APPLY TO THE FACULTY OF ARTS INTERNSHIP AWARDS 2024

Agenda

2:00-2:45

Presentation of AIO & Faculty of Arts Internship Awards

Q&A Session





AIO 101 – What do we offer?



Internship opportunities



Funding opportunities



Training opportunities



Mentorship opportunities







3 Types of Internships

- 1. AIO Internship Postings
- 2. Arts Undergraduate Research Internship Award (ARIA)
- 3. Find your own internship
 - This is who can apply for Faculty of Arts Internship Awards!



AIO Posting = Award Recipient

- If I am selected for an AIO Posting Internship, do I have to apply for a Faculty of Arts Internship Award as well?
 - ▶ No, AIO postings are automatically funded, you do not need to submit an Award application
 - ▶ BUT you will have to fulfill the Award Recipient requirements in Handbook



Faculty of Arts Internship Awards

What are they? How to apply for them?

What are the Faculty of Arts Internship Awards?

- Partial funding to offset internship-related costs such as travel, accommodations, visas, and other expenses
- ► For students with **confirmed summer internships**
- The Faculty of Arts Internship Awards are generously funded by alumni and the Arts Undergraduate Society (AUS)

APPLY TO THE
FACULTY OF ARTS
INTERNSHIP
AWARDS 2024

Application deadline: March 17, 2024

Apply for Summer 2024

In summer 2023, 139 students received over **\$628,474** as recipients of the Faculty of Arts Internship Awards.

Visit our website for more information on eligibility criteria: www.mcgill.ca/arts-internships/awards/apply



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March 17th, 2024



Leacock Building, Room 307 | www.mcgill.ca/arts-internships/ | aio@mcgill.ca



125 Arts students received an Arts Internship Award in 2023!



Eligibility Criteria

Main Eligibility Criteria

- McGill Faculty of Arts students
 (B.A., B.A & Sc., BSW, B.Th., M.A., MSW, MISt)
- Returning full-time to McGill in the same program in the Fall semester following the internship
 - Still enrolled if going on exchange
- Must have secured an internship with an approved host organization
 - ▶ 8–12 weeks during the summer (May-August)
- Minimum CGPA of 2.7*



Ineligibility

- ▶ Activities that are primarily **academic research**
- ▶ **Field studies** and courses
- Internships with third-party & fee-based internship placement organizations
- ▶ **Please note:** Internships with for-profit, corporate, or privately held companies should be paid. If you would like to discuss your situation, please email us at aio@mcgill.ca/



What IS an internship?

- Experiential learning opportunity that includes:
 - Learning objectives
 - Training
 - Supervision and mentorship
- Go into your internship with a learner's mindset.
- An internship is not a mandatory part of your studies.

What is NOT an internship?

- A part-time job
- Voluntourism
- Fee-basedOrganizations





How to Find Your Own Internship Recording





What to Prepare

to apply for Faculty of Arts Internship Awards

What to **Prepare?**

- Microsoft Forms Application
- Letter of Recommendation





AIO Award Funding Application Form

ad over the eligibility criteria and application instructions before completing this form: www.mcgill.ca/arts-internships/funding/apply

<u>deadline</u> : **March 17, 2024** at 11:59 PM (EST

ter any technical issues with this form, **please email <u>aio@mcgill.¢a</u>.**

u submit this form, the owner will see your name and email address.

Academic Information

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≥r your answer

3. McGill ID number * 🔲

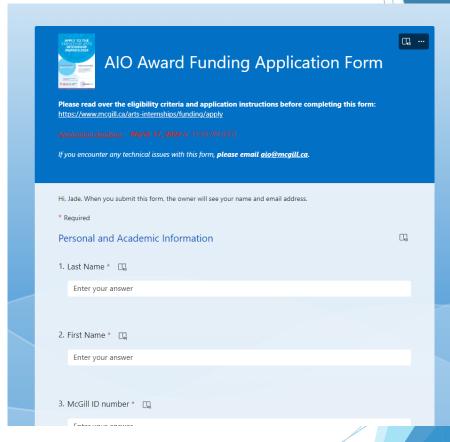
Letters of Recommendation

- **1 letter of recommendation** (no more than 350 words)
- From a **McGill professor** (faculty member or lecturer)
- At least one month's notice (6 weeks is best)
 - It is unacceptable for students to pressure professors to write a letter of recommendation at the last minute!
- Provide a copy of your CV, a description of your host organization, and a copy of the cover letter you used to apply for your internship
- Letters of recommendation should be emailed directly to <u>Anne Turner</u> from your referees and not included in your application form
 - All reference letters must be received by the deadline date or any time before
 - Send a reminder a week or so before the deadline



Application Form

- Online Microsoft Form.
- Please note that any questions must be submitted the Friday before the deadline as our office is closed on weekends.
- ► AIO cannot review individual applications prior to submission.
 - We can answer general applications about the application process.
- All parts of the application must be submitted before the deadline, including the reference letter.





