



McGill

Faculty of
Arts



InternshipOffice

Faculty of Arts Internship Handbook 2024

Faculty of Arts Internship Office

Leacock Building, Room 307

Email: aio@mcgill.ca

Website: www.mcgill.ca/arts-internships/

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INTRODUCTION

Congratulations on securing your internship opportunity! This Handbook is designed to outline the steps to follow to ensure success during your internship. It contains practical information as well as instructions about the responsibilities that must be fulfilled as part of your university-related internship. Should you have any questions, please contact the AIO by email aio@mcgill.ca.

Internships are defined as university-related if they fall under any of the categories below:

1. **AWARD RECIPIENT:** You are receiving an Arts Internship Award through our office, either by being selected for an [AIO Internship Posting](#) or if you applied for funding through the [Faculty of Arts Internship Awards](#). You will have to fulfill both the “All Interns” AND “Award Recipients” requirements listed in this Handbook.
2. **CREDIT RECIPIENT:** You have completed and finalized all the [steps to getting approval for internship credit](#) well in advance of the start of your internship. You will only have to fulfill all the responsibilities listed for “All Interns” in this Handbook.
3. **CCR/EEO RECIPIENT:** You have completed and finalized all the [steps to apply for a Co-Curricular Record \(CCR\) approval letter or Enriched Educational Opportunities Bursaries \(EEO\)](#) well in advance of the start of your internship. You will only have to fulfill all the responsibilities listed for “All Interns” in this Handbook.

CHECKLIST OF RESPONSIBILITIES

The [checklist](#) summarizes the responsibilities required of interns, before, during and after their internship. Please read this handbook thoroughly in its entirety, as it contains important details for each of the responsibilities and deadlines.

BEFORE YOUR INTERNSHIP

PRE-INTERNSHIP EVENTS AND WORKSHOPS

The Faculty of Arts Internship Office offers comprehensive workshops and training designed to guide you through every stage of the internship process. During the workshops, you will learn how to find opportunities in your fields of interest, how to handle challenges and succeed in new environments, and how to transition your new skills and experiences to future professional growth. More than just a preparatory course, these workshops serve as professional development tools to help you develop the skill set to thrive in your internships and apply your new skills to your future career.

All Interns Meeting - Responsibilities & Guidelines (*Mandatory for All Interns*)

April 12, 2024, from 12:00PM to 1:30PM in the 3rd floor Ballroom of Thomson House ([3650 McTavish St.](#))

Congratulations on securing your internship! During this session, the AIO staff will go over your intern responsibilities and answer any questions you may have. We will cover steps to a successful internship, upcoming workshops and events, and important McGill resources. There will be an opportunity to ask questions and to network with fellow summer interns. **In-person attendance is required.** If you are unable to attend the meeting, please indicate so in the RSVP form. [RSVP via this webform](#)

Faculty Of Arts Internship Awards Reception (*Mandatory for Award Recipients*)

April 18, 2024, from 5:00PM to 6:30PM at the McGill Faculty Club ([3450 McTavish St.](#))

Congratulations on receiving an internship award! Your efforts and hard work have paid off. As a recipient of a Faculty of Arts Internship Award, 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! Our annual group photograph will be taken during the event – the dress code is business casual. [RSVP via this webform](#)

AWARD REQUIREMENTS

Award Payment Information (*Mandatory for Award Recipients*)

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

All awards are paid 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 update your information on Minerva: bank information, your Canadian Social Insurance Number (SIN), and a valid permanent address. *For international students who do not have a Canadian Social Insurance Number (SIN), only complete steps 1 and 2. All Canadian students must have a Social Insurance Number.*

Please follow the steps below as soon as possible. Failure to do so will result in your award processing being delayed.

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: Update the Addresses and Phones form on Minerva: Personal Menu > Addresses and Phones.

Important Note: In the event of a cancellation prior to or during the internship, you may have to reimburse the award barring expenses that may have incurred.

Note for students travelling for their internships: Awards are conditional on submission of Pre-Departure Orientation certificate and completion of the McGill Student Travel Registry (prior to departure).

