



**McGill**

Faculty of  
Arts



InternshipOffice

# Faculty of Arts Internship Handbook 2022

**Faculty of Arts Internship Office**

Leacock Building, Room 307

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

Website: [www.mcgill.ca/arts-internships/](http://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, an Arts Internship Award or recognition of an internship on your Co-Curricular Record (EEO). 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. For Covid-19 updates, please visit the AIO's [Covid-19 FAQ page](#).

*Please note:* the academic requirements to obtain credit for an internship may vary between departments and programs.

For more information: <http://www.mcgill.ca/arts-internships/resources/credit>

*\*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

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 diverse 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
<b>The Application Process (Fall &amp; Winter)</b>	<b>Internship Information Sessions</b>	<ul style="list-style-type: none"> <li>• Introduction of available internship opportunities</li> <li>• Tips for internship search</li> <li>• Review of available internship funding resources</li> <li>• Advice about the application process</li> <li>• Advice about finding your own internship</li> </ul>
	<b>Internship CV &amp; Cover Letter Writing Workshops</b> (Collaboration with CaPS)	<ul style="list-style-type: none"> <li>• Tips for developing a targeted CV and cover letter for an internship application</li> </ul>
	<b>Internship Interview Workshops</b> (Collaboration with CaPS and <a href="#">YES Employment + Entrepreneurship</a> )	<p>By attending these workshops, you will learn:</p> <ul style="list-style-type: none"> <li>• To prepare prior to an interview</li> <li>• To introduce yourself and your accomplishments</li> <li>• To develop strategies to communicate your skills and experience, answering interview questions confidently and in an organized way</li> </ul>
<b>Internship Preparation and Pre-Departure</b>	<b>Interns Meeting</b> (For all student interns)	<ul style="list-style-type: none"> <li>• Host organization communication</li> <li>• Internship preparation and next steps</li> <li>• Internship responsibilities and guidelines</li> <li>• Meet fellow interns</li> </ul>
	<b>University-Wide Pre-departure Orientation Mandatory for all students interning outside Canada.</b> <a href="#">Now an online course to take via myCourses</a>	<ul style="list-style-type: none"> <li>• University requirements (e.g., the Minerva Travel Registry)</li> <li>• Insurance, budgets, and travel tips</li> <li>• Government-issued advisories and how they affect your plans</li> <li>• Valuable resources to assist with planning for your international trip (tips on safety and conscious + sustainable travel)</li> <li>• Information on staying connected while abroad</li> </ul>

	<p><b>Cross-Cultural Workshop</b> Mandatory for all interns.</p>	<ul style="list-style-type: none"> <li>• Cross-cultural communication strategies</li> <li>• Humility, sensitivity, and positionality</li> <li>• Professional and social behavior in an intercultural context</li> <li>• Stages of adaptation and culture shock</li> <li>• Self-care and safety</li> </ul>
	<p><b>Awards Reception</b> (For awards recipients)</p>	<ul style="list-style-type: none"> <li>• Reception for Awards Recipients</li> <li>• Networking with other awardees, past and present</li> <li>• Receiving guidelines related to the internship activity</li> </ul>
<p><b>At the Start of your Internship</b></p>	<p><b>Internship Workshop: Make the most of your internship: set goals and stay motivated!</b> (Offered by <a href="#">YES Employment + Entrepreneurship</a>)</p>	<ul style="list-style-type: none"> <li>• Setting your expectations and learning objectives for your internship</li> <li>• Setting S.M.A.R.T. goals and achieving them</li> <li>• Achieving a purposeful internship that complements your studies</li> <li>• Recording your achievements and thoughts during your internship, in order to tie it better with your academic and career goals</li> </ul>
<p><b>Post Internship</b></p>	<p><b>Internship Debriefing Session</b></p>	<ul style="list-style-type: none"> <li>• Reflecting on your internship experience</li> <li>• Exploring tools to achieve professional priorities</li> </ul>
	<p><b>From Internship to Career Workshop</b> (Offered by <a href="#">YES Employment + Entrepreneurship</a>)</p>	<ul style="list-style-type: none"> <li>• Use your internship as a bridge to get your first full-time job</li> <li>• Use what you have learned about your “work-self” through your internship to help you direct your career path</li> </ul>
	<p><b>Faculty of Arts Annual Internship Event</b></p>	<ul style="list-style-type: none"> <li>• Returning interns share their internship experience with the McGill community and generous donors</li> <li>• Students learn more about internships and funding opportunities</li> </ul>

**All students are required to attend the following sessions:**

Registration details can be found on [AIO event page](#).

