

HEC MONTRÉAL
Career Management Services
SUMMARY TABLE — INTERNSHIPS/SUPERVISED FIELD PROJECTS

Sessions and Internship Proposals

Ideally, internship proposals must be sent at least three months prior to the beginning of a session (summer, fall or winter). Internships should, ultimately, be completed within the same session.

Government Assistance Programs for employers who hire interns

[Government assistance programs for hiring interns](#) are available to employers as part of a credited internship. To take advantage of these programs, you must verify your eligibility with the agencies concerned for your specific project prior to hiring an intern.

Type of internship/ Session(s)	Context	Specialization(s) or examples of mandates	Eligibility requirements How to propose an internship/project
<p>B.B.A. Multidisciplinary Internship</p> <p>Summer, Fall, Winter</p>	<p>This internship may be offered in two formats:</p> <ol style="list-style-type: none"> 1. The employer uses the intern's services for a number of tasks representing a wide range of management areas; 2. The student intern will occupy a single position in one of the management areas, but will have access to other management personnel in the company to allow him to put into practice all fields of management within the company's activities. <p>The internship of a student shall be pre-authorized by his project director (professor) and under the supervision of a management mentor from the host company.</p> <p>Duration: minimum of 140 hours of full-time or part-time work over a maximum period of 4 months Number of university course credits: 3 Compensation: compensation should generally be paid to the student for the work accomplished during his/her internship. This compensation will be established in an agreement between the student and the host company.</p>	<ul style="list-style-type: none"> - Economics - Finance - Human Resources Management - Information Technologies - International Business - Management <ul style="list-style-type: none"> - Project management - Sustainable development - Marketing - Operations and Production Management - Quantitative Methods 	<p>Eligibility requirements for companies:</p> <ul style="list-style-type: none"> - Usually 10 employees or more; - Internship proposal; - Identification of available supervisor; - Evaluation of work performance. <p>For additional information: Nathalie Kubat 514 340-6172 or nathalie.kubat@hec.ca</p> <p>Claire Saint-Jacques 514 340-6171 or claire.saint-jacques@hec.ca</p> <p>Please go to our Website to find out more or to post an offer.</p>

<p>B.B.A. Specialized Internship</p> <p>Summer, Fall, Winter</p>	<p>This internship focuses on a specific position related to one of the program specializations. The student is exposed to one or more facets of the related specialization. The intern's job content must enable him to visualize the daily duties of specialists in that field.</p> <p>The internship of a student shall be pre-authorized by his project director (professor) and under the supervision of a management mentor from the host company.</p> <p>Duration: minimum of 140 hours of full-time or part-time work over a maximum period of 4 months Number of university course credits: 3 Compensation: compensation should generally be paid to the student for the work accomplished during his/her internship. This compensation will be established in an agreement between the student and the host company.</p>	<ul style="list-style-type: none"> - Economics - Finance - Human Resources Management - Information Technologies - International Business - Management - Marketing - Operations and Production Management - Quantitative Methods <p>There is no specialized internship in accounting at the B.B.A. level.</p>	<p>Eligibility requirements for companies:</p> <ul style="list-style-type: none"> - Usually 10 employees or more; - Internship proposal; - Identification of available supervisor; - Evaluation of work performance. <p>For additional information: Nathalie Kubat 514 340-6172 or nathalie.kubat@hec.ca</p> <p>Claire Saint-Jacques 514 340-6171 or claire.saint-jacques@hec.ca</p> <p>Please go to our Website to find out more or to post an offer.</p>
<p>M.Sc. Supervised Field Project</p> <p>Summer, Fall, Winter</p>	<p>The Supervised Project gives students the opportunity to include and apply the notions they have learned during their Master degree:</p> <ul style="list-style-type: none"> - The mandate or intervention must be directly linked to the student's specialization and requires an assessment, analysis and, if possible, recommendations. - It may require the student to make observations, conduct interviews or complete documentary research. - It may consist in establishing a diagnosis, participating in the planning stage and implementing management practices, as well as making recommendations on the issue at stake. - The student may document the existing management practices in a given industry sector and compare them with those set up by a specific organization. <p>The field project of a student shall be pre-authorized by his project director (professor) and under the supervision of a management mentor from the host company.</p> <p>Duration: usually 405 hours, namely from 10 to 12 weeks (including the drafting of a report). Number of university course credits: 9 Compensation: compensation should generally be paid to the student for the work accomplished during his/her field project. This compensation will be established in an agreement between the student and the host company.</p>	<ul style="list-style-type: none"> - Applied Economics - Business analytics - Business Intelligence - Finance <ul style="list-style-type: none"> - Applied Financial Economics - Finance - Financial Engineering - Financial and Strategic Accounting - Human Resources Management - Information Technologies - International Business - Logistics - Management - Management Control - Marketing - Operations and Production Management - Organizational Development - Organizational Studies - Strategy 	<p>Eligibility requirements for companies:</p> <ul style="list-style-type: none"> - Identification of available supervisor; - Field Project proposal; - Evaluation of work performance. <p>For additional information: Danielle Beaudoin 514 340-6162 or danielle.beaudoin@hec.ca</p> <p>Please go to our Website: For Examples of field projects For online Proposal form</p>

