



**McGill**

Faculty of  
Arts



InternshipOffice

# Faculty of Arts Internship Handbook 2023

**Faculty of Arts Internship Office**

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## Table of Contents

<b>INTRODUCTION.....</b>	<b>3</b>
FACULTY OF ARTS INTERN TRAINING AND WORKSHOPS .....	3
INSTRUCTIONS FOR CO-CURRICULAR RECORD (EEO) .....	4
INSTRUCTIONS FOR ACADEMIC CREDIT RECIPIENTS .....	5
<b>BEFORE YOU START YOUR INTERNSHIP.....</b>	<b>6</b>
REQUIREMENTS FOR INTERNSHIPS THAT INVOLVE TRAVEL – BEFORE YOUR INTERNSHIP .....	6
<i>Pre-Departure Orientation</i> .....	6
<i>McGill Student Travel Registry</i> .....	6
<i>Important Note on Travel Risks/University-Sponsored Activity Cancellation</i> .....	6
<i>Travel Visas and Work Permits</i> .....	7
<i>Vaccinations and Medications</i> .....	7
<i>Insurance</i> .....	7
EVENTS – BEFORE YOUR INTERNSHIP .....	8
All Interns Meeting (Responsibilities & Guidelines) .....	8
ADDITIONAL REQUIREMENTS FOR AWARD RECIPIENTS – – BEFORE YOUR INTERNSHIP .....	8
<i>Faculty of Arts Internship Awards Reception</i> .....	8
<i>Award Payment Information</i> .....	8
<i>Award Documents Submission</i> .....	9
<b>DURING YOUR INTERNSHIP.....</b>	<b>10</b>
RESOURCES - DURING YOUR INTERNSHIP .....	10
<i>Safety And Security Concerns</i> .....	10
<i>Wellness</i> .....	10
EVENTS AND WORKSHOPS - DURING YOUR INTERNSHIP .....	11
<i>Intern Positionality Workshop</i> .....	11
<i>Make the Most of your Internship! Set Goals and Stay Motivated!</i> .....	11
<i>Virtual Check-In with AIO</i> .....	12
<i>Internship to Career (Offered by YES Employment + Entrepreneurship)</i> .....	12
ADDITIONAL REQUIREMENTS FOR AWARD RECIPIENTS – DURING YOUR INTERNSHIP .....	12
<i>Digital photographs</i> .....	12
<i>Social Media Post</i> .....	13
<i>One month Report</i> .....	13
<b>AFTER YOUR INTERNSHIP.....</b>	<b>14</b>
COMPLETION LETTER – AFTER YOUR INTERNSHIP .....	14
EVENTS & WORKSHOPS – AFTER YOUR INTERNSHIP .....	14
<i>Post-Internship Debriefing</i> .....	14
<i>Faculty of Arts Internship Annual Event</i> .....	14
ADDITIONAL REQUIREMENTS FOR AWARD RECIPIENTS – AFTER YOUR INTERNSHIP .....	15

# 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 receiving academic credit, recognition of an internship on your Co-Curricular Record (EEO), or an Arts Internship Award. Please note that Award recipients need to fulfil all sections.

Should you have any questions, please contact the AIO by email [aio@mcgill.ca](mailto:aio@mcgill.ca) before or at any time during your internship.

## FACULTY OF ARTS INTERN TRAINING AND WORKSHOPS

The Faculty of Arts Internship Office offers comprehensive workshops and training designed to guide students through every stage of the internship process. During the workshops, students will learn how to find opportunities in their fields of interest, how to handle challenges and succeed in new environments, and how to transition their new skills and experience to future professional growth. More than just a preparatory course, these workshops serve as professional development tools to help students develop the skill set to thrive in their internships and apply their new skills to their future careers. Details for upcoming events can be found on [our event page](#).

