# Faculty of Arts Intern Training and Preparation Sessions

<table>
<thead>
<tr>
<th>Session</th>
<th>Topics Covered</th>
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<tbody>
<tr>
<td><strong>The Application Process (Fall &amp; Winter)</strong></td>
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| **Internship Information Sessions** (International & US/Canada) | • 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) | • Tips for developing a targeted CV and cover letter for an internship application |
| **Internship Interview Workshops** (Collaboration with CaPS and ION) | • Tips for success in an internship interview |
| **Interns meeting** (For all student interns) | • Host organization communication  
• Preparation and next steps  
• Internship tips from past interns  
• Meet fellow interns |
| **Internship Preparation and PreDeparture** | |
| **Success in a Professional Environment Workshop** (Offered by Youth Employment Services) | • 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) | • 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) | • Cross-cultural communication strategies  
• Professional and social behavior in an intercultural context  
• Stages of adaptation and culture shock  
• Self-care and safety |
| **Interns Responsibilities and Guidelines** | • Outlines student interns’ responsibilities  
• Harassment and available resources  
• Provides guidelines related to the internship activity |
| **Post Internship** | |
| **Internship Debriefing Session** | • 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** | • 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 |