

PLANNING FOR YOUR INTERNSHIP

Seeking out an internship can be a daunting task. However, taking time to clarify **why you are interested in pursuing an internship** and getting specific about **what you would like to get out of your internship experience** before you start looking for opportunities is one of the most efficient ways to ensure you end up having a meaningful internship experience.

USE THE **4 STEPS** BELOW TO GUIDE YOU THROUGH ENGAGING IN YOUR INTERNSHIP SEARCH WITH INTENTION.

STEP 1 Take 10 Minutes to Reflect

Why are you interested in an internship?

List 3-5 reasons below that touch on your academic goals, future career aspirations, and/or wellbeing:

Why is getting an internship a priority in your life right now (as opposed to in the future)?

Feeling stuck? **Reflect on Your Values** to gain insight on what motivates you.

What skills, abilities, and/or knowledge would you like to develop during your internship?

Area to Develop : Developing this is important to me because...

Leadership Skills

- becoming a future leader
- stand-out on my CV

Feeling stuck? **Create a Skills Matrix** and write your top 10 skills in the space above.

STEP 2 Get Pre-Approved

CHECK BOX WHEN YOU COMPLETE THE TASK

- Speak with your advisor regarding your intention to complete an internship.
- Complete the **Pre-Approval Form** to know if you qualify to participate in an internship through the Graduate Internship Program for Engineering and Computer Science and email the completed pre-approval form with your CV to the **GPS funding internship unit**.
- Once you are pre-approved by the GPS funding internship unit, we will assist in matching you to host(s) from our host bank or you can find your own internship.
- Before you begin your internship search, ensure that you have the correct permits that allow you to work, and that the internship you are looking for is at the appropriate level and 4 months in duration.

STEP 3 Find Your Internship

Now that you've identified your personal and professional priorities, it's time to begin your internship search! As outlined in step 2, the GPS funding internship unit can assist in matching you with an internship host or you may want to find an internship opportunity on your own. Finding your ideal internship can take some time, so we recommend starting early - at least one semester prior to when you are hoping to begin your internship.

As a McGill student, you have access to many different resources to support your internship search:

Looking for a step-by-step guide?

Refer to the **Internship Offices Network Internships Guide**

Looking for first message templates?

Consult pages 7-8 in the **Job Shadow Guide for Students** for email and LinkedIn message templates

Looking for more tools?

Utilize the Career and Planning Service's **Job Search Toolkit** which includes resources to support CV and cover letter writing, interview techniques, and networking

Ready to start your search?

- **Leverage your network** by speaking with peers, mentors and/or representatives from the organization(s) you are hoping to intern with about upcoming opportunities in the industry/sector you are interested in
- Initiate a **career conversation**
- Attend a **career fair** (i.e., **Tech Fair**)
- Utilize the **Internship Offices Network Database**
- Seek out info sessions and internship postings on **myFuture**

Sometimes it can be useful to speak to a real human. Here are some folks at McGill who can assist you in your internship search:

- Book an appointment with a **CaPS career advisor** to spruce up your CV and cover letter
- Reach out to your **Graduate Program Director or Graduate Program Coordinator** to inquire about department-specific resources
- Make an appointment with the GPS funding internship unit by contacting internships.gps@mcgill.ca
- Talk over your internship goals with a member of the **myPath** team

STEP 4 Finalize your Application

- Once an internship is confirmed with a host, submit the **Internship Approval Form** to the **GPS funding internship unit** at least 2 weeks prior to the expected start date for final approval.
- Complete your internship and the **Final Student Report Form**.

Do you have questions or need the application forms? Visit the **GRIPECS website**.

NOTES



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