	Session	Topics Covered
Internship Preparation (Before your Internship)	<b>All Interns Meeting (Responsibilities &amp; Guidelines)</b> (Mandatory for all interns)	The session will cover steps to a successful internship, upcoming workshops and events, important McGill resources, and tips and tricks from past interns. We will also review the AIO Interns Handbook. There will be an opportunity ask questions and to network with fellow summer 2023 interns.
	<b>University-Wide Pre-departure Orientation</b> (Mandatory for all students interning outside Canada)	Pre-departure Orientation covers practical information related to pre-departure preparations, your time abroad, and your return to McGill. The sessions are offered entirely online via MyCourses <a href="https://www.mcgill.ca/mcgillabroad/safety/predeparture">https://www.mcgill.ca/mcgillabroad/safety/predeparture</a>
	<b>Awards Reception</b> (For awards recipients)	<ul style="list-style-type: none"> <li>✓ Reception for Awards Recipients</li> <li>✓ Network with other awardees, past and present</li> <li>✓ Opportunity to thank donors in person</li> </ul>
At the Start of your Internship	<b>Interns Positionality Workshop</b>	<ul style="list-style-type: none"> <li>✓ Cross-cultural communication</li> <li>✓ Positionality and sensitivity</li> <li>✓ Professional and social behavior in a multi-cultural context</li> <li>✓ Stages of adaptation and culture shock</li> <li>✓ Interactive reflection exercises and self-care resources</li> </ul>
	<b>Internship Workshop: Make the most of your internship: set goals and stay motivated!</b> (Offered by <a href="#">YES Employment + Entrepreneurship</a> )	<ul style="list-style-type: none"> <li>✓ Set your expectations and learning objectives for your internship</li> <li>✓ Set S.M.A.R.T goals and acquire strategies for accomplishing them</li> <li>✓ Achieve a purposeful internship that complements your studies</li> <li>✓ Frame your achievements on your CV and potential reference letters</li> <li>✓ Record what you learn during your internship to apply your findings to academic and career goals.</li> </ul>

<b>Post Internship (After your Internship)</b>	<b>From Internship to Career Workshop</b> <small>(Offered by <a href="#">YES Employment + Entrepreneurship</a>)</small>	<ul style="list-style-type: none"> <li>✓ Use your internship as a bridge to your first full time job</li> <li>✓ Use insight into your work self to select which full-time jobs to apply to</li> <li>✓ Leverage your internship accomplishments while applying to full time jobs</li> <li>✓ Transfer the motivation and commitment from your internship to your full-time job</li> </ul>
	<b>Internship Debriefing Session</b>	This session 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. Make the most of your internship experience
	<b>Faculty of Arts Annual Internship Event</b>	Returning interns share their internship experience with the McGill community New students learn more about internships and funding opportunities

## INSTRUCTIONS FOR CO-CURRICULAR RECORD (EEO)

1. The student obtains a **written confirmation** of their internship from their host organization (letter or e-mail). This should briefly outline the duties as an intern, the learning goals and outcomes of the internship and the duration of the internship.
2. Well before the start of the internship, **the internship must be vetted and approved by the Arts Internship Office (AIO)** by submitting an application for a Co-Curricular Record (CCR) approval letter for your internship via the AIO webform.
3. The Arts Internship Office will review and prepare a CCR approval letter. The letter will indicate the internship has been approved; it will appear on the Co-Curricular Record.
4. Read the [Handbook for Faculty of Arts Interns](#) to familiarize themselves with the responsibilities as an intern.  
\* For summer internships, students must attend the Interns Responsibilities & Guidelines Meeting in the spring. For internships done outside of the summer, the student must meet with the AIO.)
5. If the student is **travelling outside of Canada** for the internship, they are required to complete the mandatory [the Pre-Departure Orientation](#) - prior to start of internship.
6. If the student is **travelling outside of Montreal** for the internship, they are required to register on the mandatory [McGill Student Travel Registry](#) - prior to start of internship.
7. **Student conducts the internship** (over one semester, minimum 150 hours).
8. **Within two weeks of the completion of the internship**, the student emails to [aio@mcgill.ca](mailto:aio@mcgill.ca) the completion letter from their internship supervisor attesting to the successful completion of their internship.

