

Make the Most of your Internship

Set Goals and Stay Motivated!



This workshop is Not being recorded
***Please have your cameras turned on**
for the whole workshop*





Partnering with the Arts Internship Office & Internship Offices Network





Introductions

- + YES Employment+Entrepreneurship
- + You



Uncertain of your next career move?

Learn how to grow your network, conduct interviews, and nurture professional relationships.

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Canadian
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YES Employment+Entrepreneurship

- + 25+ years
- + Helping people find jobs, start a business or monetize their art
- + Workshops and 1:1 coaching
- + All in English
- + Almost 10 years partnering with the McGill Arts Internship Office
- + Office in Montreal
- + Serves people who live anywhere in the province of Quebec





**You (please turn on your mic
or write in the chat box)**

+ First Name

+ Your Major





Internship

- ☒ Learning
- ☒ Practice
- ☒ Experience
- ☒ Exposure

Learning Objectives

- To set your expectations and learning objectives for your internship
- To set SMART goals and achieve them
- To achieve a purposeful internship that complements your studies
- To record your achievements and thoughts during your internship, in order to better time them with your academic and career goals.



Your Internship Expectations



Chat Box:
**Write 1 of your internship
expectations**



Possible Expectations you have about your Internship

Expectations of Yourself

Expectations of your Tasks

Expectations of your Supervisor

General Expectations



Expectations of Yourself

- “I’m so good that they offer me a position at the end of the internship”
- “I want to be the best intern they ever had so they write me an amazing reference letter”
- “I can’t make any mistakes”



Expectations of your Tasks

- "All my tasks will be full of responsibility and interesting"
- "My tasks will be the exact same as in the internship posting."
- "I will be interested in all my tasks."



Expectations of your Supervisor



Reference Letter

They could ask you to write it and then they sign it.

They could ask you what accomplishments you want them to include in the letter

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Regular, consistent feedback



General Expectations

- That the internship is structured
- That you always have something to work on
- That you always feel appreciated, that your work will be recognized



Internship Learning Objectives



Chat Box:
Write 1 of your internship learning objectives



Benefits of Setting Learning Objectives

At the end of your internship, you will probably feel satisfied and happy with your internship partly because of the learning objectives you set and worked on



Examples of Learning Objectives

(they don't have to be ambitious)

- Acquiring new knowledge
- Strengthening soft skills
- Building a network of contacts
- Learning more about the business/industry/sector
- Learning new things about myself (e.g. likes, dislikes)



How to Set & Achieve these Learning Objectives

Rewrite them as
SMART goal statements!



SMART Goal Statements



Get You Where You Want to Go

S

Specific

M

Measurable

A

Achievable

R

Realistic

T

Timely



GET YOU **ON TRACK**

professionally, personally

HOLD YOURSELF **ACCOUNTABLE**

concrete deadlines, deliverables

GET YOU TO AIM HIGHER

SPECIFIC

5 Ws

Who – Consider who needs to be involved to achieve the goal

What – Think about exactly what you are trying to accomplish and be detailed.

When – You'll get more specific about this question under the "time-bound" section

Where – This question may not always apply, especially if you're setting personal goals, but if there's a location or relevant event, identify it here.

Why – What is the reason for the goal?

How – Determine any related obstacles or requirements.



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MEASURABLE

What metrics are you going to use to determine if you meet the goal?

This makes a goal more tangible because it provides a way to measure progress.

If it's a project that's going to take a few months to complete, then set some milestones by considering specific tasks to accomplish.



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ACHIEVABLE

How realistic is your SMART goal statement based on your experience, education, skill-set?

The goal is meant to inspire motivation, not discouragement.

Think about how to accomplish the goal and if you have the tools/skills needed. If you don't currently possess those tools/skills, consider what it would take to attain them.



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RELEVANT

How does your goal align with your long-term/broader goals?



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TIME-BOUND

Anyone can set goals, but if it lacks realistic timing, chances are you're not going to succeed.

Providing a target date for deliverables is important

If the goal will take three months to complete, it's useful to define what should be achieved half-way through the process

Providing time constraints also creates a sense of urgency.



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Examples of How to Write SMART Goal Statements



Acquiring New Knowledge

“Acquiring new Knowledge” rewritten as a SMART goal statement:

“I will have learned & understood 5 clauses of the Canadian Pension Plan by the last day of my internship.”



Strengthening Soft Skills

“Strengthening Soft Skills” rewritten as a SMART goal statement:

“I will have practiced active listening and not interrupting someone at least 5 times by the last day of my internship.”



Building a Network of Contacts

“Building a network of contacts” rewritten as a SMART goal statement:

“I will have introduced myself to 3 colleagues or board members by email or Teams or LinkedIn by the last day of my internship”



Learning More about the Business/Industry/Sector

“Learning more about the business/industry/sector”
rewritten as a SMART goal statement:

“I will have learned about 3 specific Canadian funding sources by the last day of my internship”



Learning New Things about Myself (e.g. likes, dislikes)

“Learning new things about myself ” rewritten as a SMART goal statement:

"I will have figured out what I like best and like least about working in a professional environment by the last day of my internship"



Chat Box:
**Write 1 SMART goal statement in the
chat box in 3 minutes.**



Achievements



Chat Box:

Write 1 possible achievement that an intern could accomplish



**Achievements
don't have to be ambitious**



Examples of Achievements

- Receptive to constructive feedback
- Took initiative
- Met or exceeded targets/deliverables
- Submitted work by or before the deadline
- Taught yourself how to use a new software/platform
- An idea you suggested that was implemented
- Solved a problem
- Contributed to a successful grant proposal



Keeping Track



Track in your Internship Journal

Your SMART goal statements

Your achievements



Track in your Internship Journal

Other things you could track in your internship journal:

- Thing(s) you accomplished that day (for the reference letter you might have to write)
- What you liked about your internship that day
- What you didn't like about your internship that day
- Problems you encountered that day & how you solved them
- What frustrated/irritated you that day

At 5pm every work day write in your journal (set an alarm)



Make the Most of your Internship

- Create SMART goal statements
- Keep track of achievements



1:1 Guidance

1

McGill CAPS

Meeting with a career advisor

2

YES Employment+ Entrepreneurship

- 30-min meeting with a employment counsellor

info@yesmontreal.ca

3

#McGILLCONNECT

Meeting with a McGill alumni





Questions

Thank you!



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