

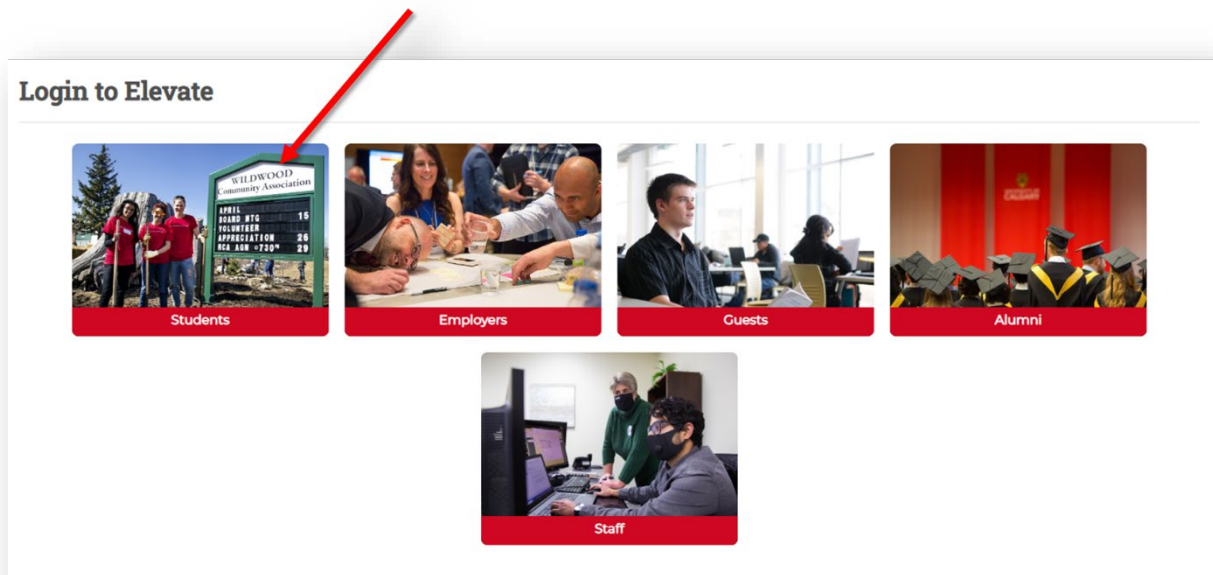
TTI Student application process

Once you as a graduate student have secured an internship opportunity, the following steps will support your application for Transformative Talent Internship (TTI) to access professional development and financial support through this program. Submission of an application which appears to meet all the criteria does not guarantee acceptance into TTI or funding.