## INSTRUCTIONS FOR ACADEMIC CREDIT RECIPIENTS

- 0- The student obtains a **written confirmation** of their internship from their host organization (letter or e-mail). This should briefly outline the duties as an intern, the learning goals and outcomes of the internship and the duration of the internship.
- 1- The student **confirms that their department or program has an internship course** and familiarize themselves with the requirements and deadlines for receiving internship course credit ([on this page of the AIO website](#)).
- 2- Well before the start of the internship, **the internship must be vetted and approved by the Arts Internship Office (AIO)** by submitting the documents below via the [Microsoft web form](#):
  - a. [Faculty of Arts Internship for Academic Credit Form \(New Version\)](#)
  - b. A copy of the letter of confirmation from the student's internship host organization
  - c. Completed [Personal Data Form](#)
  - d. Unofficial transcript (download from Minerva)
- 3- If the internship is approved by AIO, the student **should find a McGill professor in their department who will agree to supervise** the academic component of the internship course credit [except for ARTH 490].  
\* Tip: Discuss possible research topics related to your internship. It can be beneficial to get to know the research and teaching interests of the professors in the program. Professors' interests are often listed on departmental websites.
- 4- The **supervising professor and their program Director or Undergraduate Program Director** then need to **sign the Academic Credit Form** to confirm their approval of the internship course.
- 5- Students must **send the duly signed Academic Credit form** to [aio@mcgill.ca](mailto:aio@mcgill.ca) as well as their **departmental program coordinator or advisor** to get a permit override to register for the internship course for credit. Once a permit override for the course is granted, **the student must register themselves for the internship course in Minerva** (for the semester following the internship).
- 6- Read the [Handbook for Faculty of Arts Interns](#) to familiarize themselves with the responsibilities as an intern.  
\* For summer internships, students must attend the All-Interns Meeting (Responsibilities & Guidelines) in the spring. For internships done outside of the summer, the student must meet with the AIO.
- 7- If the student is **travelling outside of Canada** for the internship, they are required to complete the mandatory [the Pre-Departure Orientation](#) - prior to start of internship.
- 8- If the student is **travelling outside of Montreal** for the internship, they are required to register on the mandatory [McGill Student Travel Registry](#) - prior to start of internship.
- 9- If the Internship Course research will involve **human subject research**, please discuss this with the supervisor and review McGill's Research Ethics Requirements.
- 10- **Student conducts the internship** (over one semester, minimum 150 hours).
- 11- **Within two weeks of the completion of the internship**, the student emails to [aio@mcgill.ca](mailto:aio@mcgill.ca) the completion letter from their internship supervisor attesting to the successful completion of their internship.
- 12- The following semester (after the internship is complete), the student ensures that they are registered for the internship course and **completes the work under the supervision of a professor**.  
\*Students should only contact their academic supervisor about any academic related questions.

# BEFORE YOU START YOUR INTERNSHIP

## REQUIREMENTS FOR INTERNSHIPS THAT INVOLVE TRAVEL – BEFORE YOUR INTERNSHIP

Please review your responsibilities in the Student Acceptance Form – all students travelling must carefully read and complete the **Student Acceptance Form**. Please note that if you have made the decision to travel, it is your responsibility to have enough funds and medical prescriptions in case of emergencies.

### *Pre-Departure Orientation*

Pre-departure orientation covers practical information related to pre-departure preparations, your time abroad, and your return to McGill. The sessions are offered **entirely online via MyCourses**. This orientation remains **mandatory for all students\*** who are traveling outside of Canada for University-related international activities, including internships (applying for academic credit, a Faculty of Arts internship, award, or recognition on Co- Curricular Record). Students will be provided a certificate of completion. **The certificate is needed for any internships that involve travel; you will be asked to submit the certificate before any internship is approved.**

Register <https://www.mcgill.ca/mcgillabroad/safety/predeparture>

**We recommend completing Pre-departure 3-6 months prior to departure for your international activity. Upon successful completion, students will receive a certificate of completion. A copy of the certificate or screenshot must be submitted to the AIO.** You can only download a copy of the Certificate of Completion for your records while you are enrolled in the Pre-Departure Orientation course. At the end of the course access period, you will be unenrolled from the course and no longer able to download the certificate. For questions related to Pre-Departure Orientation and the Certificate of Completion, please contact [safetyabroad@mcgill.ca](mailto:safetyabroad@mcgill.ca).

