



LaSalle College
Montréal

Montréal, January 10, 2019

International School of Business and Technologies

Dear Member of the Industry:

LaSalle College requires that its students follow an internship during their final term in order to gain field experience in the industry. This year, the training period must be held from **May 6 to May 31, 2019 for 90 hours for the Accounting and Management Technology and 90 hours for Insurance and financial advising.**

If you choose to "employ" an intern, there is no financial commitment on your part as an industry sponsor, but we require that you assume an instructional role. In this sense, you will have an important responsibility since the student's field training experience may influence his/her career choices. As an internship sponsor, you will define the student's tasks, introduce him/her to the work environment, guide him/her in the accomplishment of his/her duties, and evaluate his/her performance. A teacher will communicate with you on a regular basis, in order to ensure that the internship runs as smoothly as possible and that the student's progress can be charted.

The enclosed documents explain the key points of our internship program. This internship is as important for our students as it is for the future of the industry. I invite you to participate in the training of the next generation. You might even find that new employee you have been looking for!

Please do not hesitate to communicate with me for further information at (514) 939-2006, extension 4271.

Respectfully yours,

David Cadieux
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