

## **FACULTY OF ARTS INTERNSHIP AWARDS – FREQUENTLY ASKED QUESTIONS**

### **What are the Faculty of Arts Internship Awards? Who funds the internship awards?**

Students with confirmed summer internships have the opportunity to apply for Faculty of Arts Internship Awards. These awards are designed to provide partial funding to interns to off-set internship-related costs such as travel, accommodations, visas and other expenses. The Faculty of Arts Internship Awards are generously funded by McGill alumni and the Arts Undergraduate Society.

### **Who can apply for Faculty of Arts Internship Awards?**

- Open to full time Faculty of Arts students (B.A., B.A & Sc., BSW, B.Th., M.A, MSW, MIS).
- Must be returning to McGill in the fall semester following the summer internship
- Student must have secured a summer internship with an approved host organization in Canada or abroad. The internship should be approximately 8 – 12 weeks in duration and take place during the summer (May through August)
- A minimum CGPA of 2.7

N.B. *The following **are not eligible** for funding through the awards: field studies and courses, fee based internships and activities that are primarily academic research.*

### **If I have an internship that I found on my own, can I apply for an award?**

Yes. Students who have found their internship by means outside of the Arts Internship Office **can** apply for internship awards as long as they meet the criteria listed above.

### **When should I begin preparing my award application packages?**

As soon as possible after you have secured your internship.

**For reference letters:** We recommend requesting reference letters a minimum of **one month** in advance of the deadline to ensure sufficient time for your referees to write the letter. At least one letter of recommendation must be from a McGill professor or lecturer.

- It will be useful to provide your referee with a copy of your CV, a description of your host organization, and a copy of the cover letter you used to apply to the internship. When asking for a reference, you should be giving the referee at least one month's notice. It is a good idea to provide them with a reminder a week or so before the deadline. Letters should be no more than 350 words in length and describe the capacity in which your referee knows you (academic, character, work etc).
- ***Please note that it is unacceptable for students to pressure professors to write a letter of recommendation at the last minute.***
- Your reference letters should be e-mailed directly to Anne Turner at [anne.turner@mcgill.ca](mailto:anne.turner@mcgill.ca) from your referees and not included in your application package. These may arrive any time before the March deadline.

### **How do I upload a copy of my unofficial transcript?**

Unofficial transcripts can be viewed on and printed from Minerva. Please upload a scan of your printed unofficial transcript saved as a PDF or a JPEG screenshot of the webpage.

### **Can award application materials be submitted in French?**

Yes. All award materials, including reference letters, may be submitted in French.

### **If I am selected for an AIO Posting Internship, do I have to send an Award application as well?**

No, AIO postings are automatically funded (see the award amount on the PDF posting) you do not need to submit an Award application.

## What is the selection process and timeline?

Event	Description	Date
<b>Application deadline:</b>	Applications received and processed by the Faculty of Arts Internship Office	March
<b>Application review:</b>	The applications are forwarded to the selection committee	Mid-March – Mid April
<b>Selection and notification</b>	Award recipients are finalized and notified	Mid-April
<b>Reception Award Recipients</b>	This is a mandatory information session for all award recipients. This session will include headshot photos of the award recipients.	Early May

## What criteria are used for selection?

- Cumulative academic performance
- The academic and professional value of the internship
  - Degree to which the duties performed as an intern will contribute to the student's educational/professional development
  - Degree to which the student will be able to contribute to the work of the host organization
- Relevant work/volunteer experience and extra-curricular involvements
- Letters of recommendation
- Priority is given to students who intend on receiving course credit for their internship through their department
- Other criteria as defined by the selection committee

## How much funding do the awards provide? If I receive an award, will it cover all my costs?

The amounts of the awards can vary. The amount depends on multiple factors, including the location of the internship and the total cost of internship expenses as outlined in the intern's budget.

There is no guarantee that the award will cover all the costs associated with your internship.

We encourage all students to find alternate sources of funding for their internship.

## If I receive an award, when will I receive the funds?

The funds are normally disbursed in July. Students should be prepared to cover any necessary costs before the awards are disbursed.

## What are my responsibilities as an award recipient?

Award recipients have a number of responsibilities that must be fulfilled before, during and following their internship. These are listed in the Handbook for Faculty of Arts Interns – found on the website under For Students/General Resources/Handbook.

Students are required to

- Participate in the Award Recipient Reception in the Spring and Annual Event the Fall
- Act as ambassadors for the Faculty of Arts Interns Office

## Have a question?

Contact the Arts Internship Office by e-mail at [aio@mcgill.ca](mailto:aio@mcgill.ca)

*Unfortunately, the Arts Internship Office **cannot** review individual applications prior to submission. We can answer general applications about the application process.*