### *McGill Student Travel Registry*

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

McGill Student Travel Registry is the official safety app for McGill students travelling outside of the Greater Montreal area on university-related travel activities. The app allows McGill to keep a record of your travel dates and study destinations and to reach students in case the situation in the location they are visiting changes. **All students travelling on a university-related activity must register their travel through the app.** You will receive alerts and check-in requests from McGill Abroad, via the app as well as your McGill email, in case the Government of Canada issues an “Avoid-Non-Essential Travel” or “Advise All Travel” advisory for your university-related travel destination.

For more information, [consult the McGill Abroad website](#).

**Additionally, all interns are required to register with the foreign office of their country of citizenship before leaving Canada. [Canadian students can register online here.](#)**

### *Important Note on Travel Risks/University-Sponsored Activity Cancellation*

Students planning on travelling abroad over the coming months are **urged to fully evaluate the potential safety, financial and academic risks involved (i.e., being stranded in another country, quarantine-related expenses, loss of accommodation, missing course registration deadlines, etc.)**

Any student who chooses to move forward with their university-sponsored international activity is reminded that they must comply with the following university requirements:

- Check the [Government of Canada's Global travel advisories](#) frequently to stay informed of any changes for your destination. Please see the “Important Note on travel risks/University-sponsored activity cancellation” section below for more information on potential cancellations.
- Stay informed of COVID-19 activity at your destination, which can vary significantly and change quickly from one country to another and within regions of the country. It is the traveler's responsibility to stay abreast of entry/exit requirements and restrictions.

**Prior to departure:** Safety and security conditions could change either before your travel or while you are abroad. Should the Global Affairs Canada travel advisory for your destination change to an “Avoid non-essential travel” or “Avoid all travel” advisory prior to your departure, McGill will cancel your international activity and communicate instructions to students via their McGill email.

- Develop a plan to manage your safety, relying on a study and understanding of the conditions of the pandemic and prevailing health directives in any location(s) visited as part of travel.
- Students should develop a plan in case the situation worsens on location (including possibility of being unable to return for several days or weeks in case of a lockdown or a positive test).
- Students must have sufficient funds, prescriptions, etc. in case they are unable to return.

**While abroad:** If the travel advisory for your destination changes to a “Avoid non-essential travel” or “Avoid all travel” after your departure, students will receive a check-in email from McGill Abroad with instructions. It is important to remember that McGill may terminate student participation in the international activity and require them to return to Canada. Students who do not respond to McGill’s emails may see their international activity cancelled and their credits not recognized. **In the event of a change in travel advisories, McGill will determine next steps for each University-sponsored international activity on a case-by-case basis.** It remains important to note that students can see their travel activity cancelled before departure or while abroad due to changes in the global health landscape. The latter may result in financial implications for students including additional expenses and/or monetary losses. As such, students are once more encouraged to strongly consider all possible scenarios, circumstances, and risks in their decision to travel for a university-sponsored activity.

*Should you have any safety abroad related questions including Pre-departure Orientation and/or the McGill Student Travel Registry, please check: [mcgill.ca/mcgillabroad/safety](http://mcgill.ca/mcgillabroad/safety) or email at [safetyabroad@mcgill.ca](mailto:safetyabroad@mcgill.ca).*

### *Travel Visas and Work Permits*

Interns are responsible for procuring work permits and travel visas where applicable.

### *Vaccinations and Medications*

It is your responsibility to inform yourself of the necessary vaccinations and medications you need 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.

### *Insurance*

**Travel insurance must be purchased for all travel including for airline tickets.** 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>

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

## EVENTS (MANDATORY FOR ALL INTERNS) – BEFORE YOUR INTERNSHIP

### *All Interns Meeting (Responsibilities & Guidelines)*

**April 13, 2023 (in person)**

**Time:** 12:00pm to 2:00pm

**Location:** Thomson House (in-person light lunch served) - 3650 McTavish St.

**RSVP via this webform:** <https://forms.office.com/r/TtYe8UHmBk>

**Note:** this meeting is mandatory for all award recipients, interns receiving academic credit and co-curricular record. **In-person attendance is required.** The online alternative is only available to those who send AIO a written explanation of why they cannot attend the in-person session (through the RSVP form or via email).