1. Access Elevate platform at elevate.ucalgary.ca:

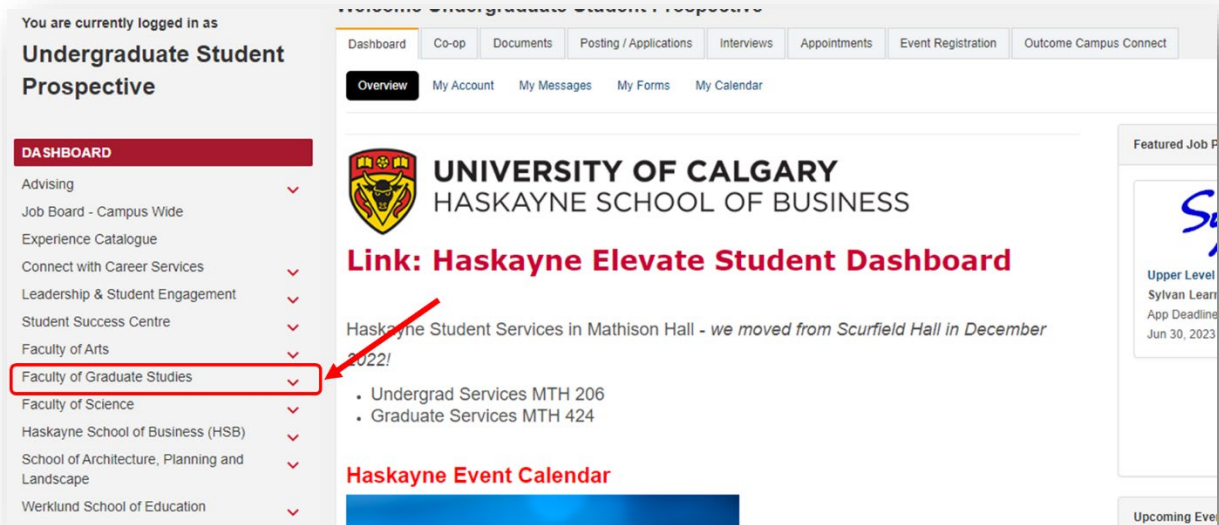


2. Log in as a Student using your UCalgary credentials





3. Access the Faculty of Graduate Studies tab within Elevate



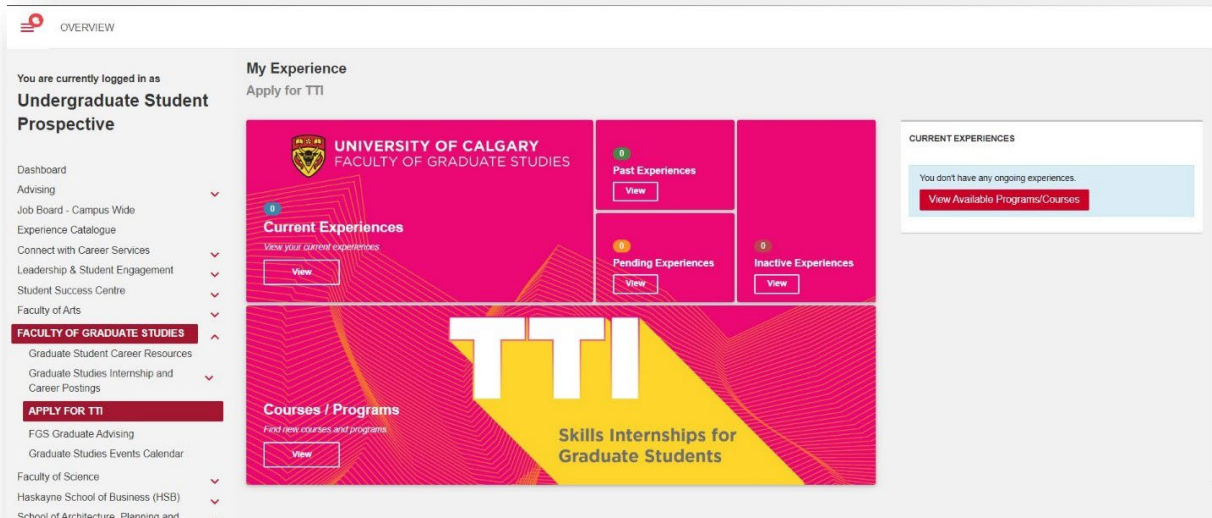
4. Within the Faculty of Graduate Studies tab, your home page will look something like this:

- Graduate Student Career Resources* – Information on My GradSkills tools to help you academically and professionally
- Graduate Studies Internship and Career Postings* – Internship and post-graduate career opportunities for graduate student level skillsets
- Apply for TTI* – Application process for TTI, **once students have secured** an internship position
- FGS Graduate Advising* – Appointment booking for FGS Advising and support team for graduate students
- Graduate Studies Events Calendar* – *Not currently active* – *current event calendar for graduate students available at: <https://events.ucalgary.ca/mygradskills/>*

