Faculty of Arts
Internship Handbook
2020-2021

Faculty of Arts Internship Office
Leacock Building, Room 307
Email: aio@mcgill.ca
Website: www.mcgill.ca/arts-internships/
INTRODUCTION

This Handbook for Faculty of Arts Interns is designed to outline the steps to follow to ensure success during your internship. It contains the administrative guidelines and the forms you must submit to the Arts Internship Office (AIO) as part of your internship if you are applying for academic credit, the description of your activity on your co-curricular record, or an Arts Internship Award. Should you have any questions, please contact the AIO by email aio@mcgill.ca before or at any time during your internship. For Covid-19 updates, please visit the AIO’s Covid-19 FAQ page.

1. BEFORE YOU START YOUR INTERNSHIP

*Students are defined as those applying for academic credit, Co-Curricular Record (EEO) or a Faculty of Arts Internship Award*

Faculty of Arts Intern Training and Preparation Sessions

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All Students are highly encouraged to attend the following session:
Registration details can be found on AIO event page.

Interns Meeting (April 16th, 10:00-11:00am EST) Register here.

During the meeting, the AIO and ION will give a presentation and take questions to address potential issues related to internships. We will also review and discuss the upcoming steps in the internship process. This meeting is for all students participating in an AIO or ION internship, and all students who receive a Faculty of Arts Internship Award, or a MIEA award.

Internship Workshop Series: Success in a Virtual Professional Environment Register here.
The AIO has teamed up with Youth Employment Services (YES) Employment + Entrepreneurship to offer a special workshop specifically for students who are interning remotely.
- Get tips on how to prepare before the start of your virtual internship
- Improve your interpersonal communication skills in a virtual office environment
- Learn how to avoid common mistakes and have a successful internship
- Get tips on how to stay motivated and get the most out of your virtual internship

Part 1: How to Succeed while Interning in a Virtual Professional Environment
May 6th, 2021. 9:30-11:00am, 12:00-1:30 pm Eastern Time
July 8th, 2021. 9:30-11:00am, 12:00-1:30 pm Eastern Time

Part 2: How to Stay Motivated during your Virtual Internship
May 13th, 2021. 9:30-11:00am, 12:00-1:30 pm Eastern Time
July 15th, 9:30-11:00am, 12:00-1:30 pm Eastern Time

This workshop is made possible through the generous support of the Faculty of Arts Tarr-Chevrefils Student Advising Fund.

From Internship to Career Workshop Series (Summer 2021) Register here.
The AIO has teamed up with Youth Employment Services (YES) Employment + Entrepreneurship to bring you a three-part workshop series to give you tips and answer your questions to better bridge your internship experience and your career.
- Using your internship as a bridge to getting your first full-time job
  July 22nd, 2021. 12:00-1:30pm Eastern Time.
- Creating your personal career story
  July 29th, 2021. 12:00-1:30pm Eastern Time.
- Marketing your internship to find a job
  August 5th, 2021. 12:00-1:30pm Eastern Time.

Internship Debriefing Session (September 2021, Time TBD)
This session is highly recommended for students who have completed an internship in the summer. Students meet with an Arts Internship Office staff member. It is an opportunity to reflect on your internship experience, provide feedback and look at next steps. Through discussion, you will find strategies to apply the skills gained during internships to your academic pursuits and future professional growth.

By attending this event, you will be able to:
- Reflect on your internship and share feedback with AIO
- Learn about upcoming workshops
- Discuss next steps and ask any questions you may have
Faculty of Arts Internship Annual Event (September 2021. Time TBD)
This event is to celebrate the Faculty of Arts Internship Awards and the achievements of student interns who completed their internships in summer 2021.

- Returning interns share their internship experience with the McGill community and generous donors
- Students learn about internship opportunities for Faculty of Arts students, Arts Undergraduate Internship Research Awards (ARIA), Arts Internship Mentorship Initiative Program (AMI), internship academic credit, award applications, upcoming AIO events.

Award recipients are required to attend the following session:

Awards Reception 5 à 7 (May 4th, 5:00-7:00pm EST) Register here. Award recipients of Faculty of Arts Internship Awards, Arts Undergraduate Research Internship Awards and McGill International Experience Awards are invited to attend the celebration session. This event is an opportunity to meet and celebrate with fellow award recipients and generous donors. AIO and ION staff member will give a comprehensive presentation to prepare you become familiar with responsibilities as an award recipient. This session is mandatory for award recipients.