Section 1: Personal & Academic Information

- Your personal and academic information
 - Name, major, year, date of graduation, etc.
- Confirm that you meet the eligibility criteria*

*** If you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the "Further comments" box at the end of the application form will be taken into consideration in the application process.



Section 2: Personal Statement & Transcript

- Personal statement (max 750 words, PDF, named "lastname_firstname_ps")
 - ▶ a detailed personal statement explaining your interest in the internship and how it is related to your field of study,
 - degree to which the duties performed as an intern will contribute to your educational and professional development,
 - what learning goals and outcomes do you hope to accomplish during your internship.
- **CV** (PDF, named "lastname.firstname_CV")
- Unofficial transcript (PDF or JPG, named "lastname.firstname_transcript")
 - On Minerva, select the "View Your Unofficial Transcript" page, then Print the webpage as PDF
- ► CGPA*
- If you intend on receiving <u>academic credit</u> for this internship.

Section 3: Internship Host Organization Information (1)

▶ Written confirmation of the internship from the host organization

(PDF or JPG, named "lastname.firstname host confirmation")

- Specific learning goals; internship schedule, name and title of the job site supervisor and value of any remuneration or other benefits offered
- Letter format: must be signed by your host organization.
- Screenshot of email conversation: must clearly show the sender, the recipient, and the date the email was sent.
- **Detailed description of the host organization** (max 500 words)
- **▶ Internship Activities and Duties** (max 500 words)
 - Describe your role at the host organization major activities and duties; describe how these duties are related to your academic field of study at McGill.
- Host organization Internship Supervisor information (name, title/function, email address, phone number)
- Mentorship provided by the internship supervisor to the intern, specifying the mentoring components such as specific learning objectives designed to increase the intern's knowledge, and guidance and training for the intern to hone existing skills and develop additional ones.
 - Instructions: Please send your internship supervisor the template and copy their response in the text field



Section 3: Internship Host Organization Information (2)

- ▶ **Internship details:** start and end dates, stipend if applicable, hours per week, paid or unpaid, etc.
- ▶ **Internship location** and on how will the internship be conducted:
 - ▶ **In-person:** you will be conducting the entirety of your internship at the host organization office location)
 - **Remote:** you will not be traveling to the internship or for the internship. This means 100% of your internship will be conducted virtually.)
 - **Hybrid**: you will conduct the internship at the host organization office location (with a specified number of days in the office determined by the host organization).
- Accommodations during the internship
 - Confirm that you have financial means to cover accommodations for the duration of the internship.
- Confirm that you 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.

Section 4: Travel

- Advise if you will be required to travel during the internship (ex. conference, meetings, research, etc.).
 - ▶ If yes, please specify the list of cities and countries and reason for travel.
- For students conducting internships outside of Montreal:
 Confirm that you will register your travel on the Mandatory McGill Student
 Travel Registry app, no later than 4 weeks before the start of my internship.
- For students conducting internships **outside of Canada**:
 Upload the **Pre-Departure Orientation certificate of completion**.
- ▶ Read the **Government of Canada's Travel Advice and Advisories** for your destination.
 - You must acknowledge that at the time of your application, the internship location does not fall into the "Avoid non-essential travel" or "Avoid all travel" categories.

 McGill

Responsibilities for travelling interns





Outside of Canada:

Pre-departure orientation on MyCourses

Outside of Montreal:

Travel Registry

Lisa Campbell

Safety Abroad Officer T:514-398-5995

safetyabroad@mcgill.ca

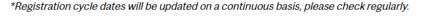




Pre-Departure Orientation

- **3-6 months** prior to departure
- ► AIO Posting/Award/Credit dependent on it!
- ▶ If you have not already, sign up for the February cycle
- ► Consult the McGill Abroad for the upcoming Registration Dates

Cycle	Registration dates	Course access
January 2024	Opens: January 4th at 10:00 AM Closes: January 11th at 10:00 AM	Ends on: January 31st, 2024 at 4:00 PM
February 2024	Opens: February 1st at 10:00 AM Closes: February 8th at 10:00 AM	Ends on: February 29th, 2024 at 4:00 PM
March 2024	Opens: March 1st at 10:00 AM Closes: March 8th at 10:00 AM	Ends on: March 28th, 2024 at 4:00 PM *due to statutory holiday on March 29th
April 2024	Opens: April 2nd 10:00 AM Closes: April 9th at 10:00 AM	Ends on: April 30th, 2024 at 4:00 PM