**Cross Cultural Workshop** (date TBC)

This workshop will provide you with advice on interning abroad, and in multi-cultural environments. The workshop will cover the following topics:

- Cross-cultural communication
- Humility, sensitivity, and positionality
- Professional and social behavior in multi-cultural context
- Stages of adaptation and culture shock
- Self-care

**Interns Meeting (April 12<sup>th</sup>, 2022, 12:00-1:00pm) [Register here](#).**

This event will give you the opportunity to meet your host organizations’ former interns as well as the fellow students you will work with in the upcoming summer. You will be able to network and discuss strategies for success in your upcoming placements!

During the meeting, the [Arts Internship Office \(AIO\)](#) and [Internship Offices Network \(ION\)](#) 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 as well as students who receive a Faculty of Arts Internship Award or MIEA award.

**Internship Workshop: Make the Most of your Internship! Set Goals and Stay Motivated! (May 12 and May 19, 2022 12:00-1:30pm).**

*This workshop is part of the training offered to you as an AIO intern/awardee. Attendance is required, and the workshop is held on two dates for your convenience - please attend the one that fits your schedule.*

AIO has teamed up with [YES Employment + Entrepreneurship](#) to bring you this training session!

By joining this training session, you will learn:

- To set your expectations and learning objectives for your internship
- To set S.M.A.R.T goals and achieve them
- To achieve a purposeful internship that complements your studies
- To record your achievements and thoughts during your internship, in order to better time them with your academic and career goals.

[Register here to attend the May 12<sup>th</sup>, 2022 session.](#)

[Register here to attend the May 19<sup>th</sup>, 2022 session.](#)

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

**Internship Debriefing Session (September 2022, 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 the AIO
- Learn about upcoming workshops
- Discuss next steps and ask any questions you may have

**Faculty of Arts Internship Annual Event (September 2022. 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 2022.

- 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, and upcoming AIO events.

**Award recipients are required to attend the following session:**

**Awards Reception 5 à 7 (May 3<sup>rd</sup>, 2022. 5:00 pm EST). [Register here.](#)**

Award recipients of Internship Offices Network Awards, 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 members will give a comprehensive presentation to prepare you become familiar with responsibilities as an award recipient. This session is mandatory for award recipients.

## 1. BEFORE YOU START YOUR INTERNSHIP

### **Requirements for Internships that involve Travel:**

Students planning on travelling abroad over the coming months may wish to reconsider, and 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.)**. As noted, this includes those planning on participating in University-sponsored activities such as exchanges, internships, co-ops, independent study away, field study semesters and courses, and research. For more information on the potential risks involved in moving forward with a University-sponsored international activity at this time, please see “Important Note on travel risks/University-sponsored activity cancellation” below.

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.
- Follow the [Guidelines for travel during the ongoing COVID-19 pandemic](#) which include:
  - The Government of Canada requires that you be fully vaccinated to travel internationally.
  - Prior to departure, you should 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).

### **Important Note on travel risks/University-sponsored activity cancellation:**

**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.

**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. Moreover, as the deadline to register for Winter 2022 classes may have passed by the time of cancellation, students may not be able to register for classes on time, which may lead to losing credits or missing a semester. 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 Minerva Travel Registry, please check: [mcgill.ca/mcgillabroad/safety](http://mcgill.ca/mcgillabroad/safety) or email at [safetyabroad@mcgill.ca](mailto:safetyabroad@mcgill.ca).

## Pre-Departure Orientation

Pre-departure orientation covers practical information related to pre-departure preparations, your time abroad, and your return to McGill. The sessions, which were previously delivered in person, are **now 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.**

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

## Travel Registration

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

### University-related Travel Registry:

All students travelling outside of Montreal are required to complete the **Travel Registry form**, which can be found on Minerva (Student Menu -> Student Records Menu -> Travel Registry).