Award Documents Submission (*Mandatory for Award Recipients*)

Faculty of Arts Internship Award recipients are required to complete and submit the following documents **within one week after receiving the award notification email**. Please note that **no Award will be paid until all required documents (listed below) have been submitted**.

ALL THE DOCUMENTS LISTED BELOW MUST BE SUBMITTED VIA THE [AWARD DOCUMENTS SUBMISSION FORM](#):

1. [Award Certification Form](#) ** Please note that the "Internship Officer" signature is provided by AIO; only your signature is required at the time of submission.
2. **Completed [Consent Form](#) for permission to use photographs and reports**
** For MIEA recipients, please use the [MIEA consent form](#)
3. **High resolution professional headshot photograph** in portrait orientation (vertical), JPG/JPEG format ([see examples](#))
4. **75-word bio in the third person** ([see examples](#)), in a Word document
** This is a safe space for gender expression and diversity. Feel free to use pronouns that best describe your identity.
5. **A digital thank-you card** to the donor who contributed to your award.

** Only certain awards require a thank-you letter to donor - you will be notified by email if required for your award. You can create your own thank you letter and use an online template (using [Canva](#) for example). 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), 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.

REQUIREMENTS FOR INTERSHIPS THAT INVOLVE TRAVEL

Travel requirements must be completed for **any university-related activity that involves travel to or for the internship** (ex. conference, meetings, research, etc.). If your internship is completed 100% remotely, you do not need to complete the steps below. If you are planning on travelling abroad over the coming months you are urged to fully evaluate the potential safety, financial and academic risks involved (i.e., being stranded in another country, loss of accommodation, missing course registration deadlines, etc.). If you choose to move forward with your university-sponsored international activity, you are reminded that you must comply with the following university requirements. **More information is available on the [McGill Abroad website](#).**

Pre-Departure Orientation (*Mandatory for Travel Outside of Canada*)

It is recommended to complete the Pre-Departure Orientation 3-6 months prior to departure for your international activity:

[Pre-Departure Orientation](#) is a mandatory course offered online via MyCourses that covers practical information related to pre-departure preparations, your time abroad, and your return to McGill. **This orientation is mandatory for all students who are traveling outside of Canada for University-related internships.** Pre-Departure Orientation is offered on a monthly basis. A copy of the certificate must be uploaded on the relevant AIO application form or sent via email. More information on registration cycles and the certificate of completion can be found on the [McGill Abroad website](#).

Important Note: *students who are traveling to their home country for an internship must also complete the Pre-departure orientation.*

Travel Visas and Work Permits

Interns are responsible for informing themselves about appropriate entry and work requirements for their host country. Students must acquire proper travel visas and work permits where applicable. It is important that students begin this process early, as for many countries, it can take some time.

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. 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.

Insurance

Students must have sufficient travel and medical insurance (that covers medical emergencies, emergency evacuation, and trip cancellation and interruption) in the country you are staying, for the duration of your internship. **Travel insurance must be purchased for all travel including for airline tickets.**

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. Most members of the community already have some coverage through the [McGill Supplemental Health Insurance Program](#) or their [student insurance](#), but travelers should explore whether additional insurance is required for their destination and activities.

- **International students interning outside of Canada** must request extended insurance coverage through [International Student Services](#) in order to have minimally sufficient insurance coverage.
- **Students who intern in their home country** must have medical insurance covering from the start until the end dates of their internship.

Don't forget to ask about policy exclusions and limitations related to: Personal health factors; Participation in political demonstrations; Extreme sports and other risky activities; [Travel advisories](#) issued for the host country and/or regions within; Other circumstances that may affect insurance coverage.

Travel Risks - Government of Canada's Travel Advice and Advisories

Changes to Travel Advisories - Safety and security conditions may change either before your travel or while you are abroad. You must check the [Government of Canada's Global travel advisories](#) frequently to stay informed of any changes for their destination.

- **Prior to departure:** Should the Global Affairs Canada travel advisory for your destination change to "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 "Avoid non-essential travel" or "Avoid all travel" *after your departure*, **you will receive a check-in email from McGill Abroad with instructions.** It is important to remember that McGill may terminate participation in the international activity and require you to return to Canada.