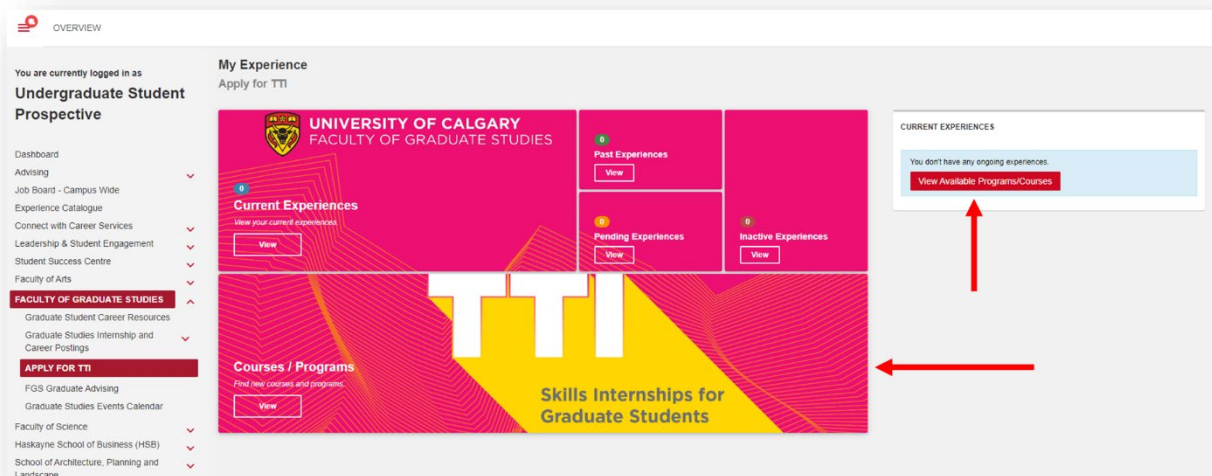




5. Select *Apply for TTI* from this menu.



6. Click either:
- View Available Programs/Courses, or
 - Courses/Programs





7. To begin the application process, select the term your internship will start
 - a. Click Apply
 - b. Confirm “Yes”

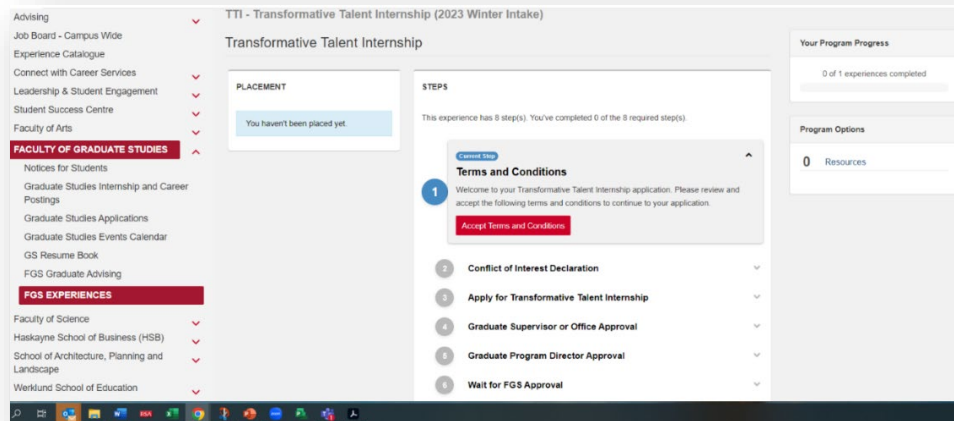
The screenshot shows the 'Undergraduate Student Prospective' portal. On the left is a sidebar with navigation links: Dashboard, Advising, Job Board - Campus Wide, Experience Catalogue, Connect with Career Services, Leadership & Student Engagement, Student Success Centre, Faculty of Arts, **FACULTY OF GRADUATE STUDIES**, Graduate Student Career Resources, Graduate Studies Internship and Career Postings, **APPLY FOR TTI**, FGS Graduate Advising, and Graduate Studies Events Calendar. The main content area is titled 'Available Programs/Courses' and 'Apply for TTI'. It features a 'FILTERS' section with a search bar and a 'Sort' dropdown set to 'Newest', followed by a red 'Apply' button. Below this are two cards for '2023 Fall Intake' and '2023 Spring/Summer Intake', both titled 'TTI - Transformative Talent...'. Each card contains a description of the TTI program and a red 'Apply' button. Navigation arrows are visible at the top and bottom of the cards.

8. This will take you to the start of the TTI application
 - a. There are 9 STEPS as part of the application process
 - STEPS 1, 2, 3 & 8 (9 if you come back to extend your internship) are for TTI student applicants to complete
 - STEPS 4, 5, 6 & 7 are for your department and Faculty of Graduate Studies to complete

