

# AIO INTERNSHIP POSTINGS INFORMATION SESSION

**January 20, 2023**

**12:00-1:00pm**

Virtual Event. All Welcome.

Do you want to pursue an internship next summer but don't know where to start? Are you interested in learning about our Summer 2023 internship postings and how to apply for them? Come join and find out about available resources to help you prepare for our internship!



**McGill**

Faculty of  
Arts



InternshipOffice

# Agenda

12:00 – 12.30

Introduction of  
AIO

Q&A

# AIO - What we do



**Internship  
opportunities**



**Funding  
opportunities**



**Training  
opportunities**



InternshipOffice  
*Faculty of Arts*



**McGill**

<https://www.mcgill.ca/arts-internships/>

<https://www.mcgill.ca/internships/>

# AIO 101

Postings

Awards

Find your  
own

Handbook

Drop In

# Your Internship Timeline

## September: **Get to Know the Arts Internship Office (AIO)**

- AIO Internship Event
- Sign up for Arts Internship Mentorship Initiative (AMI)
- Visit AIO drop in Leacock 307

## October – December: **Finding your Summer Internship**

- Info Sessions on AIO internships, ARIA, awards
- CV and Cover Letter workshops

## January – March: **Preparing for Applications**

- CV, Cover Letter, and Interview workshops
- Info Session on AIO internship postings
- Info Session Find Your Own Internship
- Deadline for AIO internships, awards, ARIA

## April: **Preparing for Your Internship**

- Pre-departure Orientation
- Cross-Cultural and Positionality workshops
- Awards Reception

## May – August: **Make the most of your internship!**

- Internship workshop: set goals and stay motivated
- ARIA Library workshop

## September: **Reflecting on Your Internship**

- Debrief session
- AIO Internship Event
- Internship to Career workshop

# 1. Internship Opportunities

*Where do I go to see different internship opportunities?*

*How do I apply?*

*When do the applications for summer internships open?*

## What **IS** an internship?

- ▶ **Experiential learning opportunity**
  - ▶ Includes learning objectives
  - ▶ Includes training
  - ▶ Includes supervision and mentorship
- ▶ Go into your internship with a learner's mindset.
- ▶ An internship is not a mandatory part of your studies.

## What is **NOT** an internship?

- ▶ A part-time job.
- ▶ Voluntourism
- ▶ Fee-based Organizations



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# 3 Types of Internships

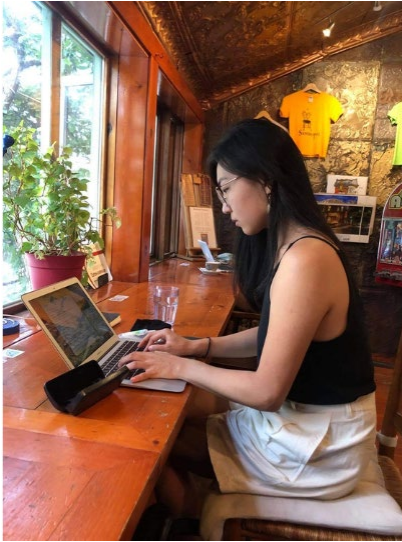
- ▶ [Arts Internship Office postings.](#)
- ▶ [Arts Undergraduate Research Internship Award \(ARIA\).](#)
- ▶ [Find your own internship.](#)
  - ▶ We have an info session to help!  
[More info here.](#)



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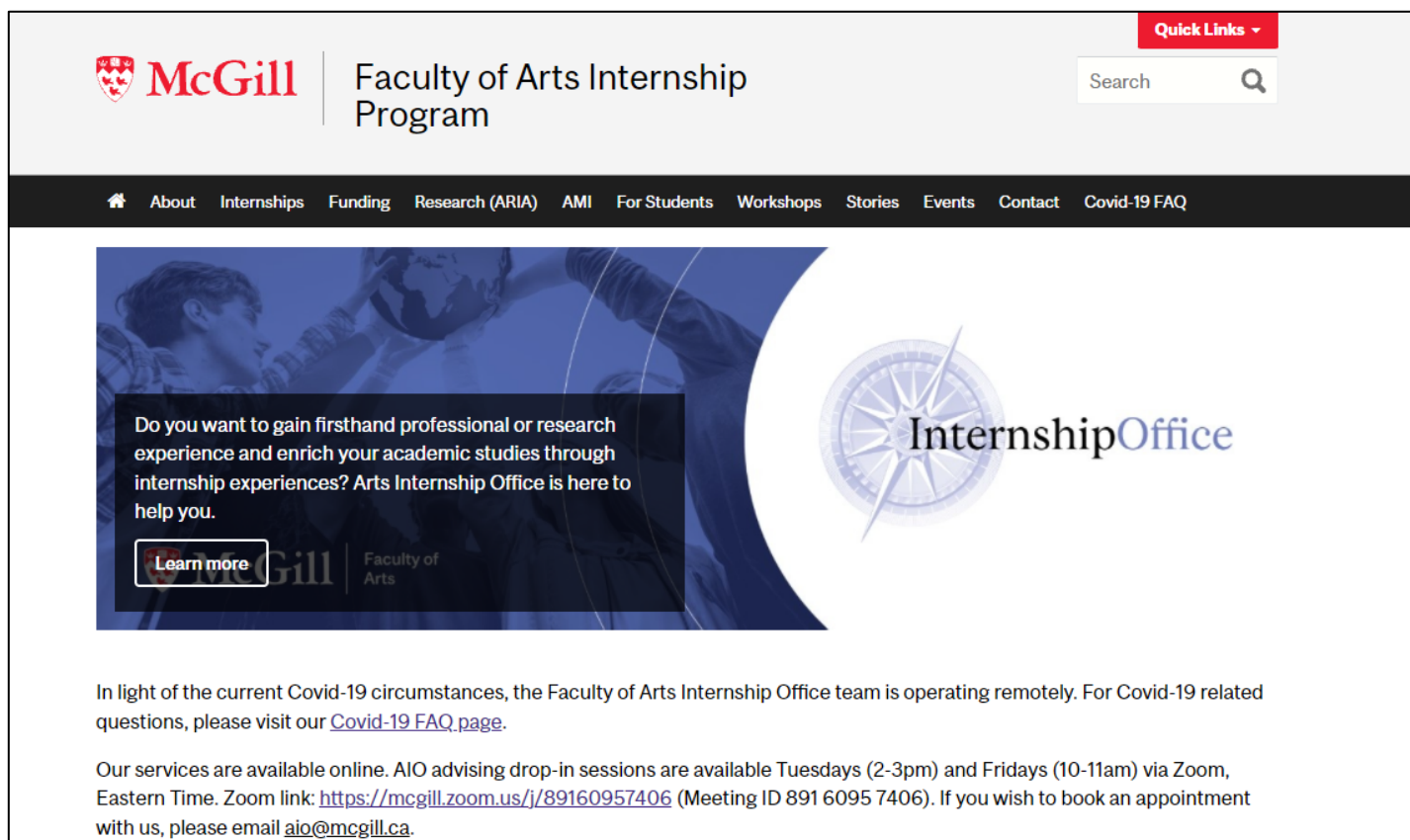