**OR**

**April 17, 2023 (virtual)**

**Time:** 12:00pm to 1:30 pm

**Recording:** <https://youtu.be/GXOC8lu-lmU>

Congratulations on securing your internship! The session will cover steps to a successful internship, upcoming workshops and events, important McGill resources, and tips and tricks from past interns. We will also review the AIO Interns Handbook. This meeting is for all students participating in an AIO internship, Faculty of Arts Internship Award recipients, and all students receiving academic credit or Co-Curricular recognition. There will be an opportunity ask questions and to network with fellow summer 2023 interns.

## ADDITIONAL REQUIREMENTS FOR AWARD RECIPIENTS – BEFORE YOUR INTERNSHIP

### *Faculty of Arts Internship Awards Reception*

**April 25<sup>th</sup>, 2023.**

**Time:** 5:00 pm to 7:00 pm

**Location:** McGill Faculty Club, 3450 McTavish St.

Congratulations on receiving an internship award! Your efforts and hard work have paid off.

As a recipient of [Arts Internship Awards](#) and Arts Undergraduate Research Internship Awards (ARIA), we invite you to join us for a celebration with likeminded McGill awardees and the donors whose generous contributions make your internship experience possible. Come join the event and celebrate together with donors and fellow students!

### *Award Payment Information*

**In the event of a cancellation prior to or during the internship, students may have to reimburse the award barring expenses they may have incurred.** Please note that the internship may change depending global health situation. All students are asked to prepare back up plans with their host organization. In some cases, this may include the internship being cancelled.

All awards are issued through direct deposit to your Canadian bank account. All award recipients must have a bank account in Canada. **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 (listed below) have been submitted.**

**Award funds are issued in two disbursements in mid-June and mid-July.** Interns must be prepared to cover their costs before receiving their award money.

Note for recipients of the RBC Internship Award or the RBC Arts Internship Award:

As an RBC Awardee, part of your responsibilities will be to respond to a two-part impact survey: the first part is to be filled before your internship, the second part after your internship. The link to the survey will be provided to you in the award letter that will be sent to you upon your acceptance of the award.

### *Award Documents Submission*

#### **WITHIN 1 WEEK UPON RECEIVING NOTIFICATION OF AN AWARD**

Faculty of Arts Internship Award recipients are required to **complete and submit** the following forms **within one week after you receive the award notification**, using the [Award Documents Submission Web Form](#).

- [Personal Data Form](#)
- [Award Certification Form](#) - Please note that the "Internship Officer" signature is provided by our office, after you have submitted the form with your signature.
- Student Acceptance Form - You can find the appropriate form using one of the following links:
  - [Montreal](#)
  - [Other Provinces in Canada](#)
  - [International](#)
- A completed [Consent Form](#) for permission to use photographs and reports
  - \*\* For MIEA recipients, please use the [MIEA consent form](#)
- Complete direct deposit bank account information in Minerva (see Award Payment Information above)
- 75-word bio in the third person ([see example](#))
  - \*\* Please know that this is a safe space for gender expression and diversity. Feel free to use pronouns that best describe your gender identity.
- High resolution headshot photo in JPG/JPEG format
- A digital thank-you card to the donor who contributed to your award – **only certain awards require thank-you letter to donor - you will be notified by email if required for your award.**

Digital thank you card to your donor (please use a greeting card). You could either create your own thank you letter or use an online template. Here is [a site \(Greetings Island\)](#) 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 on the [Award Documents Submission Web Form](#).**

# DURING YOUR INTERNSHIP

## RESOURCES - DURING YOUR INTERNSHIP

### *Safety And Security Concerns*

When facing an emergency or crisis, communication is critical and time sensitive. Be sure to know who to contact in case of an emergency. <https://www.mcgill.ca/mcgillabroad/safety/emergencies>

International educational experiences offer many benefits to students but can also expose them to certain travel, health, and safety risks. Students must familiarize themselves with their destination country and prepare for risks they may encounter during their travel or stay abroad.

It is your responsibility to always maintain a high level of security awareness. **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.

Prior to departure, you should obtain the contact information of the nearest embassy / consulate.

### *Wellness*

Please note that wellness advisors are available to you for any questions or concerns you may have. Take some time to consult the Student Wellness Hub website before and during your internship to familiarize yourself with the resources available to you: <https://www.mcgill.ca/wellness-hub/>.