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.

## 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>

**\*\*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

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> and downloading the *Travel Smart* app <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. 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 **within one week after you receive the award**, using the [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](#))  
*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 \(GreetingsIsland\)](#) 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 on the [Award Documents Submission Web Form](#).

### 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.



### 3. DURING YOUR INTERNSHIP

#### a. Resources during your internship

##### Wellness and safety

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:

*If you are located in the province of Quebec:*

- [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.](#)

*If you are located anywhere in the world:*

- [Therapy Assisted Online](#): a self-help resource, free and private online video program designed to address issues related to anxiety, stress, depression, and more. You can use your McGill email address to create a free account through the [website](#) or on the TAO app (available for [Apple iOS](#) or [Android](#)).
- [Keep me Safe](#). **24/7 access to professional Counsellors.**

##### Security concerns while traveling

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.

#### b. Responsibilities during your internship

##### Facebook Post (Required from Award Recipients)

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 #AIOInternship2022. You can read some posts from summer 2021 [on this link](#).

### One month Report (Required from Award Recipients)

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](mailto: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.*

## 4. POST-INTERNSHIP RESPONSIBILITIES

### **Required from All Interns**

#### **Post-internship Completion letter - 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. Email to [aio@mcgill.ca](mailto:aio@mcgill.ca).

### **Required from Award Recipients**

***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.*

**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.**

**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.

### **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.

### **IMPORTANT NOTES: 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.

### **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 internship at the UN World Food Programme office in Panama City."

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

- **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.**

## 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](https://www.mcgill.ca/internships/files/internships/consent_form_2020_fillable_0.pdf)

## POST-INTERNATIONAL ACTIVITY RESPONSIBILITIES FOR MIEA RECIPIENTS

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 [miea@mcgill.ca](mailto:miea@mcgill.ca), copying [aio@mcgill.ca](mailto:aio@mcgill.ca)** 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:
  - 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 love your feedback on the MIEA awards.

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

## 5. University Related Internship Activity, Travel Checklist

<input type="checkbox"/>	I have attended a Pre-Departure session at McGill.
<input type="checkbox"/>	I have checked <a href="http://travel.gc.ca/travelling/advisories">http://travel.gc.ca/travelling/advisories</a> to see if there are any travel advisories concerning my country issued by the Government of Canada.
<input type="checkbox"/>	I have a passport that will be valid for six months after the END of my internship.
<input type="checkbox"/>	I have registered my travel with my government (For Canadians: <a href="http://travel.gc.ca/travelling/registration">http://travel.gc.ca/travelling/registration</a> ).
<input type="checkbox"/>	I know the location and the contact information of the embassy/consulate of my country in all of the countries I will be in.
<input type="checkbox"/>	I have drafted an itinerary of all my travel plans and given this information to someone at home.
<input type="checkbox"/>	I am familiar with the visa requirements for my host country and, if applicable, I have applied for the visa that I need.
<input type="checkbox"/>	I have arranged accommodation in my host country and informed my host organization of my arrival plans.
<input type="checkbox"/>	I have completed the Minerva travel registry.
<input type="checkbox"/>	I have completed all forms outlined in the Interns Handbook.
<input type="checkbox"/>	I have obtained travel health insurance.
<input type="checkbox"/>	I have printed out my insurance provider's contact information and the emergency hotline
<input type="checkbox"/>	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?
<input type="checkbox"/>	I have visited a doctor to find out if I need any vaccinations or medications and, if applicable, have gotten all the required vaccinations.
<input type="checkbox"/>	(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.
<input type="checkbox"/>	I have read up about my host country: history, current political situation, living conditions, personal safety, cultural norms, languages, etc.
<input type="checkbox"/>	I have made a budget for my travels, including a contingency fund for emergencies, purchased foreign currency or traveler's cheques.
<input type="checkbox"/>	I have contacted my bank/credit card company and told them I will be away.
<input type="checkbox"/>	I know the location of the nearest hospital/clinic to where I will be living during my internship.
<input type="checkbox"/>	I know where the nearest police station and consulate/embassy.