

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 <u>elevate.ucalgary.ca</u>:



2. Log in as a Student using your UCalgary credentials





**Transformative Talent Internship** 

Submitting an Online Application

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

You are currently logged in as Undergraduate Studer Prospective	nt FACULTY OF	Y OF CALGARY GRADUATE STUDIES	
Dashboard Advising Job Board - Campus Wide	Career Resources	Featured Posts/Ever	nts
Experience Catalogue Connect with Career Services Leadership & Student Engagement	¥	WHVERSTLY OF CALGARY RECILETY OF GRADUATE STUDIES	
Student Success Centre Faculty of Arts FACULTY OF GRADUATE STUDIES	My GradSkills	Why choose a Transformative	Flexibility maintain your student status while completing a part or full-time internahip anywhere from 6 weeks to 1 year in length.
RESOURCES Graduate Studies Internship and Career Postings Apply for TTI	Transformative Talent Internship     UCalgary Workshops and Event	s Prepare for career success by developing	Funding: top up your internship with scholarship funding for tuition support and for successfully completing your internship.
FGS Graduate Advising Graduate Studies Events Calendar		and building on your transferable skills	your internship experience with professional development programming.
Faculty of Science Haskayne School of Business (HSB) School of Architecture, Plenning and	~	UNSTALL 1270 Service Robert Service Discussion	



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



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





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

/ou are currently logged in as	Available Programs/Courses Apply for TTI		
Prospective	FILTERS	απ α 1 > >>	
Dashboard Advising Lob Board - Campus Wide Experience Catalogue Connect with Career Services Leadership & Student Engagement Student Success Centre Faculty of Arts Caduate Student Career Resources	Search: Sort: Newest ~ Apply	2023 Fall Intake TTI - Transformative Talent Transformative Talent Skills Internships (TTI) expose graduate students to meaningful career opportunities and help support the transition from academia to the workplace post-graduation. While interning, TTI students are supported with a professional development program of goal setting. monitoring and evaluation to better articulate their advanced, transferable skills.	2023 Spring/Summer Intake TTI - Transformative Talent Transformative Talent Skills Internships (TTI) expose graduate students to meaningful career opportunities and help support the transition from academia to the workplace post-graduation. While interning. TTI students are supported with a professional development program of goal setting, monitoring and evaluation to better articulate their advanced, transferable skills.
Graduate Studies Internship and Career Postings APPLY FOR TTI FGS Graduate Advising		Apply         See More           cc         x         1         >         >>	Apply See More

- 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



Submitting an Online Application

## 9. STEP 1 Accept Terms and Conditions

ob Board - Campus Wide		Transformative Talent Inte	rnship		Your Program Progress
Connect with Career Services Leadership & Student Engagement	* *	PLACEMENT	STEPS		0 of 1 experiences completed
Student Success Centre Faculty of Arts	* *	You haven't been placed yet.	This experience has 8 step(s). You've completed 0 of the 8 required step(s).		Program Options
FACULTY OF GRADUATE STUDIES Notices for Students	^		Count Stop	^	0 Resources
Graduate Studies Internship and Caree Postings	r		Welcome to your Transformative Talent Internship application. Please review and accept the following terms and conditions to continue to your application.		
Graduate Studies Applications			Accest Terms and Conditions		
Graduate Studies Events Calendar			PROCESSI TELETIS OFFICIAL COMPANYS		
GS Resume Book FGS Graduate Advising			2 Conflict of Interest Declaration	~	
FGS EXPERIENCES			3 Apply for Transformative Talent Internship	~	
Faculty of Science	~		Graduate Supervisor or Office Approval	~	
Haskayne School of Business (HSB)	~				
School of Architecture, Planning and Landscape	~		Graduate Program Director Approval	~	
Werklund School of Education	~		Wait for FGS Approval	~	

- a. Click "Accept Terms and Conditions", which opens a new window
  - Review your responsibilities as a Transformative Talent Intern
    - 1. If you have any questions about the Terms and Conditions, contact gradintern@ucalgary.ca
    - 2. If your questions involve Scholarship and Award questions, please contact <u>gsaward@ucalgary.ca</u> 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.