#### **Here are important resources accessible through the Wellness Hub:**

- [Keep me Safe](#). A mental health counselling service providing 24/7 access to licensed counsellors in 60+ languages through telephone and mobile chat via the MY SSP app.
- [myWellness](#): a platform designed by students for students to connect them to resources based on their unique needs, wants, and identities.

#### **Please note: You must be located in the province of Quebec to access the following Hub clinicians:**

- [Access Advisors: One-on-one appointments](#) for general mental health support and questions regarding services and referrals.
- [Local Wellness Advisors \(LWA\)](#): Access the main page through the provided link, and select the LWA that is the best fit for you. Through this link, you can also access the LWA online booking page if you would like to book an appointment.
- [See all options of clinicians accessible within the Hub](#).

## EVENTS AND WORKSHOPS - DURING YOUR INTERNSHIP

### ***Intern Positionality Workshop (offered by Equity at McGill and Our Shared Spaces)***

#### Open to all – MANDATORY FOR AIO INTERNS

**May 10<sup>th</sup>, 2023. (In person)**

**Time:** 4:00pm to 5:30pm

**Location:** Equity Office (10<sup>th</sup> Floor, #1010), 550 Sherbrooke W.

**OR**

**May 16<sup>th</sup>, 2023. (virtual)**

**Time:** 12:00 to 1:30pm

[Register here](#)

This workshop will provide you with advice on positioning yourself as an intern in a new work environment, whether you are interning abroad, or in local multi-cultural contexts. If you are an award recipient, this workshop will provide an essential perspective to support the writing of your one-month and final reports.

! Bring material to write down for the reflection exercises (notebook/paper). If you are attending the online session, please be ready to participate orally. The workshop will cover the following topics:

- Cross-cultural communication
- Positionality and sensitivity
- Professional and social behavior in a multi-cultural context
- Stages of adaptation and culture shock
- Interactive reflection exercises
- Self-care resources

### ***Make the Most of your Internship! Set Goals and Stay Motivated!***

#### Open to all – Optional but highly recommended

**May 18, 2023. (virtual)**

**Time:** 12:00pm to 1:30 pm

**Link:** <https://us06web.zoom.us/j/84853269583?pwd=ZUNqTzY2dklkZ0EyREdHOUZhcXIRZz09>

**OR**

**May 25, 2023. (virtual)**

**Time:** 12:00pm to 1:30 pm

**Link:** <https://us06web.zoom.us/j/86153050859?pwd=ZUx1MjF5c0xzdhRtUG5QTlFlF0dz09>

Are you starting an internship this summer? By attending this workshop, you will learn:

- To set your expectations and learning objectives for your internship
- To set S.M.A.R.T goals and acquire strategies for accomplishing them
- To achieve a purposeful internship that complements your studies
- To frame your achievements on your CV and potential reference letters
- To record what you learn during your internship to apply your findings to academic and career goals.

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

## ***Virtual Check-In with AIO***

***Open to all – Optional but highly recommended***

**June 13<sup>th</sup>, 2023. (virtual)**

**Time:** 12:00 to 1:00pm

**[Register here](#)**

The meeting will be a one-hour virtual call with AIO staff and other summer 2023 AIO Interns, to reflect on the main challenges faced by interns up until this point of the internship, as reflected in the one-month reports. We will then brainstorm solutions to make the most out of the rest of your internship time.

## ***Internship to Career (Offered by YES Employment + Entrepreneurship)***

***Open to all – Optional but highly recommended***

**August 29, 2023. (virtual)**

**Time:** 12:00 to 1:30 pm

**Link (no registration):**

**<https://us06web.zoom.us/j/82104633812?pwd=RzYvVVZXUWpyU0Y1QXZ4NXRwN1Nudz09>**

**OR**

**September 5, 2023. (virtual)**

**Time:** 12:00 to 1:30 pm

**Link (no registration):**

**<https://us06web.zoom.us/j/81058016905?pwd=Sk0vbEpWS2dONFkvTUI4NU84bHFMdz09>**

Congratulations! You completed your internship and “got your foot in the door”. Now that you are back, how do you take advantage of the opportunity to turn that internship into a promising career? Whether you’ve got your eye on a particular job in your field or you are still exploring alternative possibilities, now is the time to start working on your goal. By attending this workshop, you will learn:

- To use your internship as a bridge to your first full time job
- To use insight into your work self to select which full-time jobs to apply to
- To leverage your internship accomplishments while applying to full time jobs
- To transfer the motivation and commitment from your internship to your full-time job

## **ADDITIONAL REQUIREMENTS FOR AWARD RECIPIENTS – DURING YOUR INTERNSHIP**

### ***Digital photographs***

Remember to take up to **5 high-quality photographs in JPG/JPEG format** during your internship. We will need 1 picture by June for the social media, and all 5 by the final report in August. The photos are used in AIO publications (including posters, website, social media, etc.) to help inform McGill students, professors, and donors about the valuable work that students do during their internships.