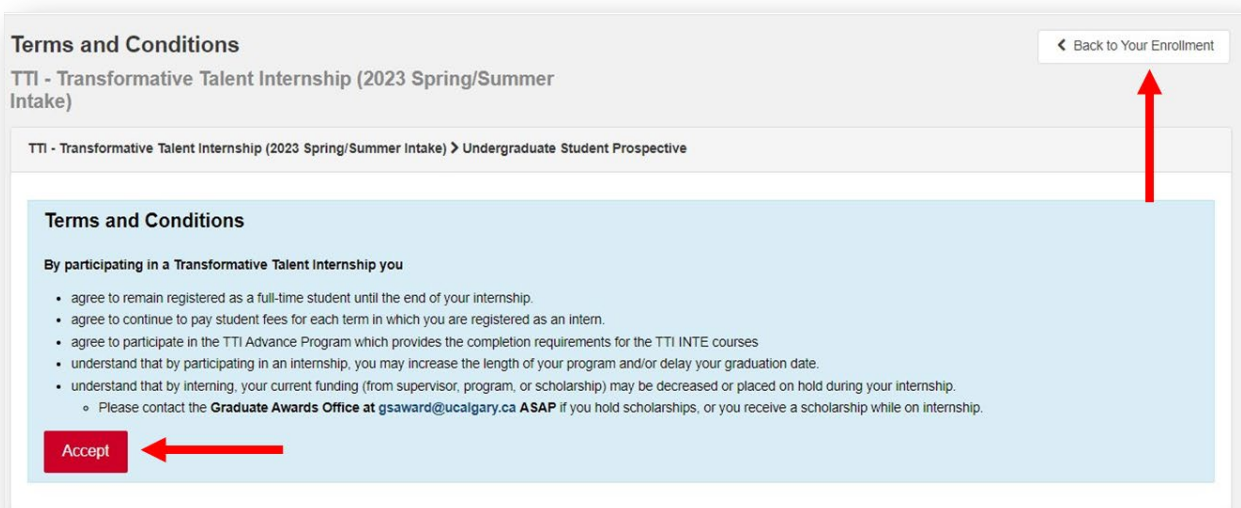
*Ensure you have the following files available to upload as you **will not be able to edit** your application once you start it in **STEP 3 Apply for Transformative Talent Internship**:

- The internship job description
- Offer letter for the internship
- Please ensure these are combined in one file for upload

9. STEP 1 *Accept Terms and Conditions*

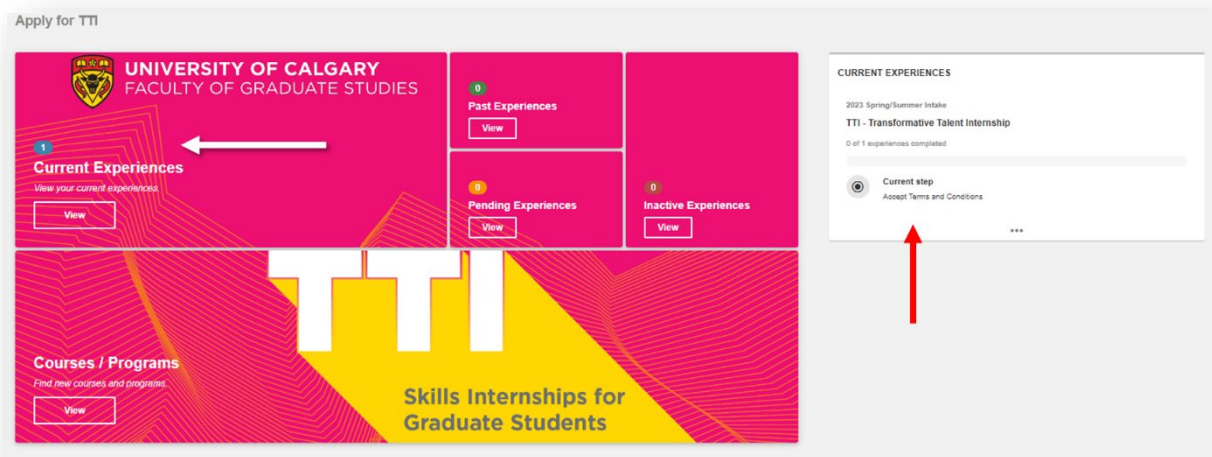


- Click “Accept Terms and Conditions”, which opens a new window
 - Review your responsibilities as a Transformative Talent Intern
 - If you have any questions about the Terms and Conditions, contact gradintern@ucalgary.ca
 - If your questions involve Scholarship and Award questions, please contact gsaward@ucalgary.ca to understand any impact completing an internship (TTI or otherwise) may have on these awards.
 - Click “Accept” if you accept; or “Back to Your Enrollment” on the top right to follow up on questions you have.

