Introduction

The Intern Handbook is designed to outline the steps to take to ensure your success as an intern. It contains the administrative guidelines and reference to forms you must submit to the Internship Offices Network (ION) as part of your internship. Print a copy of this handbook and keep it with you throughout your internship.

Before you start your internship

Registration and documentation

All interns are required to complete the following documents (available at www.mcgill.ca/internships/important-forms) and submit them to the Internship Offices Network (ION) by Monday, April 3, 12pm (EST):

- Student acceptance form.
- International internship behavioral form.
- Award certification form.
- International internship travel checklist.
- Personal data form.
- Photo release form.
- Credit form (for all interns participating in a PSC required internship). Visit http://www.mcgill.ca/arts-internships/credit for information on how to obtain credit through your department in the Faculty of Arts.
- A short biography written in the third person (max. 75 words).
- A personal thank-you card to the donor who contributed to your award: Mr. Joseph Schull and Ms. Anna Yang.

The following must be completed at least two weeks prior to the start of your internship (NB: if you do not complete the below requirements you will continue to receive notifications until you do so):

- Travel Registry: Once your internship has been approved by your academic unit and the Internship Offices Network, a travel registry will be created on Minerva. You will be sent an email with instructions on how to complete the form. You are required to complete a Travel Registry form for all international McGill-related travel activities. For more information, visit www.mcgill.ca/students/international/registry. You will need your travel insurance information in order to complete the international Travel Registry. When completing the travel registry, one of the required fields is Program Administrator. You will need to click the “clear” button beside the field and click the “search” button. Search for Turner, Anne, click “submit”, and click the ID number which appears beside her name. Within one week of arrival in your host country, please access your Travel Registry form on Minerva and update the “mobile telephone” field with your in-country phone number. Please update this information, as needed, if it changes.
during your internship. In addition, please update your itinerary and emergency contact information if needed.

- Registry of Canadians Abroad (ROCA): Before your departure, you must register online with the Registry of Canadians Abroad (ROCA) managed by Global Affairs Canada. Information about the ROCA system and the registration process can be found at www.voyage.gc.ca/faq/roca-eng.asp. When completing question 13 of Section A (status in destination country), please indicate “Visitor Work” (the last option in the pick-list). Please note that US citizens can register with their embassy at www.travelregistration.state.gov/ibrs. For all nationalities, contact your country’s consulate or embassy in your host country to find out how to register with them.

Pre-departure preparation

All interns are required to attend the following sessions:

- Cross-Cultural Workshop, not required for interns in U.S.A. and Western Europe (Tuesday, March 21, 4:30-7:30pm, Leacock 232): This three-hour workshop will cover themes such as: strategies to improve cross-cultural communication; professional and social behavior; country context and its impact on professional and personal objectives; stages of adaptation and for managing the stress of culture shock; health and safety, etc.

- University-Wide Pre-Departure Orientation Session (Thursday, March 30, 5:30-8:30pm, Leacock 232): At this session you will hear from McGill and Canadian government officials about consular services, regional safety, health, and travel tips; participate in regional break-out sessions where you’ll meet country specialists and students from those regions; and mingle with other students who are studying or interning abroad. You must register for this event at www.mcgill.ca/students/international/predeparture.

- Internship Workshop: Success in a Professional Environment (Monday, March 20, 2:00-4:00pm, 666 Sherbrooke St. W., Suite 700): Hosted by the Youth Employment Services (YES), this session will offer invaluable advice for internships in an office environment: get tips on how to prepare before the start of your internship; learn how to avoid common mistakes and have a successful internship; improve your personal communication in an office environment; learn how to use LinkedIn to your advantage.

Group events

All interns are required to attend the following events:

- Interns meeting (Monday, March 27, 5:00-6:00PM, Arts 160): This is a chance to ask any questions you may have regarding your internship and to meet your fellow interns.

- Reception for awards recipients (Thursday, April 20, 4:00-6:00pm, Leacock Terrace): This reception is an opportunity to meet and celebrate with fellow award recipients. A photographer will be on site to take individual photos of interns and group shots. Dress code is business casual.
Award payment information

All awards are paid through direct deposit to your Canadian bank account. All award recipients must have a bank account in Canada. In order for the award to be deposited, you must fill in the following **updated** information on Minerva: bank information, your Canadian Social Insurance Number (SIN), and a valid permanent address. Please follow the two steps below as soon as possible. Failure to do so will result in your award processing being delayed. (NB: International students who do not have a Canadian Social Insurance Number (SIN), please only complete step one).

**Step 1:** Access the *Banking Information* form on Minerva: Student Menu > Student Accounts Menu > Direct Deposit Bank Account, and enter the information under both Student-related and Payroll-related bank account information.

**Step 2:** Access the *Social Insurance Number* form on Minerva: Student Menu > Student Accounts Menu > Student Tax Menu > Social Insurance Number (SIN)

**Step 3:** Access the *Addresses and Phones* form on Minerva: Personal Menu > Addresses and Phones

**Travel visas and work permits**

Interns are responsible for procuring work permits and travel visas where application. For students interning in the United States, a J-1 visa must be obtained through Cultural Vistas ([www.culturalvistas.org/programs-for-students-and-professionals/train-usa](http://www.culturalvistas.org/programs-for-students-and-professionals/train-usa)). Please note the deadline dates to apply.

