



Internship for Academic Credit Form

Instructions:

1. Obtain a written confirmation of your internship from host organization.
2. Confirm that your department or program has an internship course and familiarize yourself with their requirements and deadlines for receiving internship course credit.
3. Complete this form in consultation with the Professor in your department who has agreed to be your internship course supervisor.
4. Have the form signed by your internship course supervisor, Departmental Internship Advisor/ Department Head and the Faculty of Arts Internship Officer.
5. Send the completed and signed copy of this form to the Administrative Office of your department or program in order to remove the restriction on MINERVA to permit you to register for the course.

Please note: Approval of internship is required prior to the beginning of your internship. No approval will be granted after you have started your internship. Normally, the internship takes place in one semester and the internship course takes place in the following semester.

PS: HO Supervisor refers to the Host Organization Internship Supervisor; Academic Supervisor refers to McGill professor who agrees to supervisor on the student's internship course.

Internship Information

Name:

Student #:

Email:

Cell phone:

Major:

Year of study:

Minor:

Expected date of graduation:

Departmental internship course number: (i.e. POLI 599)

Internship course to be taken in the term of (i.e. Fall 2022)

Host Organization (HO):

Internship City:

Internship Country:

Remote Internship Location (if applicable):

Internship Confirmed? Y N

Paid? Y N

Internship Start Date:

Internship End Date:

Hours per Week:

Total Number of Internship Hours:

HO Supervisor Name:

HO Supervisor Email:

HO Supervisor Phone:

Description of the host organization:

Description of Tasks (specific responsibilities, e.g. tasks within the organization including learning goals and outcomes):

Internship Mentorship:

In this field, you must copy a response from your host organization supervisor. Please indicate, in a few lines, a summary of the mentorship components of the internship. Please include: the learning objectives and goals of the internship; how the on-site supervisor will provide the intern with mentorship in line with these learning objectives, as well as feedback to assist the intern's learning process.

Explanation of how the internship is related to your field of study:

Departmental Internship Course Information

Academic Supervisor Name:

Academic Supervisor Email:

Academic Supervisor Department:

Proposed Topic of Academic Paper:

Outline of Proposed Research:

Students may also attach a page outlining their proposed research in more details.

Documents Submitted to the Arts Internship Office (aio@mcgill.ca)

Written confirmation of your internship from host organization, including intern's duties, learning goals, internship dates, hours and remuneration.

Personal Data Form.

Completed Departmental Internship Course Approval Form signed by your academic supervisor.

Unofficial Transcript.

Forms can be found here (General Resources – Forms): <https://www.mcgill.ca/arts-internships/students>

Student Intern Responsibilities

I am aware of my department's academic requirements and deadlines for receiving internship course credit in my program of study. Listed at <https://www.mcgill.ca/arts-internships/resources/credit>.

I have read the Handbook for Faculty of Arts Interns listed at <https://www.mcgill.ca/arts-internships/students> (General Resources - Handbook) and I am aware of my responsibilities.

I have read and will adhere to the Arts Internship Office Travel Guidelines found online at <https://www.mcgill.ca/arts-internships/resources/travel>.

For students interning OUTSIDE of Montreal:

I will register my travel on the University-related travel activity registry on Minerva prior to the start of my internship. More information is listed at: <https://www.mcgill.ca/mcgillabroad/safety-abroad/registry>.

For students interning OUTSIDE of Canada:

I have attended the University-Wide Pre-departure Session.

See: <https://www.mcgill.ca/mcgillabroad/>.

Required Signatures

Student Signature:

Date:

Academic Supervisor Signature:

Date:

Faculty of Arts Internship Officer Signature:

Date:

Internship Advisor and/or Department Head Signature:

Date:

Please note that when you save the form with a signature, you will no longer be able to edit the existing form fields. Please make sure all the required fields are completed before you insert a signature and save the form.

Definition of Internship:

An internship is a short-term, hands-on, supervised work experience with a professional organization. It provides the student with an invaluable opportunity to apply the skills and knowledge acquired in the classroom to real world problems and enables the student to broaden his or her understanding of the field.

An internship is more than a part-time job or volunteer experience; it includes:

- Specific learning objectives designed to increase the student's knowledge
- Training to hone existing skills and develop additional ones
- Supervision to guide and mentor the intern

Through their internship, the student is able both to expand their horizons and to engage in a meaningful collaboration with their corporate or community organization for their mutual benefit.

Please note that internship hours during the **fall and winter semester is normally 150 hours, 10-15 hours per week (maximum of 20 hours)**. Students who choose to do an internship during fall/winter semester, are encouraged to meet with an Arts Advisor prior to start of internship, in order to help better plan academic terms and ensure the internship does not interfere with your academic study.

Approval from the Arts Internship Office is required before start of internship. No retroactive approval is accepted. To schedule an appointment with Arts Internship Office, please write to aio@mcgill.ca.

Internship Plan regarding Covid-19

The Arts Internship Office will review the following information.

University-sponsored international travel and travel within Canada remain suspended until further notice. Learn more about university guidelines on Travel and Mobility. No travel is permitted for an internship. The Arts Internship Office is unable to fund or to issue documents related to internships that involve travel or in-person internships that are high risk.

Students may apply for exceptions if the internship can be completed locally and remotely by contacting the Arts Internship Office. To apply for exceptions, please fill out this form in consultation with their host organization internship supervisor and submit to the Arts Internship Office (aio@mcgill.ca). Exemption approval from the Associate Dean of Faculty of Arts is required prior to the start of an internship. The exemption process may take more than 2 weeks. Students should start the process as soon as they secure an internship by contacting the Arts Internship Office. For more details, please visit the Arts Internship Office's FAQs page.

For Students With a Remote Internship in Canada

Does the internship take place in your home city? Y N

Remote Internship Location:

Initials

1. The internship can be done remotely.
2. The internship can be completed without any travel.
3. Internship does not require access to facilities that are currently closed or restricted.
4. Back up plans are in place if internship supervisor is unavailable.
5. You have financial means to stay where you are at during the internship.
6. You have sufficient health insurance coverage for the duration of the activity in this country.

For Students With a Remote Internship outside of Canada

Does the internship take place in your home city? Y N

Remote Internship Location:

Initials

1. The internship can be done remotely.
2. The internship can be completed without any travel.
3. Internship does not require access to facilities that are currently closed or restricted.
4. Back up plans are in place if internship supervisor is unavailable.
5. You have financial means to stay where you are at during the internship.
6. You have sufficient health insurance coverage for the duration of the activity in this country.

For Students With an In-Person Internship in Canada

Does the internship take place in your home city? Y N

If not, explain the reasons:

The internship can be completed without any travel. Y N

Do you have financial means to stay where you are at during the internship? Y N

Do you have sufficient health insurance coverage for the duration of the activity in this country? Y N

1. Your current location (city, country):

2. What are the safety protocols at your workplace?

3. What are the safety protocols related to your specific duties?

4. What are the back up plans in place if the Covid-19 situation evolves in your internship city?



For Students With an In-Person Internship outside of Canada

Does the internship take place in your home city? Y N

If not, explain the reasons:

The internship can be completed without any travel. Y N

Do you have financial means to stay where you are at during the internship? Y N

Do you have sufficient health insurance coverage for the duration of the activity in this country? Y N

1. Your current location (city, country):

2. What are the safety protocols at your workplace?

3. What are the safety protocols related to your specific duties?

4. What are the back up plans in place if the Covid-19 situation evolves in your internship city?



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InternshipOffice