



BUSA 497 Internship in International Management (3 credits)
Internship with an Approved Host Institution or Organization

Student name: _____	Student number: _____
E-mail: _____	Expected date of graduation: _____
Correspondence restricted to McGill email only.	

Course number: BUSA 497	Term course is to be taken:	Summer 20__	Fall 20__	Winter 20__
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Credits Completed:	U0 <input type="checkbox"/>	U1 <input type="checkbox"/>	U2 <input type="checkbox"/>	U3 <input type="checkbox"/>	CGPA:
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STEP 1: IM Adviser Approval

Meet with an IM Adviser in the BCom Office to ensure you are eligible for BUSA 497 and that you have found an appropriate internship. Bring with you:

- ☐ Internship offer
- ☐ Detailed outline of the work you will do (*or* have done) on internship
- ☐ Brief description of the company

Please indicate the total number of hours you expect to work/ have worked): _____

Approved Host Institution/Organization	
Name: _____	Contact Person: _____
Address: _____	Telephone: _____
_____	Email Address: _____

This student meets the criteria for BUSA 497

Signature – IM Adviser, BCom Office

Date

Please be aware of add/drop and withdrawal deadlines in case your plans change and you do not complete your internship as scheduled.

In signing below, you agree that you have read and understood the guidelines and requirements of BUSA 497.

I accept responsibility for the payment of all fees and tuition related to BUSA 497.

Student's Name (PRINT)

Signature

Date

STEP 2: Academic Supervisor Approval for BUSA 497

Arrange for a professor to assist you in the selection of a topic for a paper, guide you in the research and writing stages, and grade the final paper. A proposed topic is required for approval. The details of the project may be finalized following the internship experience.

The topical paper:

- Discusses an aspect of the internship from an academic perspective.
- Should link the expected internship experience and the academic supervisor's area.

Academic Supervisor at McGill _____

Department/Email/Phone _____

Proposed Topic of academic
Paper _____

Academic Supervisor (PRINT)

Signature

Date

STEP 3: Resubmission of this form to the IM Adviser

STEP 4: IM Mentor Approval (to be arranged by the IM Adviser, BCom Office)

If your Academic Supervisor is not an IM Mentor, the IM Adviser in the BCom office will arrange for final approval of your BUSA 497 internship by an IM Mentor. You will receive an email confirmation once this step is fulfilled.

IM Mentor (PRINT NAME)

Signature

Date

Post-internship:

(Grades for BUSA 497 will not be released until all steps are completed)

Step 1: Confirmation of Internship Completion

The supervisor at the host institution must attest to the successful completion of your tenure at the request of the IM BCom adviser.

Step 2: Submission of topical Paper to Academic Supervisor

The topical paper:

- Must be submitted directly to the academic supervisor by the end of classes of the following term (See BUSA 497 guidelines for detailed deadlines).
- Has a length of between 10 to 15 pages, double spaced.

Note: Any changes to topic and/or Academic Supervisor must be communicated to the BCom IM adviser in advance.

Step 3: Internship Experience Survey

An internship experience survey, provided by the IM adviser, must be completed.

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Guidelines

Purpose

The Internship course (BUSA 497) will allow students who complete an approved internship to gain experience in areas relevant to their fields of study and to earn a maximum of 3 credits towards the Major in International Management.

Requirements

- Internships should be located outside of Canada or, if the student locates a position in Canada, it should be an internship placement with an international component. The tasks involved in the position should be relevant to the BCom program.
- Minimum of 150 hours of work in an approved position with an accepted host institution.
- Students must be in satisfactory standing.

Evaluation & Grades

The grade for the internship will be assigned by the Academic Supervisor and will be based 100% on the quality of the written research paper. Grades will be released once all post internship steps are completed.

Paper and Grade Deadlines

For internships completed in the	Papers are due by the end of	Grades are due one week after the end of
Summer	Fall classes	Fall classes
Fall	Winter classes	Winter classes
Winter	Fall classes	Fall classes

Final Reminders:

- It is recommended that you submit the approval form prior to beginning of the internship. However, if you were unable to do so, you may still submit the form retroactively.
- The BCom office will keep a record of approved projects but will leave the responsibility for follow-up and completion with the student and the academic supervisor. Any changes to topic and/or supervisor must be communicated to the BCom IM Adviser in advance.
- Students will be registered for BUSA 497 once the approval and paperwork is complete. Students accept responsibility for payment of all tuition and associated fees when they submit the paperwork for BUSA 497.
- Students will be responsible for ensuring that their paper is submitted within the appropriate deadlines set in coordination with the academic supervisor.
- It is the responsibility of the academic supervisor to ensure that a grade is submitted to the IM adviser by the appropriate deadline.

Note: Some host institutions may require extra documentation from McGill University (i.e. Convention de Stage) or they may require proof of full-time student status. Please contact Career Services to obtain a Convention de Stage. Proof of full-time student status can be obtained on Minerva (Student Record Menu/ Proof of Enrolment). For all other issues please contact an IM Adviser at the BCom Office.