

# INTERN HANDBOOK



**McGill Internship Offices Network**

Leacock Building, Room 307

T.: 514.398.4400 ext. 089688

E.: [ion@mcgill.ca](mailto:ion@mcgill.ca)

[www.mcgill.ca/internships](http://www.mcgill.ca/internships)

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The Intern Handbook is designed to outline the steps to take to ensure your success as an intern. It contains the administrative guidelines and reference to forms you must submit to the McGill Internship Offices Network (ION) as part of your internship. *Print a copy of this handbook and keep it with you throughout your internship.*

## BEFORE YOU START YOUR INTERNSHIP

\*Students are defined as those completing an internship and/or receiving an award through the McGill Internship Offices Network\*

### *McGill Internship offices Network Training and Preparation Sessions*

	<b>Session</b>	<b>Topics Covered</b>
<b>The Application Process</b> (Fall and Winter)	<b>Internship CV and Cover Letter Workshop</b> <i>Presented by the McGill Career Planning Services</i>	<ul style="list-style-type: none"> <li>• Expectations around the format and purpose of CVs and cover letters.</li> <li>• Strategies for customizing application materials to specific jobs.</li> <li>• How to articulate skills and accomplishments within the CV and cover letter.</li> </ul>
	<b>Internship Interview Workshop</b> <i>Presented by the McGill Career Planning Services</i>	<ul style="list-style-type: none"> <li>• How to prepare prior to an interview and post-interview etiquette.</li> <li>• Strategies for communicating their skills and experiences in an interview.</li> <li>• Common interview questions.</li> </ul>
<b>Internship Preparation and Pre-Departure</b>	<b>Interns Meeting</b> (For all student interns)	<ul style="list-style-type: none"> <li>• Host organization communication.</li> <li>• Preparation and next steps and frequently asked questions.</li> <li>• Internship tips from past interns.</li> <li>• Meet fellow interns.</li> </ul>
	<b>Success in a Professional Environment Workshop</b> <i>Facilitated by Youth Employment Services</i>	<ul style="list-style-type: none"> <li>• How to prepare for an internship in an office environment.</li> <li>• Workplace and office etiquette.</li> </ul>
	<b>University-Wide Pre-Departure Orientation Session</b> (For students interning outside of Canada)	<ul style="list-style-type: none"> <li>• McGill University-Related Travel Guidelines.</li> <li>• Information about travel documents and consular services.</li> <li>• Healthy travel and budget advice.</li> <li>• Region-specific breakout sessions.</li> </ul>
	<b>Cross-Cultural Workshop</b> (For students interning outside of Canada, USA, or Europe)	<ul style="list-style-type: none"> <li>• Cross-cultural communication strategies.</li> <li>• Professional and social behavior in an intercultural context.</li> <li>• Stages of adaptation and culture shock.</li> <li>• Self-care and safety.</li> <li>• Harassment and available resources.</li> </ul>
	<b>Interns Responsibilities and Guidelines</b>	<ul style="list-style-type: none"> <li>• Outlines student interns' responsibilities.</li> <li>• Provides guidelines related to the internship activity.</li> </ul>
<b>Post-Internship</b>	<b>Internship Debriefing Session</b>	<ul style="list-style-type: none"> <li>• Enables students to reflect on the internship experience.</li> <li>• Identifies strategies to manage the impact of re-entry.</li> <li>• Explores tools to achieve professional priorities.</li> </ul>
	<b>McGill International Experience Awards Annual Event</b> (For MIEA awardees)	<ul style="list-style-type: none"> <li>• Returning MIEA awardees share their internship experience with the McGill community.</li> <li>• Students learn more about internship and funding opportunities.</li> <li>• Donors hear first-hand from student interns.</li> </ul>

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## **Workshops**

**Students interning outside of Canada, the US, or Europe are required to attend the following session:**

**Cross-Cultural Workshop (March 13, 2019, 4:30-7 PM, Thomson House Ballroom):**

The workshop will cover themes such as cross-cultural communication, professional behavior, adaptation and culture shock, health and safety. Students will explore tools that will contribute to an effective internship.