Travel Registration – not required for summer 2021

The following must be completed at least two weeks prior to the start of your internship:

1. University-related Travel Registry: not required for summer 2021
   All students going abroad are required to complete the International Travel Registry form, which can be found on Minerva (Student Menu -> Student Records Menu -> Travel Registry). In the case of an emergency abroad or at home, having completed the travel registry will allow McGill to reach out to you and offer assistance if necessary.

   A travel registry will be created for you by a McGill administrator shortly after your activity has been approved. The travel registry form will ask for your passport number, visa information, travel and medical insurance details, and a travel itinerary. For more information visit: https://www.mcgill.ca/mcgillabroad/safety-abroad/registry

   Program Administrator section: Search for Anne Turner and then click on Ms. Anne Turner to effectively add her as the program administrator. Save/complete the form.

Documentation

The following must be completed and emailed to the Arts Internship Office (aio@mcgill.ca) at least two weeks prior to the start of your internship.

- Student Acceptance Form: (All Interns)
  The fillable form can be found on this website (General resources -> Forms): http://www.mcgill.ca/arts-internships/resources

Travel Visas and Work Permits

Interns are responsible for procuring work permits and travel visas where applicable. More information on our website

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: [http://www.mcgill.ca/internationalstudents/health/coverage](http://www.mcgill.ca/internationalstudents/health/coverage)

**Students who intern in their home country** must have medical insurance covering from the start till the end dates of their internship.

**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**

Please note that university-sponsored travel within Canada remains suspended until further notice. Consult this page: [https://www.mcgill.ca/coronavirus/resources/travel-mobility](https://www.mcgill.ca/coronavirus/resources/travel-mobility)

McGill encourages students to include an international educational experience as part of their studies when it is safe to do so. The University will not approve student travel to all countries or regions of countries, as the safety of students is of primary importance.

Interns must maintain a high level of security awareness at all times and regularly consult travel reports and warnings issued by Global Affairs Canada (GAC) by visiting [http://travel.gc.ca/travelling/advisories](http://travel.gc.ca/travelling/advisories) and downloading the Travel Smart app [http://travel.gc.ca/mobile](http://travel.gc.ca/mobile)

GAC’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 GAC Travel Warning)
- Avoid all travel (indicates an official GAC Travel Warning)

University-related activity will not be approved in locations for which GAC has issued an official travel warning (avoid non-essential travel or avoid all travel). University-related courses, conferences and other activities undertaken in these locations will not receive McGill credit or recognition.

In addition, upon GAC’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 or the suspension of internship activities, or the evacuation of interns.
2. DURING YOUR INTERNSHIP

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 requirements in a professional manner.

Security concerns
It is your responsibility to maintain a high level of security awareness at all times. It is your responsibility to inform the AIO 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.

Outside of Canada: 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.

Communication with the Arts Internship Office

Upon Arrival - not required for summer 2021
Within 5 days of your internship start date, confirm start of internship with the Arts Internship Office by completing the mandatory online check-in form: http://www.mcgill.ca/arts-internships/forms/arts-internship-check-form

Facebook Post (Award Recipients only) – required
AIO invites you to share your internship experience and tips on conducting a remote internship. Please send us a short description of your remote internship. It could be your current daily tasks and/or your work setting and/or tips for remote internship with a photo accompanying it. Please show your gratitude to donor if applicable.

We will share your post via AIO Facebook using hashtag #AIOVirtualInternship2021. You can read some posts from summer 2020 on this link.

One month Report (Award Recipients only) - required
The purpose of this report is to take an important time out and reflect on your internship and how in the next two months you can build upon your successes and deal with your challenges. Remember that any exercise – even the most carefully planned and structured – requires adjustments as it unfolds. In your one-month report, please include details on satisfactions and disappointments, what you have learned through the experience, and your thoughts on how you expect to handle these challenges. Please email your report to aio@mcgill.ca.