Students who do not respond to McGill's emails may see their international activity cancelled and their credits not recognized. McGill will determine the next steps for each University-sponsored international activity on a case-by-case basis. If you need to contact McGill in an emergency or crisis while abroad, call McGill Campus Security at +1-514-398-3000, available 24 hours a day, 7 days a week.

Two-Factor Authentication (2FA) With Microsoft Authenticator Application

Students travelling **outside of Canada** are advised to **download the two-factor authentication (2FA) [Microsoft Authenticator app](#)** on their mobile device **prior to their scheduled departure and configure the Authenticator App as their primary method of verification.** This will allow students to sign into their McGill affiliated email address while travelling which is required for safety purposes. Step-by-step Two-Factor Authentication (2FA) set-up instructions can be found [on this IT page](#). In the event that a student will be **using a different physical phone and telephone number while travelling**, please contact the IT Service Desk for support: 514-398-3398. Please note that a WIFI connection is needed to connect through the 2FA system.

McGill Student Travel Registry (*Mandatory for Travel Outside of Montreal*)

The following must be completed **at least 4 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 the Safety Abroad Officer, 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.

All travel safety information can be found on the [McGill Abroad website](#). Should you have any safety abroad related questions including Pre-departure Orientation and/or the McGill Student Travel Registry, email safetyabroad@mcgill.ca.

DURING YOUR INTERNSHIP

TRAINING AND WORKSHOPS

These workshops were created to complement your preparation ahead of the rest of your time as an intern. They are strategically scheduled during the start of your internship, so that you can gather all the tools to make the most out of your internship and have opportunities to reflect on this unique experience. They are an essential part of your journey as an intern and although they are optional, we highly encourage all to attend. We partner with exceptional external facilitators to bring you all the tools for a successful summer internship.

Make The Most of Your Internship! Workshop (*Open to All Interns*) (Optional)

Friday May 10 OR Wednesday May 15, 2024, from 12:00PM to 1:00PM, on Zoom. [Register via this link](#)

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.

Intern Positionality Workshop (*Open to All Interns*) (Optional)

Either: In-person on Tuesday May 28, 2024, from 4:00PM to 6:00PM at the [Equity Office](#), 10th Floor, #1010 (550 Sherbrooke W.)

OR

Virtually on Monday May 27, 2024, from 12:00PM to 1:30PM, on Zoom. [Register via this link](#)

Facilitated by [Equity at McGill](#) and [Our Shared Spaces](#). 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.

For the in-person session, make sure to bring material to write during the reflection exercises (notebook/paper). If you are attending the online session, please be ready to participate orally. If you are an award recipient, this workshop will provide an essential perspective to support the writing of your one-month and final reports.

The workshop will cover the following topics:

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

Virtual One-Month Check-In with AIO (*Open to All Interns – Optional*)

June 11, 2024, from 12:00PM to 1:00PM, on Zoom. [Register via this link](#)

The meeting will be a one-hour virtual call with AIO staff and other summer AIO Interns, to reflect on the main successes and challenges faced by interns up until this point of the internship.

AWARD REQUIREMENTS

One-Month Report (*Mandatory for Award Recipients*)

The purpose of this report is to take time out and reflect on your internship and how you can build upon your successes and deal with challenges. It is important for you to be as honest as possible- the report will be kept **confidential** and will not be shared with your host organizations or donors. If you have any major issues with your internship, do not hesitate to schedule a meeting with our office.

Format: Email sent to aio@mcgill.ca (750 words max.) **within 30 days of the start of your internship.**

Please note that you must notify us as soon you receive information that your start date has changed so can keep track in our records. Your award could be recalled if we do not receive your report in due time.

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 through the challenges?
3. How have the workshops (Intern Positionality & Make the Most of your Internship) impacted your internship experience so far? Give us feedback about the workshops and your experience with AIO.
4. Are there any critical issues that would require support from our office to address before the end of your internship? 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.