**Insurance**

Students must have sufficient travel medical insurance including coverage for emergency hospital and medical care, and emergency evacuation. It is recommended that you contact your insurance provider(s) directly to verify coverage and take note of any exceptions, limitations or other caveats related to your coverage while travelling. It can be helpful to request an official letter from your insurance provider confirming your coverage. International students interning outside of Canada must request extended insurance coverage through International Student Services in order to have minimally sufficient insurance coverage ([www.mcgill.ca/internationalstudents/health/coverage/study-away-program](http://www.mcgill.ca/internationalstudents/health/coverage/study-away-program)).

**Vaccinations and medications**

It is your responsibility to inform yourself of the necessary vaccinations and medications you need in order to safely work at your destination. Please be sure to give yourself time to research the steps you must take to keep healthy and safe.
Travel advisories

McGill encourages students to include an international educational experience as part of their studies. However, the University will not approve student travel to all countries or regions of countries, as the safety of students is of primary importance. McGill requests that interns maintain a high level of security awareness at all times and regularly consult travel reports and warnings issued by Global Affairs Canada. Visit www.travel.gc.ca/travelling/advisories to learn more about the security situation in the country of your internship.

Global Affairs Canada’s official advice concerning travel to a country or specific regions of a country are based on an overall assessment of the security risk and expressed in terms of the following four levels:

- Exercise normal security precautions.
- Exercise high degree of caution.
- Avoid non-essential travel (indicates an official Global Affairs Canada travel warning).
- Avoid all travel (indicates an official Global Affairs Canada travel warning).

University-related activity will not be approved in a location for which Global Affairs Canada has issued an official travel warning. University-related courses, conferences, and other activities undertaken in these locations will not receive McGill credit or recognition. In addition, upon Global Affairs Canada’s release of any travel report or travel warning that raises concerns about the security in the country of your internship, McGill may issue a written notice which could include the cancellation of the internship, the limitation, the suspension of internship activities, or the evacuation of interns.

During your internship

Upon arrival

Within five days of your internship start date, confirm your arrival/start of your internship with the Internship Offices Network (ION) by email at ion@mcgill.ca. In this email please provide the following:

- Office phone number.
- Personal mobile number abroad.
- Host organization supervisor’s mobile.

Carrying out your internship work plan

It is your responsibility to carry out your internship work plan with the partner organization and to fulfill all the program’s requirements in a professional manner.

Security
It is your responsibility to maintain a high level of security awareness at all times. It is your responsibility to inform the Internship Offices Network (ION) of any major concerns or issues that could jeopardize your personal safety throughout your internship. Remember to leave a copy of your emergency contact information with your host organization. The local Canadian embassy/consulate may also assist you in case of an emergency. Prior to departure, you should obtain the contact information (including address, phone number, and email) of the nearest Canadian embassy/consulate.

**Documents**

All interns must submit a mid-term report to the Internship Offices Network (ION) by email to ion@mcgill.ca. This report should be no more than 500 words, and should include first-impressions, challenges, and highlights of the internship experience thus far. This report will be kept confidential between the student and the Internship Offices Network (ION).

**Post-internship responsibilities**

**Upon completion**

Notify the Internship Offices Network (ION) of the completion of your internship by sending an email to ion@mcgill.ca.

**Documentation**

All interns are required to submit the following documents to the Internship Offices Network (ION) via email (ion@mcgill.ca) by Monday, September 11, 12pm (EST):

- Completed internship report (see guidelines below).
- Digital photographs (2-5 photos) of high quality featuring you or your colleagues/fellow interns in your work environment. No “travel” photos.
- A Word document with corresponding captions to your photos. Please make sure each caption clearly indicates the file name of its corresponding photo.

Your final report should be no more than 750 words on your internship experience. Please note that your report will be published for internal and external promotional purposes, and will be sent to the donor of your award. Please follow the following guidelines when writing your report:

- Give the reader some background information about yourself, field of study, and areas of interest.
- Tell the reader why you wanted to do an internship.
- Describe your host organization: what does it do and what is its mission?
- What were your duties as an intern?
- What were your learning objectives?
- What were some of the highlights of the internship? Give some examples.
What were some of the challenges that you encountered? How did you overcome them?
How did your academic background help you during your internship?
Please mention whether or not you are receiving credit for the internship, the topic of your research paper and your supervising professor.
How do you think the internship has or will shape your future career and education path?
If you received funding for the internship, how did the funds help you?
Thank the donor who funded your award: Mr. Joseph Schull and Ms. Anna Yang.

Post-internship debriefing session

All interns are required to participate in the debriefing session following the completion of their internship (date to be determined). The session will focus on the return to McGill after an international experience. Topics covered will include challenges faced in the workplace, skills gained during the internship, and how your experience might have reinforced or challenged your future career objectives. This is also an excellent opportunity to share experiences with fellow interns.

Ambassador program

All interns are required to share their internship experience with the McGill community by participating in the Internship Offices Network Ambassador Program. This program enables students across the university to learn about the Internship Offices Network (ION) opportunities and to hear personal experiences from former interns. All interns must complete two of the five suggested promotional activities below before Friday, November 3:

- Class announcement.
- Tabling.
- The Annual Arts Internship Event.
- ION Internships Information Sessions.
- The Annual Internship Expo.

NB: The Internship Offices Network (ION) reserves the right to withhold the remainder of the Schull Yang International Experience Award ($200) if the post-internship responsibilities are not completed.