

Faculty of Arts Intern Training and Preparation Sessions

	Session	Topics Covered
The Application Process (Fall & Winter)	Internship Information Sessions (International & US/Canada)	<ul style="list-style-type: none"> • Description of available internship opportunities • Tips for internship search • Field of study or region specific information • Review of available resources • Advice about the application process
	Internship CV & Cover Letter Writing Workshops (Collaboration CaPS and ION)	<ul style="list-style-type: none"> • Tips for developing a targeted CV and cover letter for an internship application (session and drop-in)
	Internship Interview Workshops (Collaboration with CaPS and ION)	<ul style="list-style-type: none"> • Tips for success in an internship interview
Internship Preparation and Pre-Departure	Interns meeting (For all student interns)	<ul style="list-style-type: none"> • Host organization communication • Preparation and next steps and frequently asked questions • Internship tips from past interns • Meet fellow interns
	Success in a Professional Environment Workshop (Offered by Youth Employment Services)	<ul style="list-style-type: none"> • How to prepare for an internship in an office environment • Workplace and office etiquette
	University-Wide Pre-departure Orientation Session (For students interning outside of Canada)	<ul style="list-style-type: none"> • McGill University-Related Travel Guidelines • Information about travel documents and consular services • Healthy travel and budget advice • Region-specific breakout sessions
	Cross-Cultural Workshop (For students interning outside of Canada, US or Europe)	<ul style="list-style-type: none"> • Cross-cultural communication strategies • Professional and social behavior in an intercultural context • Stages of adaptation and culture shock • Self-care and safety • Harassment and available resources
	Interns Responsibilities and Guidelines	<ul style="list-style-type: none"> • Outlines student interns' responsibilities • Provides guidelines related to the internship activity
Post Internship	Internship Debriefing Session	<ul style="list-style-type: none"> • Enables students to reflect on the internship experience • Identifies strategies to manage the impact of re-entry • Explores tools to achieve professional priorities
	Faculty of Arts Annual Internship Event	<ul style="list-style-type: none"> • Returning interns share their internship experience with the McGill community • Students learn more about internship and funding opportunities • Donors hear first-hand from student interns