Social Media Post Submission (*Mandatory for Award Recipients*)

AIO invites you to share your internship summer experience. Please send us a short quote (50 words, written in first-person) capturing the main highlight of your internship experience so far, with a photograph accompanying it ([see examples](#)). If applicable, please thank the donor who funded your Internship Award. The content will be shared on the [AIO Facebook](#) and [Instagram](#).

Submit your social media photograph and caption [via this webform](#) by June 15, 2024 - we welcome early posts.

Reminder to take photographs! (*Mandatory for Award Recipients*)

Remember to take up to 3 high-quality photographs in JPG/JPEG format during your internship. Please submit 1 photograph for social media, and the others with your final report. Please make sure to read through the [final report instructions](#) for further details on photograph prompts ideas and to follow the consent guidelines detailed in the [consent form](#).

RESOURCES

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. It is **your responsibility** to always maintain a high level of security awareness and to **inform the [AIO](#) of any major concerns or issues** that could jeopardize your personal safety throughout your internship.

[Please consult the McGill Abroad website for a list of Emergency contacts and resources.](#) If you need to contact McGill in an emergency or crisis while abroad, call McGill Campus Security at +1-514-398-3000, available 24 hours a day, 7 days a week.

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. Contact the [Local Wellness Advisor \(LWA\) for the Faculty of Arts](#) for guidance on all available resources.

Sexual Violence Response, Support, And Education

McGill University takes sexual violence including sexual harassment, assault, and gender-based violence very seriously and is committed to proactive measures to prevent and respond to sexual violence in any of its forms. Students participating in an internship must know that the University offers support if you experience sexual violence of any kind. Depending on the circumstances of your internship, various reporting options may be available to you. To learn more, contact the [Office for Sexual Violence Response, Support and Education](#) (OSVRSE) or your University Internship Coordinator, Faculty Advisor, or other University Advisor such as the LWA listed above. For more information and resources, please consult the [Sexual Violence Response, Support, and Education page of our website](#).

AIO Alumni Network on LinkedIn

This group is a platform that will allow past interns to connect with each other and share professional and academic experiences as AIO interns 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.](#)

Arts Internship Mentorship Initiative (AMI)

Sign up as an 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!

AFTER YOUR INTERNSHIP

ALL INTERNS REQUIREMENT

Completion Letter (*Mandatory for All Interns*)

DEADLINE: 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. **If your internship end date changes, you must notify us immediately.** The letter must include the duration of your internship as well as the tasks performed. You or your supervisor must email to aio@mcgill.ca.

TRAINING AND WORKSHOPS

Post-Internship Debriefing (*Mandatory for All Interns*)

September 6, 2024, from 12:00PM to 1:30PM in the Ballroom (3rd Floor) of [Thomson House](#) (3650 McTavish St.)

Congratulations! You have successfully completed your summer internship. This session is an opportunity to reflect on your internship experience, provide feedback and look at the next steps to leverage your internship. [RSVP via this webform](#)

Faculty Of Arts Internship Annual Event (*Open to All Interns*) (*Optional*)

September 17, 2024, from 5:00PM – 6:30PM at the Faculty Club, 3450 McTavish. 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 summer internships. During this event, returning interns share their internship experience with the McGill community and generous donors. [RSVP via this webform](#)

AWARD REQUIREMENTS

Final Reports (*Mandatory for Award Recipients*)

Electronic copies of all documents must be completed and submitted to the AIO using the [POST-INTERNSHIP DOCUMENTS WEB FORM](#).

DEADLINE: no later than 2 weeks after the end of your internship or August 18, 2024 - whichever comes first.

Why is there a “maximum deadline”: Final reports are an essential part of your internship and award package of responsibilities. Our office produces stewardship reports to the donors who generously support opportunities for students year after year, which is why it is important for us to receive them all at once. We also find helpful, from the student’s perspective, to have all responsibilities completed before the end of the summer and start of the school year, so you can focus your back-to-school duties, which is why we ask to receive all reports by August 18 at the latest. **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.**

IMPORTANT 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. Final reports are an essential part of the Faculty of Arts Internship Award package of responsibilities. Our office produces stewardship reports for the donors who generously support opportunities for students year after year. These reports are confidential and are only shared with named donors and the University Advancement team. The report might be used as an article on the [Stories page](#) of the AIO website, to showcase the inspiring experiences of AIO awardees.