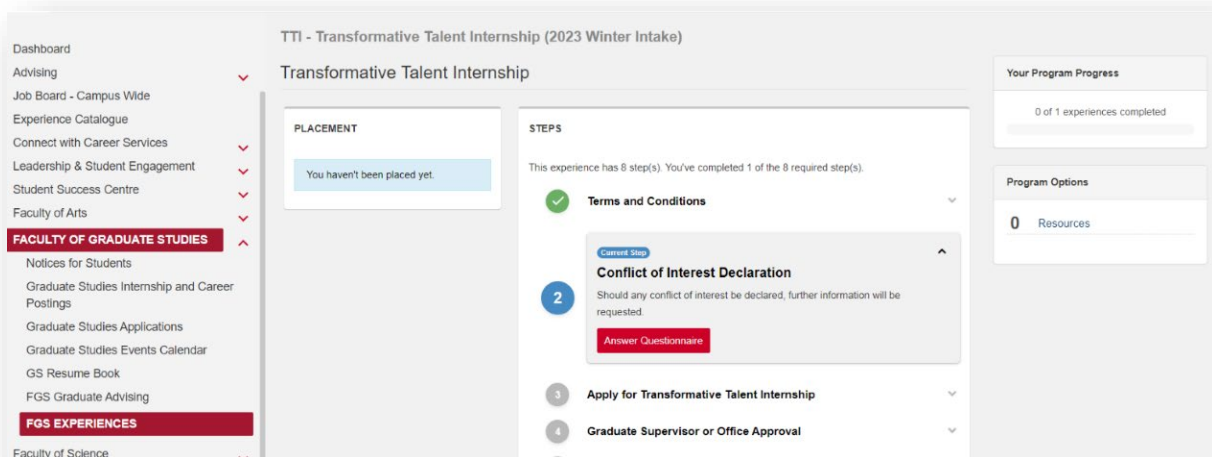




- b. If you have left the application at any point, you will see there is now a “Current Experiences” number listed



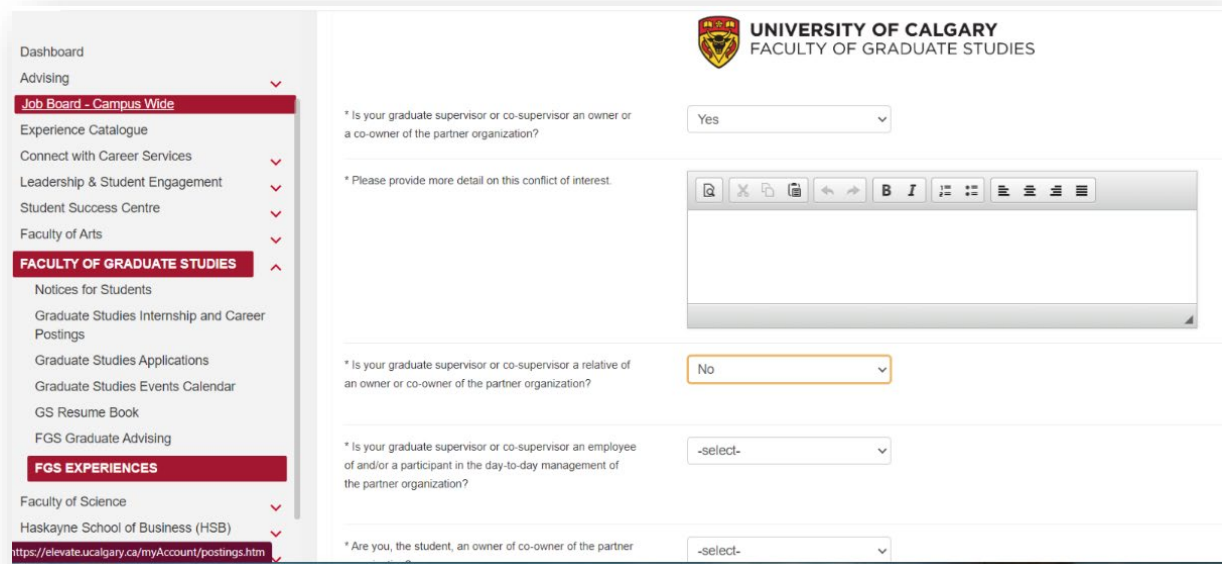
10. Once each STEP is complete, you will notice it is “checked” and the process will move on to the next step.



11. STEP 2 *Conflict of Interest*

a. Click “Answer Questionnaire”

- Please note, a “Yes” answer will open a text box for further clarification. This does not automatically make you ineligible for TTI, but rather, our team is looking for information to provide context around potential conflicts should they arise.



