential and will not be posted openly online. Those staff members with access to personal information of the immersion providers will include the following: Career Consultants, Co-ordinator: Career Information, Co-ordinator: Event Planning and Outreach, and Co-ordinator: Career Consulting.
- Students are asked to agree to uphold the ethical responsibility of maintaining the confidentiality of personal information shared by organizations for the duration of and after their involvement in the program.
- The personal information of all students collected by the Career Development Centre will not be released to organizations.
- Immersion providers are asked to keep student's personal information confidential for the duration of and after their involvement in the program.
- An Immersion Program Evaluation Form will be emailed to organizations at the end of their participation in the program.