Format Instructions:

- 500-750 words, Word document – Times New Roman, single-spaced, size 12 font, 1" margins.
- The report should start with your full name bolded in the top left corner and your department and major.
(E.g.: **John Doe**, International Development & Political Science)
- Line breaks in between paragraphs, no indentations at start of paragraphs.
- The file should be named *First Name.Last Name_FinalReport.doc*
- You do not need to create subheadings for the guideline questions. Format it in an essay-style.
- **Include photographs and captions at the end of the report** (details below).

Guidelines for writing report:

- Give the reader background information about yourself, field of study and areas of interest.
- Tell the reader why you wanted to do the internship. What were your learning objectives?
- Describe your host organization: what does it do, what is its mission?
- What were your responsibilities as an intern?
- What were some of the highlights of the internship? Give some examples.
- What were some of the challenges that you encountered? How did you overcome them?
- Please mention if you are receiving academic credit for the internship, the topic of your research paper and your supervising professor.
- What impact did this internship have on your university experience?
- 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 share with your donor, please add it in a separate box at the end of your report.** The AIO will consider this information without making it public.
- Copies will be sent to award donors when applicable; therefore, please make sure to verify your formatting, spelling, and grammar.

Digital photographs and corresponding captions

We are looking for up to 3 photographs in JPG/JPEG format. (Your social media photograph counts as one of the three, please resubmit it with the final documents.) 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.

Captions

The photographs and corresponding captions must be added at the end of your final report word document **AND** uploaded individually on the webform. **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."

Prompts

The photos are meant to represent your internship experience and workplace - photos should be of you working during your internship, even if you are doing a remote internship. Please refer to the prompts below for inspiration, but feel free to be creative:

- A photograph of you working
- A photograph of you doing an activity or attending an event related to the internship
- A photograph of your workplace office or work-from-home setup
- A high-quality screenshot of work produced during the internship

Consent

Please refer to the [consent form](#) for further information. If the photograph features anyone else but yourself, make sure to have written consent from every person before submitting it to the AIO. **The photographs should not include any children.**

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:**

Electronic copies of all documents must be completed and submitted to the AIO using the [POST-INTERNSHIP DOCUMENTS WEB FORM](#).

DEADLINE: no later than 2 weeks after the end of your internship or August 18, 2024 - whichever comes first.

Why is there a “maximum deadline”: Final reports are an essential part of your internship and award package of responsibilities. Our office produces stewardship reports to the donors who generously support opportunities for students year after year, which is why it is important for us to receive them all at once. We also find helpful, from the student’s perspective, to have all responsibilities completed before the end of the summer and start of the school year, so you can focus your back-to-school duties, which is why we ask to receive all reports by August 18 at the latest. ***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.***

Post-International Activity Responsibilities for MIEA Recipients

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

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 shared with donors to show them your appreciation and show 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.

Format Instructions:

- 500-750 words, Word document – Times New Roman, single-spaced, size 12 font, 1" margins.
- The report should start with your full name bolded in the top left corner and your department and major.
(E.g.: **John Doe**, International Development & Political Science)
- Line breaks in between paragraphs, no indentations at start of paragraphs.
- The file should be named First Name.Last Name_FinalReport.doc
- You do not need to create subheadings for the guideline questions. Format it in an essay-style.
- **Include photos and captions at the end of the report (details below).**

Guidelines for writing the letter:

- Introductory paragraph thanking the donors.
- Reason for participating in the international activity.
- Description of the host organization (e.g.: what do they do and what is their mission?)
- What did the international activity entail? What were your duties/responsibilities/requirements?
- What were your learning objectives?
- What were some of the highlights of the international activity? Give some examples.
- How did your academic background relate to this international activity, or help you?
- How do you think international activity has or will shape your future career and education path? Highlight the impact that this award had on you.
- How did the funds you received help you during your international activity?
- Close with a brief thank you line:
 - o **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!
 - o **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!
- If you would like to include **information that you do not want to share with your donor, please add it in a separate box at the end of your report.** The AIO will consider this information without making it public.
- Copies will be sent to award donors when applicable; therefore, please make sure to verify your formatting, spelling, and grammar.