	Back to Your Enrollment
- Transformative Talent Internship (2023 Spring/Summer ake)	<b>†</b>
TI - Transformative Talent Internship (2023 Spring/Summer Intake) > Undergraduate Student Prospective	
Terms and Conditions	
By participating in a Transformative Talent Internship you	
<ul> <li>agree to remain registered as a full-time student until the end of your internship.</li> <li>agree to continue to pay student fees for each term in which you are registered as an intern.</li> <li>agree to participate in the TTI Advance Program which provides the completion requirements for the TTI INTE courses</li> <li>understand that by participating in an internship, you may increase the length of your program and/or delay your graduation date.</li> <li>understand that by interning, your current funding (from supervisor, program, or scholarship) may be decreased or placed on hold during your internship.</li> <li>Please contact the Graduate Awards Office at gsaward@uccalgary.ca ASAP if you hold scholarships, or you receive a scholarship while on internship.</li> </ul>	



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.

/ising	۲.	Transformative Talent Inte	ernship			Your Program Progress
xperience Catalogue onnect with Career Services	~	PLACEMENT	STEPS			0 of 1 experiences completed
eadership & Student Engagement Student Success Centre Faculty of Arts	* * *	You haven't been placed yet.	This experi	ence has 8 step(s). You've completed 1 of the 8 required step(s). Terms and Conditions	~	Program Options
FACULTY OF ORADUATE STUDIES Notices for Studients Graduate Studies Internship and Caree Postings Graduate Studies Applications Graduate Studies Events Calendar	<b>^</b>		2	Conflict of Interest Declaration Should any conflict of interest be declared, further information will be requested.	•	
GS Resume Book FGS Graduate Advising			0	Apply for Transformative Talent Internship	~	
			0	Graduate Supervisor or Office Approval	~	



## 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.

Dashboard		FACULTY OF GRADUATE STUDIES
Advising	~	
Job Board - Campus Wide	* Is your graduate supervisor or co-supervisor an owner	nr No-
Experience Catalogue	a co-owner of the partner organization?	Yes
connect with Career Services	×	
eadership & Student Engagement	Please provide more detail on this conflict of interest.	
tudent Success Centre	× .	
aculty of Arts	✓	
ACULTY OF GRADUATE STUDIES	^	
Notices for Students		
Graduate Studies Internship and Career Postings		4
Graduate Studies Applications	* Is your graduate supervisor or co-supervisor a relative	of No.
Graduate Studies Events Calendar	an owner or co-owner of the partner organization?	
GS Resume Book		
FGS Graduate Advising	* Is your graduate supervisor or co-supervisor an employ	iPP
FGS EXPERIENCES	of and/or a participant in the day-to-day management of	-seleci-
aculty of Science	the partner organization?	
askavne School of Business (HSB)	× I.	
ns://elevate.ucalgany.ca/mvAccount/nostings.htm	* Are you, the student, an owner of co-owner of the partn	er -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)

- a. 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)
- b. Click "Create Placement Record"
  - Click "Create Record" in pop out menu or "Close" to leave

STEPS					
This exp	erience has 9 step(s). You've completed 2 of the 9 required step(s).				
~	Accept Terms and Conditions	~			
0	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):				
3	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 Gradual 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 enroiment or funding. Create Placement Record	e			
	STEPS				
	Create Placement Record			×	
	Once the Record is created, you will no longer be able to se Record to proceed, or 'Close' to not create the record.	arch for o	pportunities. S	elect 'Create	
	→	C	reate Record	Close	
	Before you begin your application please	e ensure	you have the fo	lowing document:	s avai

	FACULTY OF GRADUATE STUDIES
	Please nole, 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. • Engivery top posting/description and employment offer letter (in one file) • Graduate Spervisor/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 Yes Yes amount S O 0 0 mpw hours per week 0 0 mpw



Submitting an Online Application

- 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.