Note: It is important that you be as honest as possible in these reports. Please do not hesitate to mention challenges you may be facing, as the office takes all feedback seriously and will do our best to help you as difficulties arise. Your opinions and experiences are valuable to us to improve training of future interns and internship selection criteria.

Upon completion - not required for summer 2021
Notify the Arts Internship Office by email of the completion of your internship within 3 days of the end of your internship.
3. REQUIREMENTS FOR AWARD RECIPIENTS

Award Recipient Responsibilities (within one week upon receiving an award)
Faculty of Arts Internship Award recipients are required to complete and submit the following forms to the AIO, within one week after you receive the award, using Award Documents Submission Web Form.

- Personal Data Form
- Award Certification Form
- Student Acceptance Form
- A completed Consent Form for permission to use photographs and reports (for MIEA awardees, fill the McGill International Experience Awards Consent form, for all other students, fill the General Consent Form)
- Complete direct deposit bank account information in Minerva
- 75-word bio in the third person (see example)
- High resolution headshot photo in JPG/JPEG format
- A digital thank-you card to the donor who contributed to your award – this is applicable to some award recipients

Digital thank you card to your donor (please use a greeting card). You could either create your own thank you letter or use online template. Here is a site (GreetingsIsland) with free templates. Please write a minimum of 60 words – you may wish to include some short biographical information about you (e.g. what you study at McGill), the name and a brief description of your internship host organization, examples of tasks you will complete as an intern, and how the internship award funds will help you during your internship experience. Please make sure your thank you letter is not upside down.

All forms can be found here (General resources -> Forms): https://www.mcgill.ca/arts-internships/resources

PAYMENT

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 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) should 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 Student-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.

Please note that no Award will be paid until all required documents have been submitted.

Awards will be issued by mid-July. The AIO will not respond to emails regarding the status of award disbursement before then.
4. POST-INTERNSHIP RESPONSIBILITIES

DOCUMENTS:

Electronic copies of ALL documents must be completed and submitted to the Arts Internship Office, using the Post-internship Documents Web Form. NO LATER THAN 2 WEEKS AFTER THE END OF YOUR INTERNSHIP.

Final Internship Report (Award Recipients only)
All award recipients are required to write a report (750 words) on their internship experience. Please note that your report will be published for internal and external promotional purposes. Copies will be sent to award donors when applicable; therefore, please make sure to verify your formatting, spelling and grammar.

PART A: For all award recipients EXCEPT recipients of the Davies Family, Brenda and Morrison Hurley, Susan Casey Brown, John Wasileski Externship, and Chris Tyler Marckmann awards.

NOTE: If you are a recipient of the Davies Family Arts International Internship Award, Brenda and Morrison Hurley Arts Internship Award, Susan Casey Brown Fund for McGill, John Wasileski Arts Externship Awards, or the Chris Tyler Marckmann International Social Work Summer Internship Award, you do not need to complete Part A. Instead, follow the instructions listed under Part B.

Format your report as follows:
- Times New Roman 12 pt., single spaced, 1” margins. Line breaks in between paragraphs, no indentations at start of paragraphs.
- The file should be named First Name.Last Name_FinalReport.doc
- The report should start with (your name) John Doe bolded in the top left corner.

Guidelines for writing report:
1. Give the reader background information about yourself, field of study and areas of interest.
2. Tell the reader why you wanted to do the internship. What were your learning objectives?
3. Describe your host organization: what does it do, what is its mission?
4. What were your responsibilities as an intern?
5. What were some of the highlights of the internship? Give some examples.
6. What were some of the challenges that you encountered? How did you overcome them?
7. Please mention whether or not you are receiving academic credit for the internship, the topic of your research paper and your supervising professor.
8. What impact did this internship have on your university experience?
9. If you received funding for the internship, how did the funds help you? If applicable, please thank the donor who funded your Internship Award.

If you would like to include information that you do not want to have published online, please add it in a separate box at the end of your report. The AIO will consider this information without making it public.

IMPORTANT NOTE: SUBMIT YOUR REPORT AS A MICROSOFT WORD DOCUMENT (No PDFs)

Digital photographs and corresponding captions:
- We are looking for 5 photographs in JPG/JPEG format.
- The photos are meant to represent your internship experience and workplace (photos should be of you working during your internship and should not include any children).
• The photos are used in AIO publications (including online) to help inform McGill students, professors and award donors about the valuable work that students do during their internships.

