



McGill

Faculty of
Arts



InternshipOffice

Internship Plan for Arts Internship Office Approval

Instructions:

Students who request internship approval from the Arts Internship Office are required to complete this form, in consultation with their internship supervisor and submit the completed form for review through the designated webform (see our website).

Please note: Approval of the internship is required prior to the beginning of your internship. No approval will be granted after you have started your internship.

Reason for an Internship Approval from the Arts Internship Office:

Déclaration relative à la participation d'un étudiant à une activité étudiante

Co-Curricular Record (CCR) approval letter

Other. Please specify

Internship Information

Name:

Student #:

Email:

Cell phone:

Major:

Year of study:

Minor:

Expected date of graduation:

Host Organization (HO):

Internship City:

Internship Country:

Remote Internship Location (if applicable):

Interns Outside of Canada: I have attended the University-Wide Pre-departure Session 3-6 months prior to departure and will upload the certificate of completion to the application webform. See: <https://www.mcgill.ca/arts-internships/travel>

Internship Confirmed? Y N

Paid? Y N

Internship Start Date:

Internship End Date:

Hours per Week:

Total Number of Internship Hours:

HO Supervisor Name:

HO Supervisor Email:

HO Supervisor Phone:

Description of the host organization:

Description of Tasks (specific responsibilities, e.g. tasks within the organization including learning goals and outcomes):

Internship Mentorship:

In this field, you must copy a response from your host organization supervisor. Please indicate, in a few lines, a summary of the mentorship components of the internship. Please include: the learning objectives and goals of the internship; how the on-site supervisor will provide the intern with mentorship in line with these learning objectives, as well as feedback to assist the intern's learning process.

Explanation of how the internship is related to your field of study:

Documents Submitted to the Arts Internship Office (via the Webform)

Written confirmation of your internship from host organization, including intern's duties, learning goals, internship dates, hours and remuneration.

Unofficial Transcript.

Forms can be found here (General Resources – Forms): <https://www.mcgill.ca/arts-internships/students>

Student Intern Responsibilities

I have read the Handbook for Faculty of Arts Interns listed at <https://www.mcgill.ca/arts-internships/students> (General Resources - Handbook) and I am aware of my responsibilities.

I have read and will adhere to the Arts Internship Office Travel Guidelines found online at <https://www.mcgill.ca/arts-internships/resources/travel>.

For students interning OUTSIDE of Montreal:

I will register my travel on Mandatory McGill Student Travel Registry prior to the start of my internship.

More information is listed at: <https://www.mcgill.ca/mcgillabroad/safety-abroad/registry>.

Required Signatures

Student Signature:

Date:

Please note that when you save the form with a signature, you will no longer be able to edit the existing form fields. Please make sure all the required fields are completed before you insert a signature and save the form.

Definition of Internship:

An internship is a short-term, hands-on, supervised work experience with a professional organization. It provides the student with an invaluable opportunity to apply the skills and knowledge acquired in the classroom to real world problems and enables the student to broaden his or her understanding of the field.

An internship is more than a part-time job or volunteer experience; it includes:

- Specific learning objectives designed to increase the student's knowledge
- Training to hone existing skills and develop additional ones
- Supervision to guide and mentor the intern

Through their internship, the student is able both to expand their horizons and to engage in a meaningful collaboration with their corporate or community organization for their mutual benefit.

Please note that internship hours during the **fall and winter semester is normally 150 hours, 10-15 hours per week (maximum of 20 hours)**. Students who choose to do an internship during fall/winter semester, are encouraged to meet with an Arts Advisor prior to start of internship, in order to help better plan academic terms and ensure the internship does not interfere with your academic study.

Approval from the Arts Internship Office is required before start of internship. No retroactive approval is accepted. To schedule an appointment with Arts Internship Office, please write to aio@mcgill.ca.



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