

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](https://www.facebook.com/aio.mcgill)



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

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 consult our website's Contact page 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/

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Learn about past interns' experiences

- Read past interns' reports on the AIO website (under "Stories")

Research potential host organizations and internship opportunities:

- Browse internship opportunities listed on the AIO website
- Search for 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
- 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.

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 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.