REGISTER HERE FOR MONTHLY CYCLE





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

Government of Canada's Travel Advisories/Warnings

- ▶ The University will not approve student travel to all countries or regions of countries, as the safety of students is of primary importance.
- Travel warnings and reports issued by the <u>Government of Global Affairs</u>

 <u>Canada (GAC)</u> = official advice concerning travel to a country or specific regions of a country, based on an overall assessment of the security risk and expressed in terms of the following four levels:
 - Exercise normal security precautions
 - 2. Exercise high degree of caution
 - 3. Avoid non-essential travel
 - 4. Avoid all travel
- University-related activity will not be approved in locations for which GAC has issued a level 3 or 4 warning. University-related internships undertaken in these locations will not receive McGill credit or recognition.



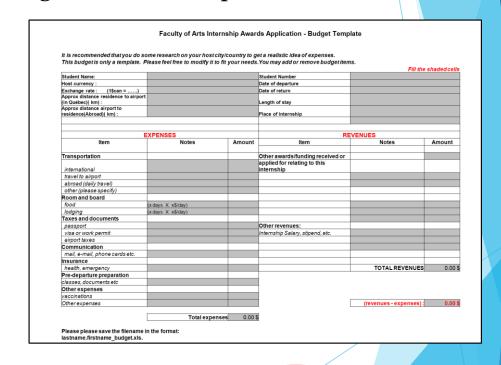
Section 5: Budget (1)

- **Budget outlining expenses associated with your internship**, using the budget template, uploaded as an MS Excel file (xls/xlsx) or PDF, named in the format "lastname.firstname_budget"
- Confirm if you applied for funding from other McGill offices for your internship.
 - ▶ Applicants should not be receiving funding from other McGill offices with exception of any funding from the Enriched Educational Opportunities Bursaries (EEO), or any funding from the McGill Student Aid Office.



Section 5: Budget (2) Drafting A Detailed Budget

- Outline projected expenditures and any other funding promised or applied for, relating to the internship
- Sample of expenditures:
- Accommodations
- Food
- Transport
- International Travel
- Health Insurance
- Medical Cost
- Contingency fund



► AIO budget form online at: https://www.mcgill.ca/arts@internships/funding/apply

Section 5: Budget (3)

- ▶ **Award Amount:** If selected for an award, there is no guarantee that the award will cover the entirety of the budget submitted.
 - Confirm that you understand that the awards are designed to provide partial funding to interns to off-set internship related costs.
- ▶ **Award Disbursement Dates:** Award funds are issued in two disbursements in mid-June and mid-July. Students must be able to cover costs prior to award payment.
 - All awards are paid through direct deposit to your Canadian bank account. All award recipients must have a bank account in Canada.



Section 6: Handbook & Declaration

- Confirm that your letter of recommendation has been sent from a McGill professor to anne.turner@mcgill.ca before the deadline.
- ▶ **Handbook:** confirm that you have read the Handbook for Faculty of Arts Interns and will comply with the award recipients' responsibilities before, during and after the internship.
- Declare that the information contained in this application is accurate and true.
 - Understand that you are obligated to return all internship award money received if you have falsified any information on your application, or if you do not satisfactorily complete the internship.
- ▶ **Give permission** for all application materials including transcripts, internship information and recommendation letters to be **copied and distributed** by the Arts Internship Office to **the awards selection committee** for the purpose of selection.
- Further comments: Applicants may add further comments related to their application.

 Any urgent questions should be sent directly to the Arts Internship Office by e-mail at aio@mcgill.ca.

 MCGill

What's Next?

After the deadline

Selection Criteria

- Cumulative academic performance
- Quality of internship proposal including learning goals and outcomes and mentorship
- Letter of recommendation
- Degree to which the internship will contribute to the student's educational and professional development
- Relevant work, volunteer experience and/or extra-curricular involvement
- Other criteria as defined by the selection committee
- Priority given to in-person internships



Selection Timeline

Application deadline:	Applications received and processed by the Faculty of Arts Internship Office	March 17, 2024	
Application review:	The applications are forwarded to selection committee for review and selection	March 18 – April	
Selection and notification	Award recipients are finalized and notified by e-mail	Week of April 8 th	
Awards information session/Reception	Mandatory information session and reception for all award recipients April 12 & 18, 20		

Responsibilities of Recipients

Faculty of Arts Internship Handbook

Responsibilities of Recipients

- **Before the internship:** Award applicants are expected to prepare extensively for their internship in order to ensure their success.
 - ▶ This includes mandatory attendance to a number of preparation sessions.
- ▶ **After the internship:** Award recipients are expected to give back to the McGill community by sharing their internship experience with Faculty, staff, award donors, and students.
 - You will be asked to participate in presentations, contribute to Faculty of Arts publications, act as a resource to future interns, and provide feedback on your overall internship experience.