The screenshot shows the 'Conflict of Interest' questionnaire form. On the left is a navigation menu with links like 'Dashboard', 'Advising', 'Job Board - Campus Wide', 'Experience Catalogue', 'Connect with Career Services', 'Leadership & Student Engagement', 'Student Success Centre', 'Faculty of Arts', 'FACULTY OF GRADUATE STUDIES', 'Notices for Students', 'Graduate Studies Internship and Career Postings', 'Graduate Studies Applications', 'Graduate Studies Events Calendar', 'GS Resume Book', 'FGS Graduate Advising', 'FGS EXPERIENCES', 'Faculty of Science', 'Haskayne School of Business (HSB)', and a URL. The main form area has the University of Calgary logo and title. It contains four questions with dropdown menus and a text area:

- Question 1: "Is your graduate supervisor or co-supervisor an owner or a co-owner of the partner organization?" with a dropdown menu showing "Yes".
- Question 2: "Please provide more detail on this conflict of interest." with a large text area and a rich text editor toolbar.
- Question 3: "Is your graduate supervisor or co-supervisor a relative of an owner or co-owner of the partner organization?" with a dropdown menu showing "No".
- Question 4: "Is your graduate supervisor or co-supervisor an employee of and/or a participant in the day-to-day management of the partner organization?" with a dropdown menu showing "-select-".
- Question 5: "Are you, the student, an owner or co-owner of the partner organization?" with a dropdown menu showing "-select-".

b. Once you have completed the *Conflict of Interest* step, you will see a notification that you are approved to progress

- Click “Back to Your Enrollment” to start the Internship summary/application



12. STEP 3 **Apply for Transformative Talent Internship** (STEP 1 & 2 are checked as completed)

- Note, once you begin this step, you will not be able to save and return later to finish. Please have your internship job **offer and company job description** (i.e. from the posting you applied through) to upload as part of the application process (in one file)
- Click “Create Placement Record”
 - Click “Create Record” in pop out menu or “Close” to leave

STEPS

This experience has 9 step(s). You've completed 2 of the 9 required step(s).

- ✓ Accept Terms and Conditions
- ✓ Conflict of Interest Declaration

Current Step

Apply for Transformative Talent Internship

Before you begin your application please ensure you have the following documents available and ready to attach to your application (in one file):

- Employer job posting/description
- Employment offer letter

To complete this application, please provide your internship details, supervisor information and upload both your offer of employment and job posting description. Your internship application will be sent to your department, including your Graduate Supervisor/Program Office and Graduate Program Director, for approval prior to review for Transformative Talent (TTI) eligibility. Please make sure to find these names and emails before starting your application.

NOTE: Submission of an application that appears to meet eligibility criteria, does not guarantee acceptance into the TTI Program and/or TTI Funding. Additional information may be requested. Internships that qualify for Mitacs funding are not eligible for Transformative Talent enrolment or funding.

Create Placement Record

Create Placement Record

Once the Record is created, you will no longer be able to search for opportunities. Select 'Create Record' to proceed, or 'Close' to not create the record.

Create Record **Close**

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Please note, you cannot save this application and return to it later. Because of this, please make sure you have all required documents and information before starting your application:

- Employer job posting/description and employment offer letter (in one file)
- Graduate Supervisor/Program Office contact information (name, email, phone number)
- Graduate Program Director contact information (name, email, phone number)

* Internship Position Title

Internship Start Date

Internship End Date

Total Internship Hours

Compensation ⓘ

Please provide details on what the organization will pay (hourly)

