

## Steps to an Effective Internship: 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.

### Stay up-to-date on internship opportunities, awards and events



Facebook.com/aio.mcgill



Sign up for our mailing list!

Send an e-mail to [listserv@lists.mcgill.ca](mailto:listserv@lists.mcgill.ca) (with a blank subject line) from the e-mail address where you wish to



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### Attend workshops and information sessions

- Attend AIO events and workshops held throughout the year

### 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?
  - 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 team work?
  - Would you prefer office or field 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
- Set aside time every week to research opportunities, write cover letters, make phone calls, follow-up with organizations, etc.

### Prepare your CV and cover letter

- Draft or update your CV (resumé)
- Have your CV and cover letter reviewed at McGill University's Career Planning Services (CaPS): <http://www.mcgill.ca/caps>

### 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. Please e-mail [aio@mcgill.ca](mailto:aio@mcgill.ca) to make an appointment. Students are encouraged to attend a drop-in session for their first appointment.

Check the website for drop-in hours at: [www.mcgill.ca/arts-internships/](http://www.mcgill.ca/arts-internships/)

*More information on the back →*

### Learn about past interns' experiences

- Read past interns' reports on the AIO website

### Research potential host organizations and internship opportunities:

- Browse internship opportunities listed on the AIO website
- Search for opportunities on the internship database
- Take a look at the Internship Offices Network (ION) list of internship opportunities  
<http://www.mcgill.ca/internships>
- Tap connections with friends and family
- 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 (the AIO can help you with this.)
- Use the web: It may seem overwhelming at first but careful searches can yield a lot of information.
- Phone the organizations: Do not rely on e-mail alone when approaching organizations. Phone organizations and speak to someone to determine what opportunities exist. Make sure to get the name and contact information of the person responsible for interns.

### Throughout your search:

- Be proactive - if you are applying directly to host organizations, follow up on your applications with an e-mail or a phone call
- If you do get an internship, make sure to get a letter of confirmation from your host organization outlining the terms of your internship and the learning goals and outcomes.
- Review your department's particular rules regarding eligibility and course requirements:
- Early in the year, talk to professors and discuss their availability to supervise your paper in the semester following your internship
- Discuss research topics with your supervisor and write a proposal for the internship course
- Once you have a confirmed internship and a supervisor, complete your department's approval form: (note: This must be done **PRIOR** to departure. Approval is not given retroactively)

### Faculty of Arts Internship Awards

- Open to returning Faculty of Arts Undergraduate students to help fund summer internships  
*The application deadline is in mid-March every year.*