The photos are meant to represent your internship experience and workplace - photos should be of you working during your internship. (E.g.: yourself doing an activity during the internship, attending an event, your workplace, coworkers, and other people – see consent below).

### **Consent:**

- If you selected “no consent” in the initial consent form, you do not need to provide pictures to the AIO.
- If the picture features anyone else but yourself, make sure to have **written consent** from every person before submitting it to the AIO. The pictures should not include any children.

### ***Social Media Post***

AIO invites you to share your internship summer experience. Please send us a short quote (50 words) capturing the main highlight of your internship experience so far, with a photo accompanying it. You can also send a 30-60 second high-quality video (E.g.: An event you attended; a person you met (with their consent); a topic you enjoyed researching about; your current daily tasks; something interesting about your work setting; tips for future interns; ...) We will share your post via AIO Facebook and Instagram using hashtag#AIOInternship2023.

**Note:** If you selected “no consent” for social media in the consent form, you do not need to send a post.

### ***One month Report (mandatory) within 30 days of the start of your internship***

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. This is a chance to take time to reflect on your arrival and adjustment to your internship work and environment. 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.

#### **Format:**

- Email format, **no more than 1 page** (750 words maximum)
- Send to [aio@mcgill.ca](mailto:aio@mcgill.ca), within 30 days of the start of your internship.

**Please note that if we do not receive your reports in time, your award will be recalled.**

#### **Think about the following questions as you write:**

1. What successes and challenges have you faced in the first month of your internship?
2. In the remaining time of your internship, how will you build upon your successes and work to address the challenges?
3. How have the workshops (*Intern Positionality & Make the Most of your Internship*) impacted your internship experience so far? Feel free to give us feedback about the workshops and your experience with our office’s services.
4. Are there any critical issues that would require support from our office to address before the end of your internship?

**Note:** It is important that you be as honest as possible in these reports - they will be kept confidential and will not be shared with your host organizations. 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. If you have any major issues with your internship, do not hesitate to schedule a meeting with our office.

# AFTER YOUR INTERNSHIP

**COMPLETION LETTER** – for ALL interns (Award Recipients, EEO and Credit)

**NO LATER THAN 2 WEEKS AFTER THE END OF YOUR INTERNSHIP**

You are required to **submit a letter (or email) 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.

Email to [aio@mcgill.ca](mailto:aio@mcgill.ca).

**EVENTS & WORKSHOPS – AFTER YOUR INTERNSHIP**

## *Post-Internship Debriefing*

**September 7, 2023. (in person)**

**Time:** 12:00PM-1:00PM

**Location:** Thomson House, 3650 McTavish

Congratulations! You have successfully completed your summer internship. This session 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 as you get back on campus for a new school year. You will have the opportunity to network with workshop facilitators, past interns, and the AIO team. We will also present the Faculty of Arts Internship Mentorship Initiative (AMI) and other opportunities to stay connected to the AIO. *Please note* - this is a chance for you to share and debrief your internship with your peers, if you would like to discuss your internship with us "one-on-one" you are more than welcome to contact our staff for an appointment.

## *Faculty of Arts Internship Annual Event*

**September 19, 2023.**

**Time:** 4:30 PM – 7:00PM

**Location:** Faculty Club, 3450 McTavish. Billiard Room (3rd Floor). **Limited seats available - first-come first-served.**

Be a **speaker** at our annual event and share your summer internship experience! This event celebrates the Faculty of Arts Internship Awards and the achievements of student interns who completed their internships in summer 2023. During this event, returning interns share their internship experience with the McGill community and generous donors. To inform new Faculty of Arts students about internship opportunities, Arts Undergraduate Internship Research Awards (ARIA), Arts Internship Mentorship Initiative Program (AMI), award applications, and upcoming AIO events.