NOTE: Please attach the photos as JPGs to the email

Additionally, include the pictures and corresponding captions at the end of your final report word document.

• Captions are necessary to provide context and name people in the photos.
• Captions should be no more than 75 characters long and in the following format:
  o E.g. “Jane Smith during her internship at the UN World Food Programme office in Panama City.”

PART B: For recipients of the Davies Family, Brenda and Morrison Hurley, Susan Casey Brown, John Wasileski Externship, and Chris Tyler Marckmann awards ONLY:

The McGill International Experience Awards (MIEA) were established in 2013 through a donation by Joseph Schull and Anna Yang. The MIEA includes the Schull Yang International Experience Award and other awards supported by other donors and matched by Joseph Schull and Anna Yang. The MIEA provides students with the unique opportunity to study abroad. Students are able to participate in academic activities that can range in length from one semester to a full academic year, including internships and field research trips, and courses abroad. The following awards were established in part with endowed funds received from the MIEA Initiative, which was founded by Mr. Joseph Schull and Ms. Anna Yang:

• Davies Family Arts International Internship Award
• Brenda and Morrison Hurley Arts Internship Award
• Susan Casey Brown Fund for McGill
• John Wasileski Arts Externship Awards
• Chris Tyler Marckmann International Social Work Summer Internship Awards

*The name in each award is the name that you should address in the donor letter outlined below.

Documentation

Consent Form
The Consent Form gives McGill University the right to use, reproduce, distribute, and broadcast student’s final reports and photos. Please review and email the form to your administrative unit no later than two weeks following acceptance of the award. Access the form at https://www.mcgill.ca/internships/files/internships/consent_form_2020_fillable_0.pdf

POST-INTERNATIONAL ACTIVITY RESPONSIBILITIES

The purpose of these requirements is to thank the donors for their gift that will facilitate your participation in your international activity, and encourage future students to explore these international possibilities. The donors are very interested in hearing the impact of their gift and seeing, through photographs, the context of the international activity and the work/studies in which you participated.

The following must be completed and emailed to your administrative unit within two weeks following the completion of your international activity:
**Report Letter to Donors**

Your report letter to your donor(s) should be addressed to the donor(s) of your award (please see your acceptance letter)—donor names can be found [here](#). This letter is produced to be shared with donors to show them your appreciation, give them some details of the international experience they supported you for, and provide them with information on the impact this experience had on your personal/academic/professional development.

In addition, this letter might be used as an article on the [Meet our Students Page](#) of the MIEA website, to showcase the inspiring international experiences of MIEA awardees.

Please note that we will refer to your [Consent Form](#) before sharing your letter; make sure you have read it carefully, filled it in, and signed it.

The report letter should include:

1. Introductory paragraph thanking the donors.
2. Reason for participating in the international activity.
3. Description of the host organization (e.g.: what do they do and what is their mission?)
4. What did the international activity entail? What were your duties/responsibilities/requirements?
5. What were your learning objectives?
6. What were some of the highlights of the international activity? Give some examples.
7. How did your academic background relate to this international activity, or help you?
8. How do you think the international activity has or will shape your future career and education path? Highlight the impact that this award had on you.
9. How did the funds you received help you during your international activity?
10. Close with a brief thank you line:
   a. **If you have received a Schull Yang International Experience Award:**
      Thank you to Mr. Schull and Ms. Yang for making this experience possible or Thank you to Mr. Schull and Ms. Yang for their generous support!
   b. **If you have received a matching award:**
      Thank you to the McGill International Experience Awards founders, and Mr./Ms. Name of donor(s) for making this experience possible or for their generous support!

**Format of the letter:**

- 500-750 words
- Word document – Times New Roman, single-spaced, size 12 font, 1” margins

**Digital photographs and corresponding captions:**

Important note about the photos:

- We are looking for 5 photographs in JPG/JPEG format.
- The photos are meant to represent your internship experience and workplace (photos should be of you working during your internship and should not include any children).
- The photos are used in AIO publications (including online) to help inform McGill students, professors and award donors about the valuable work that students do during their internships.

NOTE: Please attach the photos as JPGs to the email.

Additionally, include the pictures and corresponding captions at the end of your final report word document.