**All Students are required to attend the following session:**

**Internship Workshop: Success in a Professional Environment (March 18 or April 8, 2019, 2-5 PM, 666 Sherbrooke Street West, Suite 700):** Success in a Professional Environment: Hosted by the Youth Employment Services (YES), this session will offer invaluable advice for internships in an office environment: get tips on how to prepare before the start of your internship; learn how to avoid common mistakes and have a successful internship; improve your personal communication in an office environment. *This workshop is made possible through the generous support of the Faculty of Arts Tarr-Chevrefils Student Advising Fund.*

**Interns Responsibilities and Guidelines (March 19, 2019, 6-8:30 PM, Leacock 232):** This session focuses on student intern's responsibilities and highlights the guidelines associated with your internship activity. Leaving for an internship is an exciting time often filled with great anticipation for the unknown. To ensure that you have all the necessary resources and information available while away, we have included a new two-hour special presentation hosted by Bianca Tétrault, McGill's Sexual Violence Education Advisor and Shanice Yarde, McGill's Equity Education Advisor (Anti-Oppression & Anti-Racism). Bianca and Shanice will explore the important topics of sexual and gender-based violence and forms of discrimination. During this session, you will become familiar with these topics in addition to developing strategies to respond to disclosures and supporting a fellow peer, gaining a better understanding of cultural diversity, and learning about the available resources at McGill and abroad to support people impacted.

**University-wide Pre-Departure Orientation Session (TBA):** All students who are traveling outside Canada for University-related activities, such as exchanges, internships, independent study-away, field study semesters and courses, and research are required to attend this session. If you have previously attended a pre-departure orientation session but are travelling to a different region, you may be required to attend the regional session only. Students must register for this event at: <https://www.mcgill.ca/mcgillabroad/goabroad/predeparture>

## **Other Events**

**All Students are required to attend the following events:**

**Interns Meeting (TBA):** This session will cover the Interns Handbook and all requirements expected of an ION Intern. You will have a chance to ask questions, raise any concerns about your travel plans or your internship, and meet past interns.

**Reception for Awards Recipients (April 18, 2019, 5:00-6:30 PM, Thomson House Ballroom):** All award recipients are invited to attend the Reception for Awards Recipients (in collaboration with the Faculty of Arts Internship Office). This reception is an opportunity to meet and celebrate with fellow award recipients.

## **Registration**

The following must be completed at least two weeks prior to the start of your internship:

**University-Related Travel Registry:** All students going abroad are required to complete the International Travel Registry form, which can be found on [Minerva](#) (Student Menu -> Student Records Menu -> Travel Registry). In the case of an emergency abroad or at home, having completed the travel registry will allow McGill to reach out to you and offer assistance if necessary. A travel registry will be created for you by a McGill administrator shortly after your activity has been approved. The travel registry form will ask for your passport number, visa information, travel and medical insurance details, and a travel itinerary. For more information: <https://www.mcgill.ca/mcgillabroad/safety-abroad/registry>.

Program Administrator section: Search for Anne Turner and then click on Ms. Anne Turner to effectively add her as the program administrator. Save/complete the form.

**Registry of Canadians Abroad (ROCA) (Internships outside of Canada):** Before departure, Canadian citizens must register online with the Registry of Canadians Abroad (ROCA) managed by Foreign Affairs Canada. Information about the ROCA system and the registration process can be found at <http://www.voyage.gc.ca/faq/roca-eng.asp>.

When completing question 13 of Section A (Status in Destination Country), please indicate “Visitor Work” (the last option in the pick-list).

Please note that US citizens can register with their embassy at the following address: <https://travelregistration.state.gov/>. For all other nationalities, contact your country’s consulate or embassy in your host country to find out how to register.

## **Documentation**

The following must **be completed and emailed to ion@mcgill.ca** at least two weeks prior to the start of your internship. All forms can be found at the following link: <https://mcgill.ca/internships/resources>

- Award Certification Form
- Internship Behaviour Form
- Personal Data Form
- Student Acceptance Form
- Travel Checklist
- Biography: A short biography in the third person (max. 75 words).

*Ex.: Mary is a pursuing a major in art history with a minor in communications studies in the Faculty of Arts. This summer she will be interning with the Montreal Museum of Fine Arts in the Department of Exhibition Production. She will assist the team with designing upcoming exhibitions, setting up the exhibitions with the technicians, and upkeeping the permanent collection. Mary hopes that this experience will give her more insight into the day-to-day functions of working in a museum.*

## **Travel Visas and Work Permits**

Interns are responsible for procuring work permits and travel visas where applicable.