Digital photographs and corresponding captions

We are looking for up to 3 photographs in JPG/JPEG format. (Your social media photograph counts as one of the three, please resubmit it with the final documents.) 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.

Captions

The photographs and corresponding captions must be added at the end of your final report word document **AND** uploaded individually on the webform. **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."

Prompts

The photos are meant to represent your internship experience and workplace - photos should be of you working during your internship, even if you are doing a remote internship. Please refer to the prompts below for inspiration, but feel free to be creative:

- A photograph of you working
- A photograph of you doing an activity or attending an event related to the internship
- A photograph of your workplace office or work-from-home setup
- A high-quality screenshot of work produced during the internship

Consent

Please refer to the [consent form](#) for further information. If the photograph features anyone else but yourself, make sure to have written consent from every person before submitting it to the AIO. **The photographs should not include any children.**

Share Your International Experience

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

Join Your MIEA Alumni Network on LinkedIn

This group is a platform that will allow past MIEA awardees to connect with each other and share professional and academic experiences as AIO interns 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.](#)

CHECKLIST OF RESPONSIBILITIES

| | | | | |
|--------|--|-----------|-------------------------------------|--------------------------|
| BEFORE | I have read this Handbook thoroughly in its entirety and I understand which category of intern requirements I fall under. | MANDATORY | All Interns | <input type="checkbox"/> |
| | I have completed the Pre-Departure Orientation 3-6 months prior to departure. | MANDATORY | Interns Travelling Outside Canada | <input type="checkbox"/> |
| | I have filled the RSVP form for the pre-internship events and workshops . | MANDATORY | All Interns | <input type="checkbox"/> |
| | I submitted my award documents via the webform within 1 week of receiving the confirmation of my award by email. | MANDATORY | Award Recipients | <input type="checkbox"/> |
| | I have updated my award payment information on Minerva . | MANDATORY | Award Recipients | <input type="checkbox"/> |
| | I have attended the mandatory All-Interns Meeting on April 12, 2024. | MANDATORY | All Interns | <input type="checkbox"/> |
| | I have attended the Faculty of Arts Internship Awards Reception on April 18, 2024. | MANDATORY | Award Recipients | <input type="checkbox"/> |
| | I have downloaded and completed the McGill Student Travel Registry 2-4 weeks prior to departure and read through all the Travel information of the Handbook. | MANDATORY | Interns Travelling Outside Montreal | <input type="checkbox"/> |
| DURING | I attended the Make the Most Out of your Internship! & Positionality workshops. | OPTIONAL | All Interns | <input type="checkbox"/> |
| | I emailed my One-Month Report within 30 days of the start of my internship. | MANDATORY | Award Recipients | <input type="checkbox"/> |
| | I have attended the Virtual AIO Check-In on June 11, 2024. | OPTIONAL | All Interns | <input type="checkbox"/> |
| | I submitted my social media post content via the webform before June 15, 2024. | MANDATORY | Award Recipients | <input type="checkbox"/> |
| | I have taken up to 3 photographs during my internship to send with my final report. | MANDATORY | Award Recipients | <input type="checkbox"/> |
| AFTER | I have sent my Completion Letter to aio@mcgill.ca within 2 weeks of the end of my internship. | MANDATORY | All Interns | <input type="checkbox"/> |
| | I have filled the RSVP form for the post-internship events and workshops . | MANDATORY | All Interns | <input type="checkbox"/> |
| | I have sent my Final Report and Photographs with captions through the webform within 2 weeks of the end of my internship or by August 18, whichever comes first. | MANDATORY | Award Recipients | <input type="checkbox"/> |
| | I have signed up as an AMI Mentor . | OPTIONAL | All Interns | <input type="checkbox"/> |
| | I have attended the mandatory Debriefing Session on September 7. | MANDATORY | All Interns | <input type="checkbox"/> |
| | I have attended the Faculty of Arts Internship Annual Event on September 18. | OPTIONAL | All Interns | <input type="checkbox"/> |