Events & Training for Recipients

- BEFORE (April)
 - ▶ All Interns Meeting
 - Award Recipients Reception
- DURING (May)
 - Make the most out of your internship Workshop
 - Intern Positionality Workshop
- AFTER (September)
 - Debriefing Session
 - Update your CV



Handbook

AIO Website -> For Students -> General Resources / Handbook





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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Other Funding

Enriched Educational Opportunities (EEO)

- ✓ Need-based Bursary (through Student Aid Office)
- ✓ Undergraduate Faculty of Arts degree (B.A., B.A & Sc., BSW, B.Th.)
- ✓ All steps should be completed well in advance of the start of your internship. No approval will be granted after you have started your internship.
- ✓ Receiving academic credit or recognize the internship on co-curricular record (CCR)
- ✓ <u>Learn more</u> about how the EEO Bursary program can help undergraduate students with the additional costs associated with internship opportunities.

https://www.mcgill.ca/arts-internships/funding/apply/enriched-educational-opportunities-bursaries-eeo



Arts Undergraduate Research Internship Awards (ARIA)

- 28 Arts undergraduates received an ARIA award in 2023!
- Eligibility
 - Open to retuning Arts undergraduate students (B.A., B.A & Sc., BSW, B.Th.)
 - Minimum CGPA 3.0
 - Have completed 60 credits by the start of the internship
- Deadline to apply: February 25th, 2024

https://www.mcgill.ca/arts-internships/research





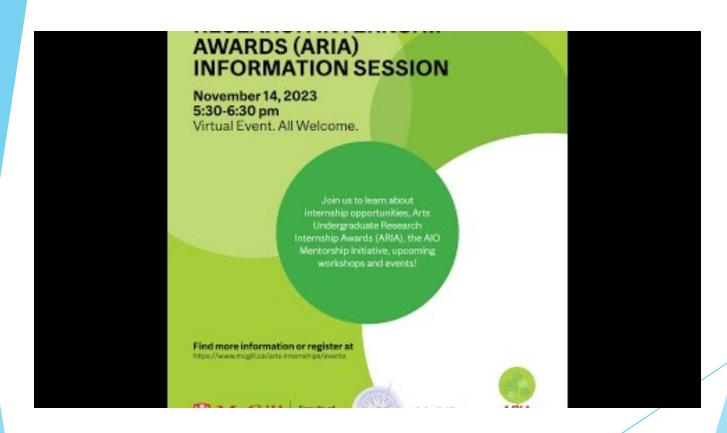
Open to McGill Arts undergraduate students

The purpose of the Arts Undergraduate Research Internship Awards (ARIA) is to support undergraduate students who undertake research during the summer under the direct supervision of a faculty member. The Faculty of Arts will provide Undergraduate Research Internship Awards, each with a value \$2,500. These awards are matched by individual faculty members (in the amount of \$2,500) to provide a total award of \$5,000 to the student.

Learn more at: www.mcgill.ca/arts-internships/research aio@mcgill.ca



ARIA Information Session Recording





How to navigate our website?

www.mcgill.ca/arts-internships



Keep in Touch with AIO!

Sign up for our Listserv/Newsletter:

send an email with a blank subject line to listserv@lists.mcgill.ca with the text command "subscribe aio your name"



How to stay in touch?

- ✓ **Follow us** on social media @aiomcgill
- ✓ Email aio@mcgill.ca
- ✓ **Drop-in hours** in Leacock 307
 - ✓ One on one advising
- ✓ **Register to Events** on website







AIO Office Hours

Office hours: 9:30am-12:00pm – 1:00pm-4:30pm

WINTER 2024 ONE-ON-ONE ADVISING DROP-IN HOURS:

Monday	Tuesday	Wednesday	Thursday
10:00 - 11:30AM	10:00-11:00AM	3:00 - 4:00PM	1:00 - 2:00PM

Email us at aio@mcgill.ca for any appointment requests.

LEACOCK ROOM 307 (Arts Internship Office)

Students are encouraged to visit our website: www.mcgill.ca/arts-internships

Q&A