## ***Insurance***

Students must have sufficient travel medical insurance including coverage for emergency hospital and medical care, and emergency evacuation. It is recommended that you contact your insurance provider(s) directly to verify coverage and take note of any exceptions, limitations or other caveats related to your coverage while travelling. It can be helpful to request an official letter from your insurance provider confirming your coverage.

**\*\*International students interning outside of Canada must** request extended insurance coverage through International Student Services in order to have minimally sufficient insurance coverage:  
<http://www.mcgill.ca/internationalstudents/health/coverage>

## ***Vaccinations and Medications***

It is your responsibility to inform yourself of the necessary vaccinations and medications you need in order to safely work at your destination. Please be sure to give yourself time to research the steps you must take to keep healthy and safe.

## ***Travel Advisories***

McGill encourages students to include an international educational experience as part of their studies. However, the University will not approve student travel to all countries or regions of countries, as the safety of students is of primary importance.

Interns must maintain a high level of security awareness at all times and regularly consult travel reports and warnings issued by Global Affairs Canada (GAC) by visiting <http://travel.gc.ca/travelling/advisories> and downloading the *Travel Smart* app <http://travel.gc.ca/mobile>

GAC's official advice concerning travel to a country or specific regions of a country are based on an overall assessment of the security risk and expressed in terms of the following four levels:

Exercise normal security precautions

Exercise high degree of caution

Avoid non-essential travel (indicates an official GAC Travel Warning)

Avoid all travel (indicates an official GAC Travel Warning)

University-related activity will not be approved in locations for which GAC has issued an official travel warning (avoid non-essential travel or avoid all travel). University-related courses, conferences and other activities undertaken in these locations will not receive McGill credit or recognition. In addition, upon GAC's release of any travel report or travel warning that raises concerns about the security in the country of your internship, McGill may issue a written notice which could include the cancellation of the internship, the limitation or the suspension of internship activities, or the evacuation of interns.

## ***Award Payment Information***

All awards are paid through direct deposit to your Canadian bank account. All award recipients must have a bank account in Canada. In order for the award to be deposited, you must fill in the following **updated** information on Minerva **at the latest two weeks after receiving notification of your award**: bank information, your Canadian Social Insurance Number (SIN), and a valid permanent address. Please follow the two steps below as soon as possible. Failure to do so will result in your award processing being delayed. (NB: International students who do not have a Canadian Social Insurance Number (SIN), please only complete step one).

**Step 1:** Access the *Banking Information* form on Minerva: Student Menu > Student Accounts Menu > Direct Deposit Bank Account, and enter the information under both Student-related and Payroll-related bank account information.

**Step 2:** Access the *Social Insurance Number* form on Minerva: Student Menu > Student Accounts Menu > Student Tax Menu > Social Insurance Number (SIN)

**Step 3:** Access the *Addresses and Phones* form on Minerva: Personal Menu > Addresses and Phones

**Please note that no award will be issued until all required documents have been submitted.**

**AWARDS WILL BE ISSUED BY MID-JULY. ION WILL NOT ANSWER ANY EMAILS REGARDING STATUS UPDATE OF DISBURSEMENT.**

## **DURING YOUR INTERNSHIP**

### *Carrying Out Your Internship Work Plan*

It is your responsibility to carry out your internship work plan with the partner organization and to fulfill all requirements in a professional manner.

### *Security Concerns*

It is your responsibility to maintain a high level of security awareness at all times. It is your responsibility to inform ION of any major concerns or issues that could jeopardize your personal safety throughout your internship.

Remember to leave a copy of your emergency contact information with your host organization.

The local Canadian embassy/consulate may also assist you, in case of an emergency. Prior to departure, you should obtain the contact information (including address, phone number and email) of the nearest Canadian embassy/consulate.

### *Communication with the McGill Internship Offices Network*

#### *Upon Arrival*

Within 5 days of your internship start date, confirm your arrival with the McGill Internship Offices Network by emailing [ion@mcgill.ca](mailto:ion@mcgill.ca) with the following information:

- Personal information (name, McGill ID, email address, phone number in the field)
- Dates of internship
- Supervisor information (name, phone number, email address)

Within one week of arrival in your host country, please **access your *Travel Registry*** form on Minerva and update the “mobile telephone” field with your in-country phone number where you can be reached most easily. Please update this information, as needed, if it changes during your internship. In addition, please update your itinerary and emergency contact information if needed.

