



Unpaid Job Postings Policy

Hari B. Varshney
Business Career Centre

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UBC SAUDER
SCHOOL OF BUSINESS

Unpaid Job Postings Policy

This document outlines the Hari B. Varshney Business Career Centre's (BCC) policies for posting unpaid internship and volunteer positions on our online recruitment platform Career Options On-Line (COOL).

1

Unpaid Internship Positions on COOL

The BCC does not allow the posting of unpaid internship positions on COOL.

According to B.C.'s [Employment Standards Act \(ESA\)](#), unpaid internships are illegal unless they fall under one of two narrow exceptions:

1. Internships that provide "hands-on" training as part of a formal educational program (called a "practicum" in the Act);
2. Internships that provide training for certain professions (e.g., architecture, law, engineering, real estate).

If an internship does not fall into these two exceptions, interns must be paid at least minimum wage; According to the ESA, outside of the two exceptions listed above, duties performed by interns fall within the definition of "work" contained in the Act, which entitles them to be paid wages for work performed.

2

Unpaid Practicums

If a FT MBA or MBAN student's individual career goals can be met through an unpaid experience, they can choose to pursue opportunities that comply with the ESA's definition of a "practicum" to meet their program's requirements. Unpaid practicum placements are legal in BC because of the internship requirement of their academic programs:

A "practicum" is part of a formal education process for students enrolled in a public or private postsecondary institution that involves the supervised practical application of previously classroom taught theory related to course study. The students are usually engaged in studies to obtain a degree so as to pursue a career in education, medicine, or engineering. A practicum is "hands-on" training that is required by the curriculum, and will result in a certificate or diploma. It is not considered to be "work" for the purposes of the Act. ("Employment Standards Act & Regulation Definitions")

The BCC does not actively encourage doing unpaid placements or promote unpaid opportunities on COOL. Students are able to source these opportunities themselves, but they must get approval from their BCC Career Manager and the Robert H. Lee Graduate School to count the experience towards their program's internship requirement.

3

Unpaid Practicums

UBC Sauder students can choose to volunteer their time with [charities](#), [Not-Profit Organizations \(NPO\)](#), or [Non-Governmental Organizations \(NGO\)](#) to gain work experience in unpaid environments. To help students find volunteer opportunities, the BCC allows volunteer positions to be posted on COOL from well-known charities, NPOs and NGOs with credible track records (e.g. United Way, Salvation Army, etc.). If BCC staff members are unsure about the validity of a charity, NPO or NGO, they should seek clarification from the BCC's Business Development team before posting volunteer positions on COOL.

All volunteer positions posted on COOL must clearly state that the position is voluntary. Additionally, it is the overall responsibility of charities, NPOs, and NGOs to ensure their job postings on COOL comply with the ESA. This means that their volunteer positions posted on COOL must not qualify as "work" according to the Act, and their volunteer positions cannot be the same as work previously conducted by full-time employees.

Please note, a profit-based organization labelling un-paid work as a volunteer opportunity is illegal according to the ESA.

Because our team does not actively seek volunteer roles for COOL, we encourage students to search for more volunteer opportunities through reputable volunteer hubs and organizations, including:

- [UBC Careers Online](#)
- [UBC Alma Mater Society](#)
- [GoVolunteer](#)
- [Charity Village](#)
- [Volunteer BC](#)
- [Volunteer Connector](#)

Our guide, [Volunteer to Gain Experience Toward Your Career Goals](#), provides further details on seeking out volunteer opportunities and the benefits of volunteering. A PDF of this guide can be found in **COOL** under **Resources > Document Library**.

We're here to help.

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