

PLANNING FOR YOUR INTERNSHIP



Seeking out an internship can be a daunting task. However, taking time to clarify **your fields of interest**, and getting specific about **competencies you bring and are hoping to develop** 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

STEP 1 Take 10 Minutes to Reflect

What fields of practice or work settings are you most interested in?

You can intern in the private, public or non-profit sectors. List 3-5 areas that align with your values, curiosity and career goals:

What skills would best describe you and your working style?

The questions above were asked in the **Internship Status, Intentions and Questions survey**.

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	<ul style="list-style-type: none">• 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 Take Stock of What You Have and Need

CHECK BOX WHEN YOU COMPLETE THE TASK

Your C.V. is up to date. If not, look at **how-to-guides**

You have a professional LinkedIn profile

You have identified 3 individuals as references

Ensure that you have the correct permits that allow you to work in Canada or abroad (i.e. Visa, vulnerable sector/judicial record check, co-op work permits, medical exams). Visit **International Student Services** or **McGill Abroad** for more info.

STEP 3 Find Your Internship

Now that you've identified what you are looking for, and have taken stock of what you have and need, it's time to begin your internship search! 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 3-4 in the **How To Navigate Career Conversations** 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.
- Find contact info in the **ISA Internship Leads Database**
- Build your internship using the **Internship Design Form**
- Seek out info sessions and internship postings on **myFuture**
- Use a **Job Search Tracker** to keep track of prospects you reach out to.

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 your **Internships Administrator** for internship site options and referrals to resources, people and workshops to support your search and preparation.
- Book an appointment with your **Education Career Advisor** to spruce up your CV and cover letter.
- Reach out to your **B.A. Student Advisor** about your internship pre-requisites, program progression and B.A. learning competencies you want to address in your internship.
- Reach out to your **Education Wellness Advisor** to connect to supports that help you maintain a healthy work-school-life balance.
- Book an appointment with a **Financial Aid Counsellor** to explore possible funding options, especially when doing unpaid internships.

STEP 4 Secure Your Internship

- Once an internship is confirmed with a host, submit the **Internship Proposal Form** to the ISA Office at least 4 weeks prior to the expected start date for final approval.
- Complete and obtain signatures for your **Internship Agreement & Learning Plan** and submit it to the ISA Office at least 2 weeks before the expected internship start date

Do you have questions or need the application forms? Visit the **ISA Website**

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