Email us if you are interested in being a speaker at our fall and winter events, to share your summer internship experience!

## *Sign up as a Faculty of Arts Internship Mentorship Initiative (AMI) Mentor*

The Faculty of Arts Internship Mentorship Initiative (AMI) was created in collaboration with the Arts Undergraduate Society (AUS) to form a student network of past and future interns. Students who have completed internships in the past (AMI Mentors) will guide new students (AMI Mentees) who want to apply for an internship or funding through the Arts Internship Office. As a result, **mentors will receive an official extra-curricular recognition on My Involvement**, practice leadership and interpersonal skills through coaching, communication, and active listening, and help a fellow Arts student on their professional and career path. Applications will open in late August – early September!



## ADDITIONAL REQUIREMENTS FOR AWARD RECIPIENTS – AFTER YOUR INTERNSHIP

**Electronic copies of all documents must be completed and submitted to the AIO using the following:  
POST-INTERNSHIP DOCUMENTS WEB FORM: <https://forms.office.com/r/QLwEnmY2gi>**

**NO LATER THAN 2 WEEKS AFTER THE END OF YOUR INTERNSHIP OR AUGUST 13, 2023 - WHICHEVER COMES FIRST.**

***Please Note:** Failure to submit any of the required documents will result in the retraction of your awarded funds. It is vital that these documents are submitted before the deadline.*

**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, the Chris Tyler Marckmann International Social Work Summer Internship Award or the Schull Yang International Experience Award, **you do not need to complete Part A. Instead, follow the instructions listed under Part B.**

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

### *Final Internship Report*

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.

#### **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.

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

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.

### **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.

### **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.
- The photos are used in AIO publications (including posters, website, social media, etc.) to help inform McGill students, professors, and donors about the valuable work that students do during their internships.

### **Consent:**

- If you selected “no consent” in the initial consent form, you do not need to provide pictures to the AIO.
- Additionally, if the picture features anyone else but yourself, make sure to have **written** consent from every person before submitting it to the AIO.
- The pictures should not include any children.

NOTE: Please attach the photos as JPGs to the email

**Captions:** 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:  
E.g., “Jane Smith during internship at the UN World Food Programme office in Panama City.”

## *Join the AIO Alumni Network on LinkedIn*

This group is a platform that will allow all of you awardees, to connect with each other and share your professional and academic experiences as AIO awardees and beyond. The professional and personal development of your summer internship will reach beyond even your years at McGill, as you connect with each other, learn from each other’s experiences, and get inspired by each other’s ideas and energy! [Request to join the group.](#)



**PART B:** For recipients of the McGill International Experience Awards (MIEA): Davies Family, Brenda and Morrison Hurley, Susan Casey Brown, John Wasileski Externship, Chris Tyler Marckmann awards and Schull Yang International Experience Award **ONLY:**

## POST-INTERNATIONAL ACTIVITY RESPONSIBILITIES for MIEA RECIPIENTS

Electronic copies of all documents must be completed and submitted to the AIO using the following:

**POST-INTERNSHIP DOCUMENTS WEB FORM:** <https://forms.office.com/r/QLwEnmY2gi>

**NO LATER THAN 2 WEEKS AFTER THE END OF YOUR INTERNSHIP OR AUGUST 13, 2023 - WHICHEVER COMES FIRST.**

**Please Note:** Failure to submit any of the required documents will result in the retraction of your awarded funds. It is vital that these documents are submitted before the deadline.

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 intern or study 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:

- **Schull Yang International Experience Award**
- 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.***

### Consent Form

The Consent Form grants to 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](https://www.mcgill.ca/internships/files/internships/consent_form_2020_fillable_0.pdf)

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 internships. 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 in which you participated.

## 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:
  - **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!
  - **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 donor 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:
  - 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 throughout the year.

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

[MIEA on Facebook](#)

[MIEA on Instagram](#)

## *Provide Feedback to the MIEA*

As we strive to continue increasing the accessibility of transformative international experiences for all students, we would be very interested in hearing your feedback on the MIEA awards.

Please [take a few minutes to fill this survey](#) after your international experience.