<p>M.Sc. Internship specialized in Management Control</p> <p>Summer, Fall, Winter</p>	<p>The goal of this internship is to familiarize the student with actual management control in the field. During their mandate, students will see the practical side of preparing business plan analysis, the development of financial planning, the documentation used and the business relationships built between management controllers and their in-house clients.</p> <p>This internship shall be pre-authorized by the director of the program and supervised by a practicing specialist in management control.</p> <p>Duration: minimum of 140 hours. Number of university course credits: 3 Compensation: compensation should generally be paid to the student for the work accomplished during his/her internship. This compensation will be established in an agreement between the student and the host company.</p>		<p>Eligibility requirements for companies:</p> <ul style="list-style-type: none"> - Identification of an available supervisor; - Proposal of internship. <p>For additional information: Danielle Beaudoin 514 340-6162 or danielle.beaudoin@hec.ca</p> <p>Please go to our Website: For online Proposal form</p>
<p>M.Sc. Internship specialized in Electronic Commerce</p> <p>Summer, Fall</p>	<p>Students in the Master of Science in Electronic Commerce program have a unique education giving them a business overview of all electronic commerce issues, specifically their legal, management and technology aspects. They will effectively realize impact studies in a corporate environment. In addition, since these students specialize in one of the three preferential fields of the program, they can also provide a more critical expertise in their field of specialization.</p> <p>This internship shall be pre-authorized by the director of the program and under the supervision of a management mentor from the host company.</p> <p>Duration: approximately 480 hours, namely between 12 and 16 weeks full-time. Number of university course credits: 8 Compensation: compensation should generally be paid to the student for the work accomplished during his/her internship. This compensation will be established in an agreement between the student and the host company.</p>		<p>Eligibility requirements for companies:</p> <ul style="list-style-type: none"> - Identification of an available supervisor; - Proposal of a mandate; - Evaluation of work performance. <p>To propose an internship: Danielle Beaudoin: danielle.beaudoin@hec.ca or 514 340-5680 (fax).</p> <p>Please go to our Website For Company information</p>

<p>Specialized Graduate Diploma (DESS) Specialized Internship in Management and Sustainable Development</p> <p>Summer, Fall, Winter</p>	<p>The main goal of this internship is to familiarize students with the actual sustainable development setting in organizations. During the course of the internship, students will not only be exposed to the challenges of sustainable development but will also witness the solutions adopted by the organization in their processes, structures, actions and programs.</p> <p>This internship shall be pre-authorized by the director of the program and supervised by a practicing specialist from the host company.</p> <p>Duration: minimum of 140 hours. Number of university course credits: 3 Compensation: compensation should generally be paid to the student for the work accomplished during his/her internship. This compensation will be established in an agreement between the student and the host company. Note: It is also possible to offer an internship in sustainable development within the B.B.A. and M.Sc. programs.</p>	<p>Examples of mandates:</p> <ul style="list-style-type: none"> - Development and leadership of a sustainable development process (policy, course of action, awareness, in-house training); - Conduct of a market research study – marketing communications plan for a "sustainable", responsible and equitable product/service; - Collaboration project with a humanitarian organization; - Coaching of organizations whose sustainable development (including social services and community development) is their core business within their regular activities. 	<p>Eligibility requirements for companies:</p> <ul style="list-style-type: none"> - Identification of an available supervisor; - Proposal of a mandate; - Evaluation of work performance. <p>For additional information: Lucie Carignan 514 340-6163 or lucie.carignan@hec.ca</p> <p>Pierre Batellier, pierre.batellier@hec.ca</p> <p>Please go to our Website to post an offer. For Company Information</p>
<p>MBA Consulting Field Project</p> <p>Early July to early August</p>	<p>Under the supervision of a professor, students will conduct an in-depth analysis of a specific business case, assess the various options open and propose cost-effective, concrete solutions. Various management mandates can be offered.</p> <ul style="list-style-type: none"> - A team of 5 students (multidisciplinary team including national and international students); - Duration: 5 weeks, namely more than 1,000 hours of work - A coordinator approves the general subject of the project; - A supervising professor approves the content of the project; - A cost of \$7,500 payable to HEC Montréal (as a contribution to the educational and social activities of the MBA program). <p>Deadline: April/May: Assignment of mandates to teams Mid-June: Final approval of the mandate Signing of the agreement between HEC and the host company Early July to early August: Project execution (research, collection of information and data analysis, drafting of final report) Mid-August: Oral presentation of results to company executives</p>	<p>Examples of consulting mandates</p> <ul style="list-style-type: none"> - In-house corporate restructuring - Implementation of continuous quality process; - Strategic approach to introduction of new technologies; - Development of a product marketing strategy; - Process re-engineering – purchasing, shipping, customer service, etc.; - In-house policy review to comply with regulatory agency standards; - Changes in human resources management; - Action plan for using e-commerce; - Acquisition strategies for buying out a partner or a competitor; - Strategic approach to sustainable development. <p>Internationally oriented Projects:</p> <ul style="list-style-type: none"> - Analyses of business opportunities – detailed review of market for product/service; - Development of business relations – identification of suppliers/partners. 	<p>To propose a consulting project or for additional information: Élaine Lamontagne 514 340-6378 or elaine.lamontagne@hec.ca</p> <p>Suzanne Lamoureux 514 340-6294 or suzanne.lamoureux@hec.ca</p> <p>Please go to our Website For Information and examples of consulting projects</p>