

# Professional Experience Year 2019-20

Application process for students in the Departments of Pharmacology and Toxicology, and Pharmaceutical Chemistry

**Deadline to Departmental Representative: Midnight, Wed. September 12, 2018**  
**send application by email to [pey.pharmtox@utoronto.ca](mailto:pey.pharmtox@utoronto.ca)**

## What is the Professional Experience Year (PEY) program?

The PEY program is a co-op program of 12 or 16 months duration. It provides the amazing opportunity for students to gain work-integrated learning **experience** through positions in industry, government, hospital research institutions, and related work environments. Students can engage in the PEY program between their 3rd and 4th years of study, and the required PEY preparation programming (workshops, etc.) occur during 3rd year fall. Co-op placements occur between May 2019 and August 2020, with May or September start dates.

## Who runs PEY?

The PEY program is administered by the Engineering Career Centre at the Faculty of Engineering and Applied Science. Several Faculty of Arts and Science Departments, including the Department of **P**harmacology and **T**oxicology, and the Department of **P**harmaceutical Chemistry, participate in this program (PEY students in these divisions are called "PEY-PTP"). At the Departmental level, Dr. Rebecca Laposa in the Department of Pharmacology and Toxicology (email address [pey.pharmtox@utoronto.ca](mailto:pey.pharmtox@utoronto.ca)) is the academic lead for the PEY program, and questions and applications should be addressed to her.

## I think I might be interested in applying, but I'm not sure - how do I find out more information?

Please attend the PEY information session for Pharmacology, Toxicology and Pharmaceutical Chemistry students on Monday September 10 from 5:10 to 6 pm in MSB 3153 with Dr. Laposa. Students who are returning from their PEY placement have been invited to attend, to provide their unique insights.

## Who is eligible for PEY?

Specialist students who have completed their 3rd year of study and have a cGPA of approximately 3.0 are eligible. The cGPA condition is placed so that (a) there is confidence that the student's academic performance will not be put in jeopardy by the time and effort required to prepare for the PEY process and (b) employers see strong students. Students need to return back to school after their PEY time to complete their studies.

## What do I need to commit to, in order to join the PEY applicant pool?

Success in the PEY application process requires a commitment of time and effort. Please indicate in your application your plans for time and effort (see next page)

### **What is the Department-level application process?**

Students should submit a brief application to [pey.pharmtox@utoronto.ca](mailto:pey.pharmtox@utoronto.ca) by September 12. A list of approved students will be forwarded to the PEY office who will invite you by email to register with the PEY office (pay the \$125 PEY registration fee) by September 17 using their online system. Being registered with the PEY office provides you with job-readiness training and access to the postings on a web portal.

There are two components to the Departmental application.

(1) In the application, students should indicate how much time and effort they plan to put into the PEY preparation process, and when. Resume workshops, cover letter workshops, writing drafts and final versions of these documents, interview training, interview practice and one-on-one consultations at the PEY office all take time and effort. Students can write a paragraph about their time management planning for PEY, or they can provide a table or spreadsheet indicating when they plan to engage in the preparation. Mandatory PEY training is September 24-27 – All registered students attend the PEY Pathway to Success workshop. This workshop is a prerequisite that all students must attend before getting access to the career portal. Additional training opportunities can be viewed at <https://engineeringcareers.utoronto.ca/events-calendar/>.

(2) Please confirm your cGPA by including an informal transcript (screenshot is fine) from ACORN.

### **How do you successfully secure a PEY position with an employer?**

PEY positions are competitive! Many employers post the positions with several universities, so your written resume and cover letter, and your interview need to be strong. The PEY office at the Engineering Career Centre has multiple training sessions to help you put your best self forward. Students who understand what the employer is seeking, align their resume and cover letter to the specific position, and practice their interviews ahead of time have a better chance of success. There are many skills outside of formal academic skills that lead to success, so a strong academic record is not the only thing that employers are looking for.

### **Are PEY positions paid?**

Yes, and the level of financial support can vary depending on whether the position is in a for-profit company, a not-for-profit research institute, and depends on the federal laws governing co-op positions in the country where the position occurs. Remember, the primary goal of the PEY program is to gain valuable experience, not necessarily to have a high compensation. For 2017-18, the average salary to PEY-PTP students was \$46,163 with a range of \$39,234 - \$51,792.

### **When do postings appear on the PEY portal?**

Employers can post as early as October 2018 and up to July 2019. The posting and application process is continuous and rolling.

### **What about international students?**

For *both* **Pharmacology and Toxicology** and **Pharmaceutical Chemistry** students, international students can accept a PEY position outside of Canada.

For **Pharmacology and Toxicology** students *only*, the Department has made changes to the academic calendar (more details available at <https://fas.calendar.utoronto.ca/section/Pharmacology-and-Toxicology-program>) and generally, international students in Pharmacology and Toxicology are allowed to accept PEY positions in Canada in addition to PEY positions outside of Canada. In specific cases, restrictions based on the company's federal funding sources for the student may limit the ability of international students to accept the position. Please connect with Dr. Laposa (pey.pharmtox@utoronto.ca) about this issue. Information and guidance about co-op work permits for international students can be obtained from the PEY office at the Engineering Career Centre. These take several months to process, so please prepare your permit well in advance.

### **Fees**

There is a placement fee of \$975 to the PEY office to accept a PEY position with an employer.

### **Additional questions?**

Additional FAQs about student status, OSAP, etc. can be found on the PEY website (<http://engineeringcareers.utoronto.ca/work-experience-programs/professional-experience-year-co-op-program-pey-co-op/>).

For students in the Departments of Pharmacology and Toxicology and Pharmaceutical Chemistry, we have created a Quercus site called "Pharmtox Professional Experience Year PTP". Eligible specialist students should expect to receive an invitation to join this Quercus site, and information materials will be posted there.

Additional questions and concerns for students in both the Department of Pharmacology and Toxicology and the Department of Pharmaceutical Chemistry can be sent to Dr. Rebecca Laposa, Academic Lead, PEY-PTP using the email address pey.pharmtox@utoronto.ca.