



Steps to an Effective Internship Search: Arts Internship Office (AIO) Checklist

This checklist is meant as a general guideline for internships; we recommend that students begin the process as early as possible in the school year.



AIO website: www.mcgill.ca/arts-internships

Attend workshops and information sessions:

- ☐ Attend events and workshops held by the Arts Internship Office (AIO) throughout the year.
 - Visit our website's event page for the details on upcoming events.

Define your interests:

- ☐ Take time to reflect on your interests and what type of internship would most effectively engage them. Be specific about topics and issues that interest you.
- ☐ Important considerations:
 - What are your learning goals and outcomes?
 - What skills or knowledge would you like to gain?
 - Would you like to gain experience in your field of study or explore a different path?
 - Do you have a country or geographical region in mind?
 - Are you looking for a public, private, or non-profit organization?
 - Do you feel more comfortable doing individual or teamwork?
 - Would you prefer office or remote work?
 - How much time do you have to commit to an internship?

Set a realistic timetable and stay organized:

- ☐ **Start early:** If you are looking for a summer internship, begin the search process in the fall or as early as possible in the winter semester.
 - Set aside time every week to research opportunities, write cover letters, send emails, follow-up with organizations, etc.
- ☐ If you are considering doing an internship outside of Canada, set aside time to complete the Pre-Departure Orientation (more information in the Travel section of our website). The certificate of completion will be required to apply to McGill internship resources.

Prepare your CV and cover letter:

- ☐ Draft or update your CV.
- ☐ Have your CV and cover letter reviewed at McGill University's Career Planning Services (CaPS): <http://www.mcgill.ca/caps>
- ☐ Sign up to our CV and Cover Letter writing workshops.

Meet with AIO staff:

- ☐ Once you have your cover letter and CV, and have researched a few organizations, make an advising appointment with the AIO.
 - Consult our Contact page for our office drop-in hours, where you can receive one-on-one advising from our staff or email us to book an appointment outside those hours.

More information on the back ▶

Research potential host organizations and internship opportunities:

Online

- ☐ Use the web: It may seem overwhelming at first, but careful searches can yield a lot of information. Our staff can offer guidance during one-on-one advising sessions.
- ☐ Browse internship opportunities listed on the AIO internship website: under Internships/Internship Postings, you can find a list of host organizations partnering with us to offer positions to Faculty of Arts students every summer.
- ☐ Search for other opportunities on the internship databases (under Internships/Find your own Internship)
- ☐ Consult our Faculty of Arts Internship Award Recipients page (under Funding /Internship award recipients) to see where McGill students have interned in the past years. Use control + F to search key words relevant to your search (major, year, company name, etc.).

In person

- ☐ Mention your interests to professors and other people who work in fields that interest you. Ask for their suggestions and guidance.
- ☐ Talk to students who have completed internships in the past, our office offers a wide network of past interns to connect with.

Learn about past interns' experiences:

- ☐ Read past interns' reports on the AIO website (under "Stories")
 - If you find any of the stories particularly interesting, you can email aio@mcgill.ca to ask to be put in contact with the intern in question.
- ☐ Get involved with the Arts Mentorship Initiative (AMI) to get paired with a part intern and attend meetups.

Throughout your search:

- ☐ Be proactive - if you are applying directly to host organizations, follow up on your applications with an e-mail.
- ☐ If you do get an internship, make sure to get a letter of confirmation from your host organization outlining the terms of your internship with key information such as start and end dates, hours per week and total, learning goals and outcomes.

Faculty of Arts Internship Awards

Open to returning Faculty of Arts Undergraduate students to help fund summer internships.

- ☐ Visit the Funding section of our website for more information.

Academic credit:

- ☐ Follow the *Steps to Getting Approval for Internship Credit* listed on our website under For Students/ Academic Credit.

Note: This must be done **PRIOR** to the start date. Approval is not given retroactively.

Stay up to date on internship opportunities, awards, and events:



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Sign up for our mailing list!

Send an e-mail to listserv@lists.mcgill.ca (with a blank subject line) from the e-mail address where you wish to receive AIO updates, with the following one-line message: **subscribe aio your name** (Ex: *subscribe aio jane smith*)