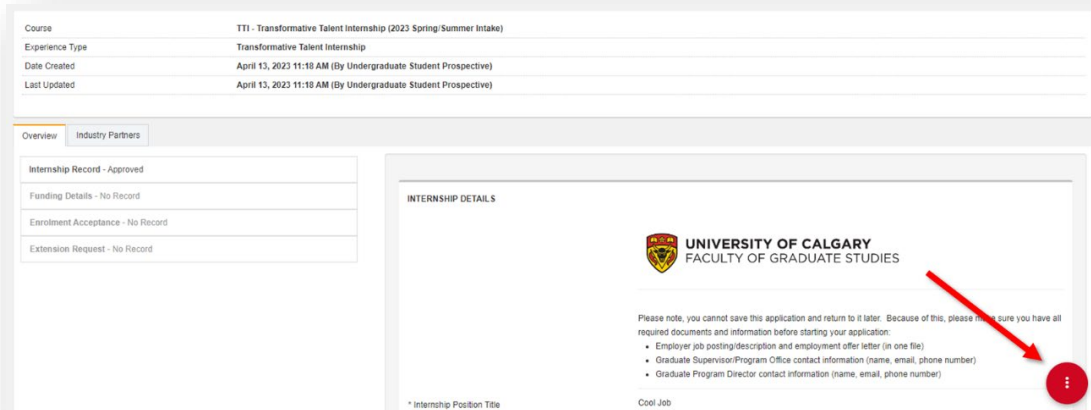
Paid

amount

frequency

hours per week

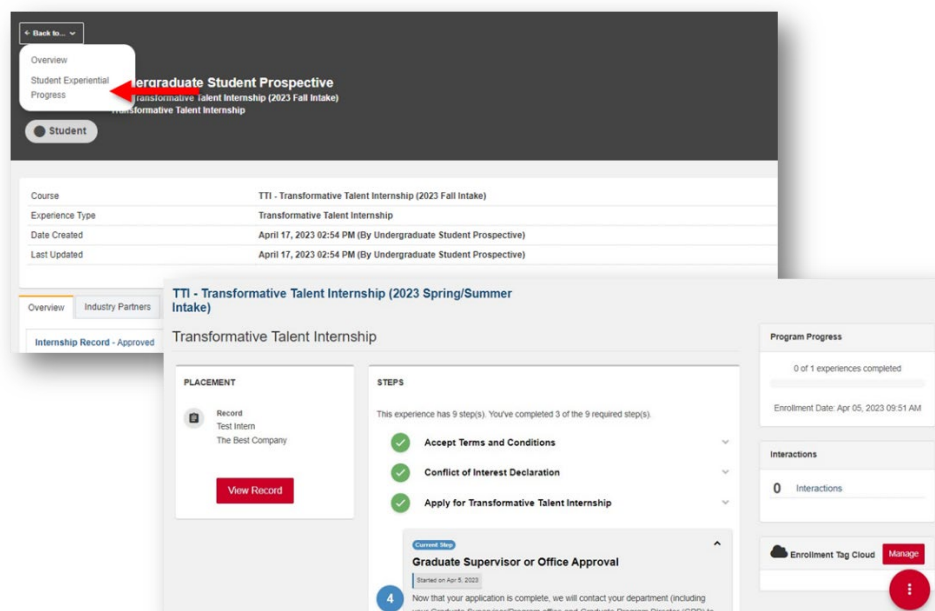
- c. Answer questions based on your internship opportunity.
 - To print a complete record of your enrollment click the red circle (bottom right corner). This will automatically download.



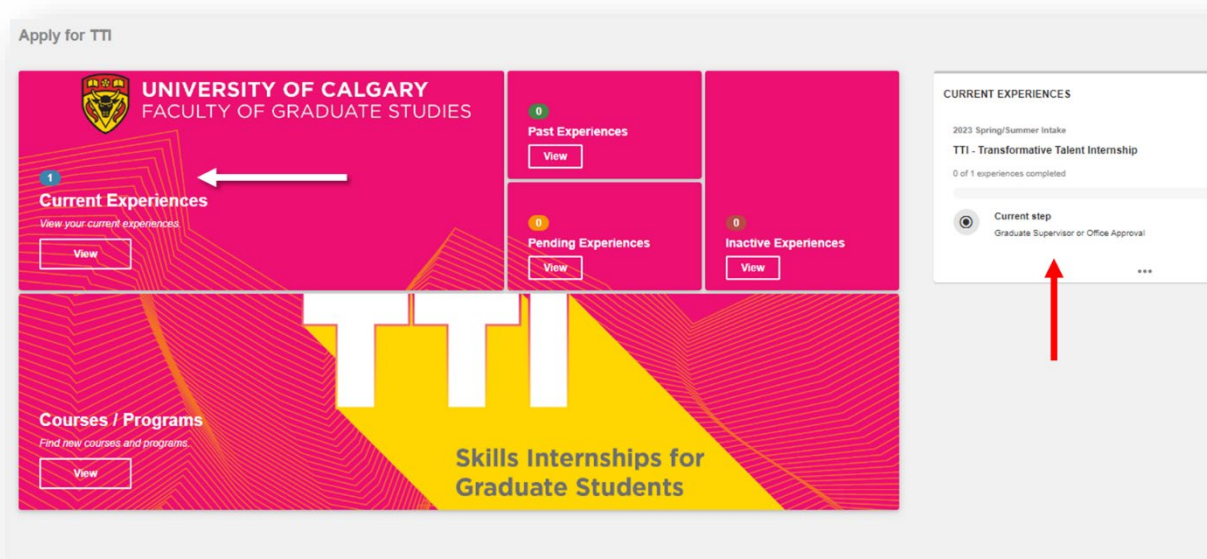
- You may return to view this record any time. If you need to correct anything, please reach out to gradintern@ucalgary.ca

13. When you return to Student Details (top left corner), you will see the completed steps and those still waiting. Your TTI Application has been successfully submitted when the following have green checkmarks.