- Captions are necessary to provide context and name people in the photos.
- Captions should be no more than 75 characters long and in the following format:
  o E.g. “Jane Smith during her internship at the UN World Food Programme office in Panama City.”
JOIN YOUR MIEA ALUMNI NETWORK ON LINKEDIN

This group is a platform that will allow all of you, MIEA awardees, to connect with each other and share your professional and academic experiences as MIEA awardees and beyond. Being an MIEA awardee is an incredible achievement. The McGill International Experience Awards team has created this group to recognize this achievement, and to make sure that the benefits of MIEA awards to your professional and personal development reach beyond even your years at McGill, as you connect with each other, learn from each other’s international experiences, and get inspired by each other’s ideas and energy!

Request to join the group.

SHARE YOUR INTERNATIONAL EXPERIENCE

All McGill International Experience Awardees are encouraged to share their international experience with the McGill community. MIEA Awardees will be invited to participate in several MIEA activities through the year.

To stay in touch with us and your fellow MIEA awardees, and share your stories, follow

- MIEA on Facebook
- MIEA on Instagram

Post-internship Completion letter (All Interns) - NO LATER THAN 2 WEEKS AFTER THE END OF YOUR INTERNSHIP

You are required to submit a letter from your internship supervisor attesting to the successful completion of your internship. The letter must include the duration of your internship as well as the tasks performed.

Faculty of Arts Internship Follow-Up Form (Credit and Co-Curricular Record only)

Students who wish to gain credit for their internship must submit this form no later than 2 weeks after the end of their internship. [https://www.mcgill.ca/arts-internships/resources > Forms > Internship Follow up Form](https://www.mcgill.ca/arts-internships/resources). 

Please Note: Failure to submit any of the required documents (one month report, final report, completion letter) will result in the retraction of your awarded funds. It is vital that these documents are submitted before the deadline.

Academic Credit

Please note: the academic requirements may vary between departments and programs.

For more information: [http://www.mcgill.ca/arts-internships/resources/credit](http://www.mcgill.ca/arts-internships/resources/credit)
5. University Related Internship Activity, Travel Checklist

| ☐ | I have attended a Pre-Departure session at McGill. |
| ☐ | I have checked [http://travel.gc.ca/travelling/advisories](http://travel.gc.ca/travelling/advisories) to see if there are any travel advisories concerning my country issued by the Government of Canada. |
| ☐ | I have a passport that will be valid for six months after the END of my internship. |
| ☐ | I have registered my travel with my government (For Canadians: [http://travel.gc.ca/travelling/registration](http://travel.gc.ca/travelling/registration)). |
| ☐ | I know the location and the contact information of the embassy/consulate of my country in all of the countries I will be in. |
| ☐ | I have drafted an itinerary of all my travel plans and given this information to someone at home. |
| ☐ | I am familiar with the visa requirements for my host country and, if applicable, I have applied for the visa that I need. |
| ☐ | I have arranged accommodation in my host country and informed my host organization of my arrival plans. |
| ☐ | I have completed the Minerva travel registry. |
| ☐ | I have completed all forms outlined in the Interns Handbook. |
| ☐ | I have obtained travel health insurance. |
| ☐ | I have printed out my insurance provider’s contact information and the emergency hotline. |
| ☐ | I am aware of what my travel health insurance policy does and does not cover: Evacuation? Trip cancellation? Pre-existing medical conditions? Does it exclude specifically any countries you plan to visit? Exclusions for extreme sports, political unrest? |
| ☐ | I have visited a doctor to find out if I need any vaccinations or medications and, if applicable, have gotten all the required vaccinations. |
| ☐ | (If applicable) I have enough of all my regular prescription medications to last for the duration of my internship, along with a copy of the prescription. |
| ☐ | I have read up about my host country: history, current political situation, living conditions, personal safety, cultural norms, languages, etc. |
| ☐ | I have made a budget for my travels, including a contingency fund for emergencies, purchased foreign currency or traveler’s cheques. |
| ☐ | I have contacted my bank/credit card company and told them I will be away. |
| ☐ | I know the location of the nearest hospital/clinic to where I will be living during my internship. |
| ☐ | I know where the nearest police station and consulate/embassy. |