

World Islamic and Middle East Studies Program (WIMES) Internships

Arts Internships allow students in the Faculty of Arts to gain experience in areas relevant to their fields of study. Arts internships involve a minimum of 150 hours over a period of 8-12 weeks with an approved host organization. Students are required to submit documentation of the internship experience and a topical paper discussing the internship from an academic perspective.

Eligibility Requirements

Open to U2 and U3 students, normally after completing 30 credits of a 90 credit program or 45 credits of a 96 to 120 credit program. A minimum CGPA of 2.7, permission from the Director of WIMES Programs as well as the Arts Internship Office are required. This course will **not** fulfill WIMES program requirements for 400-level courses. Students can count only one internship towards their program requirement. A letter from the supervisor from the institution must attest to successful completion of the student's tenure. Students must also satisfy requirements established by the Arts Internship Office, found at: <http://www.mcgill.ca/arts-internships/credit> .

Internship placements can be arranged in any term, or may stretch over two terms; the WIMES Program expects that many will be completed over the summer months. Because of the heavy workload involved, students should be wary of coupling an internship course with a full course load.

Proposing an Internship

Students wishing to undertake an internship must submit a formal proposal to this effect, well in advance of the proposed starting date. This proposal must be approved by a faculty supervisor, the program's Internship advisor and the Arts Internship Office.

The proposal must include the following information:

- An outline of the proposed internship, including specific discussion of "learning goals", "activities", and "means of evaluation".
- A description of the organization with which the student will be working including the name of the supervisor to whom the student will be accountable, and a letter indicating the willingness of the responsible person and sponsoring agency to assume the task of supervision (including assessment of work performance).
- A proposal for an associated research project. As noted above, this will ordinarily take the form of a lengthy research paper, researched during the internship, and

- equivalent in length and quality to that produced in an independent reading course.
- The completed Faculty of Arts Internship Course Credit Approval Form (available at: <http://www.mcgill.ca/arts-internships/forms#credit>).

NB: The "Student Acceptance" form must be completed and signed for Approval Forms to be processed.

Please note that students usually register for ISLA 499 the term following completion of the internship.

Evaluation

A grade for the internship will be assigned by the faculty supervisor based on:

- The quality of the research paper. This will ordinarily be worth 50% of the course grade, and will be graded by the faculty supervisor.
- The quality of the written work materials, such as work diary, copies of memoranda, correspondence, or papers produced; or a shorter paper assessing the learning value of the internship. This will ordinarily be worth 25% of the course grade, and will be graded by a faculty supervisor.
- A performance assessment. This will ordinarily be worth 25% of the course grade, and shall be provided by the student's supervisor at the sponsoring organization.

It is the responsibility of the student to ensure an explicit arrangement is made with the McGill supervisor for the grading and submission of the grade on MINERVA by the appropriate deadline.

Internship Opportunities

Click on this link, <http://www.mcgill.ca/arts-internships/find> , to access the database of internship opportunities provided by McGill's Faculty of Arts Internship Office. Please note that a valid McGill ID and Minerva Pin are required to access the database.

For further information, contact:

Institute of Islamic Studies, Student Affairs Coordinator
<http://www.mcgill.ca/islamicstudies/people/administrative-staff>