

## **Faculty of Arts Internship Awards Application – Checklist and Declaration**

Name: \_\_\_\_\_

McGill ID #: \_\_\_\_\_

McGill E-Mail Address: \_\_\_\_\_

**The following must be submitted in person to the AIO in order for your application to be complete.**

- |    |  |                          |
|----|--|--------------------------|
| 1) | A printed copy of this checklist and declaration signed and initialed by the award applicant.  | <input type="checkbox"/> |
| 2) | Written confirmation of the internship from the host organization outlining the nature of the proposed internship, including specific learning goals, intern's duties and means of evaluation. | <input type="checkbox"/> |
| 3) | Official McGill Transcript – in original sealed envelope.  | <input type="checkbox"/> |

**The following must be submitted electronically to the AIO in order for your application to be complete.**

- |    |  |                          |
|----|--|--------------------------|
| 1) | The online application form submitted through the AIO website including your personal statement, host organization description, C.V. and budget. <a href="http://www.mcgill.ca/arts-internships/awards/apply/form">http://www.mcgill.ca/arts-internships/awards/apply/form</a> | <input type="checkbox"/> |
| 2) | Two letters of recommendation, e-mailed from your referees to Anne Turner: anne.turner@mcgill.ca<br>At least one of which must be from a McGill professor.   | <input type="checkbox"/> |

**No additional documents will be considered.**

**For all applicants. Initial to confirm that you meet the eligibility criteria:**

**Initials**

- |    |  |       |
|----|--|-------|
| 1) | I am a McGill student in good standing with a minimum CGPA OF 2.7.   | _____ |
| 2) | My primary degree is in the Faculty of Arts (completing a BA or BAsC, MA, BSW or MSW).   | _____ |
| 3) | I will have completed a minimum of 30 credits of a 90 credit degree or 60 credits of a 120 credit degree PRIOR to the beginning of my internship, or be enrolled in Graduate studies.  | _____ |
| 4) | I will be returning to McGill University as a student the semester following my internship.  | _____ |
| 5) | I understand that I must attend an Information Session for Award Recipients.<br>See <a href="http://www.mcgill.ca/arts-internships/calendar/">http://www.mcgill.ca/arts-internships/calendar/</a> for confirmed dates and locations.   | _____ |
| 6) | I understand that if I am travelling outside of Montreal, I must fill in the University-Related Travel Registry on Minerva, PRIOR to the beginning of my internship: <a href="http://www.mcgill.ca/students/international/registry/">http://www.mcgill.ca/students/international/registry/</a> | _____ |
| 7) | I understand that I must participate in the Annual Internship Event to share my internship experiences.  | _____ |
| 8) | I have read the <b>Handbook for Faculty of Arts Interns</b> listed at <a href="http://www.mcgill.ca/arts-internships/forms/">http://www.mcgill.ca/arts-internships/forms/</a> and I will comply with my responsibilities.  | _____ |
| 9) | I understand that I am obligated to return all internship award money received if I have falsified any information on my application, or if I do not satisfactorily complete the internship.   | _____ |

**For interns travelling outside of Canada, U.S. and Western Europe. Initial to confirm that you meet the eligibility criteria**

**Initials**

- |     |   |       |
|-----|---|-------|
| 11) | I understand that I must attend the University-wide pre-departure information session.<br>Students must register at <a href="http://www.mcgill.ca/students/international/predeparture/">http://www.mcgill.ca/students/international/predeparture/</a>                       | _____ |
| 12) | I am aware I must attend the following Faculty of Arts internship preparation sessions:<br>International Cross-Cultural Workshop<br>International Internship Debrief Session  | _____ |
| 13) | I have read and will adhere to the University-Related International Travel Guidelines listed at:<br><a href="http://www.mcgill.ca/files/secretariat/International-Mobility-Guidelines.pdf">http://www.mcgill.ca/files/secretariat/International-Mobility-Guidelines.pdf</a> | _____ |

### **Declaration**

I hereby declare that the information contained in this application is accurate and true.  
I also give permission for all application materials including transcripts, internship information and recommendation letters to be copied and distributed by the Arts Internship Office to the awards selection committee for the purpose of selection.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_