If other changes are required to your travel registry, please contact the McGill Internship Offices Network; we will re-open your travel registry form so that you may edit it.

## *One-Month Report*

The purpose of this report is to take an important time out and reflect on your internship and how in the next two months you can build upon your successes and deal with your challenges. Remember that any exercise – even the most carefully planned and structured – requires adjustments as it unfolds. In your one month report, please include details on successes and challenges, what you have learned through the experience, and some thoughts on how you see dealing with some of the challenges. Email the one-month report to [ion@mcgill.ca](mailto:ion@mcgill.ca).

*Note: It is important that you be as honest as possible in these reports. Please do not hesitate to mention challenges you may be facing, as the office takes all feedback seriously and will do our best to help you as difficulties arise. Your opinions and experiences are valuable to us to improve training of future interns and internship selection criteria.*

## *Upon completion*

Notify the McGill Internship Offices Network by email of the completion of your internship within 3 days of the end of your internship.

## **POST-INTERNSHIP RESPONSIBILITIES**

The following must be completed and emailed to [ion@mcgill.ca](mailto:ion@mcgill.ca) within two weeks following the completion of your internship:

### ***Donor Letter or Final Report***

The donor letter (500-750 words, Word document – Times New Roman, single-spaced, size 12 font, 1” margins) should be addressed to the donor of your award (please see your acceptance letter). In addition to any faculty academic reporting requirements, the donor letter is to be produced for use in whole or in part in print and digitally to share with donors (ex.: advertisement, stewardship, and website). **If there is no donor affiliated to your award, this document should take the form of a final internship report.** In both cases, some topics that should be addressed in the letter or report include:

1. Introductory paragraph thanking the donors.
2. Reason for participating in the international activity.
3. Description of the host organization (if application: what do they do and what is their mission?)
4. What did the international activity entail? What were your duties/responsibilities/requirements?
5. What were your learning objectives?
6. What were some of the highlights of the international activity? Give some examples.
7. How did your academic background relate to this international activity, or help you?
8. How do you think the international activity has or will shape your future career and education path? Highlight the impact that this award had on you.
9. How did the funds you received help you during your international activity?

### ***Digital Photographs***

We are looking for three high-quality photos (minimum resolution of 1200px at 72dpi) in JPEG format with an accompanying Word document with corresponding captions. The photos are meant to represent your internship experience and work-place. Photos should be of you working during your internship (ex.: attending staff meetings, participating in events, accompanied by your work colleagues, drafting reports/doing research in your office, etc.). The photos should be numbered, and captions should include the number of the corresponding photo. Captions are necessary to provide context and name people in the photos. **Captions should be no more than 75 characters**

long and in the following format: ex. “Jane Smith during her internship at the UN World Food Programme office in Panama City.”

### ***Proof of Completion***

Students must obtain a letter from the host organization as proof of completion of their internship. An email from the host organization will also be accepted.

### ***Consent Form***

The Consent Form gives McGill University the right to use, reproduce, distribute, and broadcast student’s final reports and photos. Please review and submit. Access the form here: <https://mcgill.ca/internships/resources>

### ***Debriefing Session***

All students are **required** to participate in the debriefing session following the completion of their internship (date TBD). The session will focus on the return to McGill after an international experience. Topics covered will include challenges faced in the workplace, skills gained during the internship, and how your experience might have reinforced or challenged your future career objectives. This is also an excellent opportunity to share experiences with fellow interns.

### ***MIEA Ambassador Program***

All McGill International Experience Awardees are required to share their internship experience with the McGill community by participating in the McGill International Experience Ambassador Program. This program enables students across the university to learn about ION and the McGill International Experience Awards. All interns must attend the annual McGill International Experience Awards event in September 2019, where you will have the chance to meet the donors, as well as participate in one of the following activities (other activities might be proposed in September 2019):

1. Class announcements
2. Tabling
3. The Macdonald Campus Career Fair
4. Interview with the McGill Tribune