xperience Type	Transformative Talent Internship	
Date Created	April 13, 2023 11:18 AM (By Undergraduate Student Prospective	
Last Updated	April 13, 2023 11:18 AM (By Undergraduate Student Prospective	
Industry Partners		
Internship Record - Approved		
Funding Details - No Record	INTERNSHIP DETAIL	5
Enrolment Acceptance - No Record		
Extension Request - No Record		FACULTY OF GRADUATE STUDIES
		Please note, you cannot save this application and return to it later. Because of this, please must sure you have all
		required documents and information before starting your application: Employer (b) bostinghesizingtion and employment offer later (in one file) Graduate Supervision/Program Office contract Information (name, email, phone number) Graduate Program Office contract Information (name, email, phone number)
	* Internship Position 1	te Cool Job

- 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

Rack to Y Overview Student Experiential Progress Transio Student	aduate Student Prospective enative talent Intenship (2023 Fall Intake ve Talent Intenship	a	
Course	TTI - Transformati	ve Talent Internship (2023 Fall Intake)	
Experience Type	Transformative Ta	lent Internship	
Date Created	April 17, 2023 02:5	4 PM (By Undergraduate Student Prospective)	
Last Updated	April 17, 2023 02:5	4 PM (By Undergraduate Student Prospective)	
Internship Record - Approved	Transformative Talent Inte	steps	Program Progress 0 of 1 experiences completed
	Record Test Intern The Best Company	This experience has 9 step(s). You've completed 3 of the 9 required step(s).	Enrollment Date: Apr 05, 2023 09:51 AM
		Conflict of Interest Declaration	Interactions
	View Record	Apply for Transformative Talent Internship	0 Interactions
		Craduate Supervisor or Office Approval Inverse Area 200 Now that your application is complete, we will contact your department (including	Enrollment Tag Cloud Manage



Submitting an Online Application

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

FACULTY OF GRADUA	TE STUDIES	0 Past Experiences View		2023 Spring/Summer Intake TTI - Transformative Talent Internship 0 of 1 experiences completed
urrent Experiences w your current experiences		Pending Experiences View	0 Inactive Experiences View	Current step     Graduate Supervisor or Office Approval
Ourses / Programs nd new courses and programs. View	Skill	s Internships fo	or	I

- 15. At this point, your application is submitted and will be reviewed by:
  - a. Your Supervisor (Thesis-Based) or your Department/GPA (Course-Based) STEP 4
  - b. Graduate Program Director STEP 5
  - c. 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"

CURRENT EXPERIEN	ICES		
2023 Fall Intake			
TTI - Transformative	e Talent Internship		
0.011			
0 of 1 experiences compl	Jeted		
	A		
<ul> <li>Current step</li> </ul>	p 🔰		
Accept TTI En	rollment and Funding Offer		
	STEDS		
	This experience has 9 step(s). You've completed 7 of the 9 required step(s).		
	Accept Terms and Conditions	~	
	Conflict of Interest Declaration	× l	
	Apply for Transformative Talent Internship	~	
	Graduate Supervisor of Office Approval	÷.	
	Graduate Program Director Approval		
	Mait for EGS Approval	er	^
	You've completed this r	step!	
	TTI Funding Offer		
	Current Step	^	
	Accept TTI Enrollment and Funding Offer		
	Please review your funding offer prior to accepting your enrolment in the TTI program. To r	eview 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		
	(Minu)		
	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.

Overview Student Experiential Progress	ergraduate Stude ransformative Talent Intern insformative Talent Internship	e <b>nt Prospective</b> nship (2023 Fall Intake) p			
Course		TTI - Transformative Talent Internship (2023 Fall Intake)			
Experience Type Date Created		Transformative Talent Internship April 17, 2023 02:54 PM (By Undergraduate Student Prospective)			
					and and a second second
Enrolment Acceptant	se - No Record No Record STEPS This experience has 9 step(s) Accept Terms Conflict of Int Apply for Tran Graduate Sup	). You've completed 7 of the 9 reads s and Conditions terest Declaration insformative Talent Internship pervisor or Office Approval		- B	CONGRATULATIONSI O internship below has been FGS believes this internsi your program of study an will belo you recognize th
	Graduate Pro	gram Director Approval		×	
	TTI Funding C	Offer		~	
	8 1. Cilick on " 2. On the Or 3. Review yy Submit	T Enrollment and Funding Offer  ryour funding offer prior to accepting your enrolment in the  View Record  verview tab, click on "Funding Details - Approved" iour internship details and fundio	TTI program. To review your funding offer:	·	
				~	

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!