- a. Terms and Conditions
- b. Conflict of Interest Declaration
- c. Apply for Transformative Talent Internship



14. On your FGS My Experience page, you will now see:
- Current Experiences – 1
 - CURRENT EXPERIENCES
 - Semester Intake
 - TTI – Transformative Talent Internship
 - 0 of 1 Experiences completed
 - Current step
 - Graduate Supervisor or Office Approval



15. At this point, your application is submitted and will be reviewed by:
- Your Supervisor (Thesis-Based) or your Department/GPA (Course-Based) STEP 4
 - Graduate Program Director STEP 5
 - Faculty of Graduate Studies STEPs 6 & 7



16. You will receive notification (via email) that these steps have been completed and you will need to login to Elevate to review whether your application has been approved and the funding allocated to your internship.

- a. Click on “Current Experiences”, “TTI Funding Offer”, and “View Funding Details”

The screenshot displays the 'CURRENT EXPERIENCES' section for the '2023 Fall Intake' TTI - Transformative Talent Internship. It shows '0 of 1 experiences completed'. A progress bar indicates the current step is 'Accept TTI Enrollment and Funding Offer'. Below this, a list of steps is shown, with the first seven completed (marked with green checkmarks) and the last two, 'Wait for FGS Approval' and 'TTI Funding Offer', marked with orange circles labeled 'B' and 'C' respectively. A red arrow points from the 'View Funding Details' button in the 'TTI Funding Offer' step to the 'View Funding Details' button in the 'Accept TTI Enrollment and Funding Offer' step. The 'Accept TTI Enrollment and Funding Offer' step is currently active, showing instructions to review the funding offer and a 'Submit' button. The 'Optional' step 'Request Extension' is also visible.

CURRENT EXPERIENCES

2023 Fall Intake

TTI - Transformative Talent Internship

0 of 1 experiences completed

Current step

Accept TTI Enrollment and Funding Offer

STEPS

This experience has 9 step(s). You've completed 7 of the 9 required step(s).

- ✓ Accept Terms and Conditions
- ✓ Conflict of Interest Declaration
- ✓ Apply for Transformative Talent Internship
- ✓ Graduate Supervisor or Office Approval
- ✓ Graduate Program Director Approval
- ✓ Wait for FGS Approval
- ✓ TTI Funding Offer

TTI Funding Offer

You've completed this step!

[View Funding Details](#)

Current Step

Accept TTI Enrollment and Funding Offer

Please review your funding offer prior to accepting your enrolment in the TTI program. To review your funding offer:

1. Click on "View Record"
2. On the Overview tab, click on "Funding Details - Approved"
3. Review your internship details and funding offer

[Submit](#)

Optional

Request Extension



- b. Click on “Funding Details” and review your funding offer. Once reviewed, Click on “Back to..” and “Student Details” to return to the main menu. Finally, Accept your TTI Enrolment and Funding Offer.

The screenshot displays the 'Overview' tab of the Transformative Talent Internship application. The top navigation bar includes a 'Back to...' dropdown (labeled C) and a 'Student' button. The main content area shows the course details for 'TTI - Transformative Talent Internship (2023 Fall Intake)' and a table of application status: 'Internship Record - Approved', 'Funding Details - Approved' (labeled A), 'Enrolment Acceptance - No Record', and 'Extension Request - No Record'. A 'STEPS' section lists 9 steps, with the first 7 completed. The current step (8) is 'Accept TTI Enrollment and Funding Offer', which includes instructions to review the funding offer and a 'Submit' button (labeled D). A 'Request Extension' step (9) is also visible. A 'CONGRATULATIONS!' message (labeled B) is partially visible on the right.

Congratulations and Good Luck with your internship. If you have any questions about your internship or TTI, please reach out to gradintern@ucalgary.ca - we are here to help!