# equitas



# How to navigate our website?

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



The screenshot shows the McGill Faculty of Arts Internship Program website. At the top left is the McGill logo. To its right is the text "Faculty of Arts Internship Program". Further right is a search bar with the text "Search" and a magnifying glass icon. Above the search bar is a red button labeled "Quick Links" with a downward arrow. Below the search bar is a black navigation menu with white text: "Home", "About", "Internships", "Funding", "Research (ARIA)", "AMI", "For Students", "Workshops", "Stories", "Events", "Contact", and "Covid-19 FAQ". The main content area features a large banner with a blue-tinted image of people. On the left side of the banner is a dark box with white text: "Do you want to gain firsthand professional or research experience and enrich your academic studies through internship experiences? Arts Internship Office is here to help you." Below this text is a white button with the text "Learn more". On the right side of the banner is a compass rose icon and the text "InternshipOffice". Below the banner is a paragraph of text: "In light of the current Covid-19 circumstances, the Faculty of Arts Internship Office team is operating remotely. For Covid-19 related questions, please visit our [Covid-19 FAQ page](#)." Below this is another paragraph: "Our services are available online. AIO advising drop-in sessions are available Tuesdays (2-3pm) and Fridays (10-11am) via Zoom, Eastern Time. Zoom link: <https://mcgill.zoom.us/j/89160957406> (Meeting ID 891 6095 7406). If you wish to book an appointment with us, please email [aio@mcgill.ca](mailto:aio@mcgill.ca)."

# AIO Internship Application Form

## Apply for an Internship Opportunity

These internships are offered by host organizations around the world in partnership with the Arts Internship Office. The AIO builds relationships with certain host organizations to offer internship opportunities to Faculty of Arts students, and acts as a liaison between students and these organizations to facilitate in the selection of summer interns. Host organizations are ultimately responsible for selecting their interns. Students are responsible for preparing for the internship and successfully completing the internship duties assigned to them.

## How to Apply

Students must complete the Internship Application Form below. In order to save your application properly please make sure to use most up to date version of Chrome or Firefox browser.

- **You may apply for three internships maximum. Please note that your preference ranking matters!** We will consider your applications accordingly.
- **If you are applying for more than one internship:** Please submit a targeted/joint CV and cover letter for each internship you are applying for (eg JohnDoe\_InternshipX) containing both CV/Cover Letter in one PDF document.
- **Please note:** Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview.
- **A formal acceptance of an internship is a final decision,** and under no circumstances (unless health or family-related) can a student withdraw from the internship after accepting. The consequence of this would be refusal of candidature for future AIO internship opportunities. Please remember, revoking a spot in one of the organizations means also revoking it from another student who might have had the opportunity to take it.

If you encounter any technical issues with this form, please email us at [aio@mcgill.ca](mailto:aio@mcgill.ca).



Hi, Jade. When you submit this form, the owner will see your name and email address.

\* Required

## Personal and Academic Information

1. Last Name \*

2. First Name \*

# Application Form (demo)



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[Link](#)



## Intern Stories

Read about our past interns' inspiring stories.

McGill.CA / FACULTY OF ARTS INTERNSHIP OFFICE



[Internship Spotlight: Pryor Sohn - Youth in Motion](#)



[Internship Posting: Wang De Yue Qin - Jardins de Métis/Reford Gardens](#)



[Internship Spotlight: Rebecca McFadyen - Centre de Ressources et](#)

# Meet AIO Interns

# Commonly asked questions...

- ▶ **Is it possible for a UO to get an internship or should I wait?**
  - ▶ [Past Awards Recipients \(Funding tab\)](#)
- ▶ **Can I pursue an internship outside of Canada?**
  - ▶ [Travel tab](#)
- ▶ **Can I pursue an internship that is not directly related to my major?**
  - ▶ [Internships tab](#)
- ▶ **Are there research-oriented internships?**
  - ▶ [ARIA tab](#)

# 2. Training Opportunities

# Your Internship Timeline

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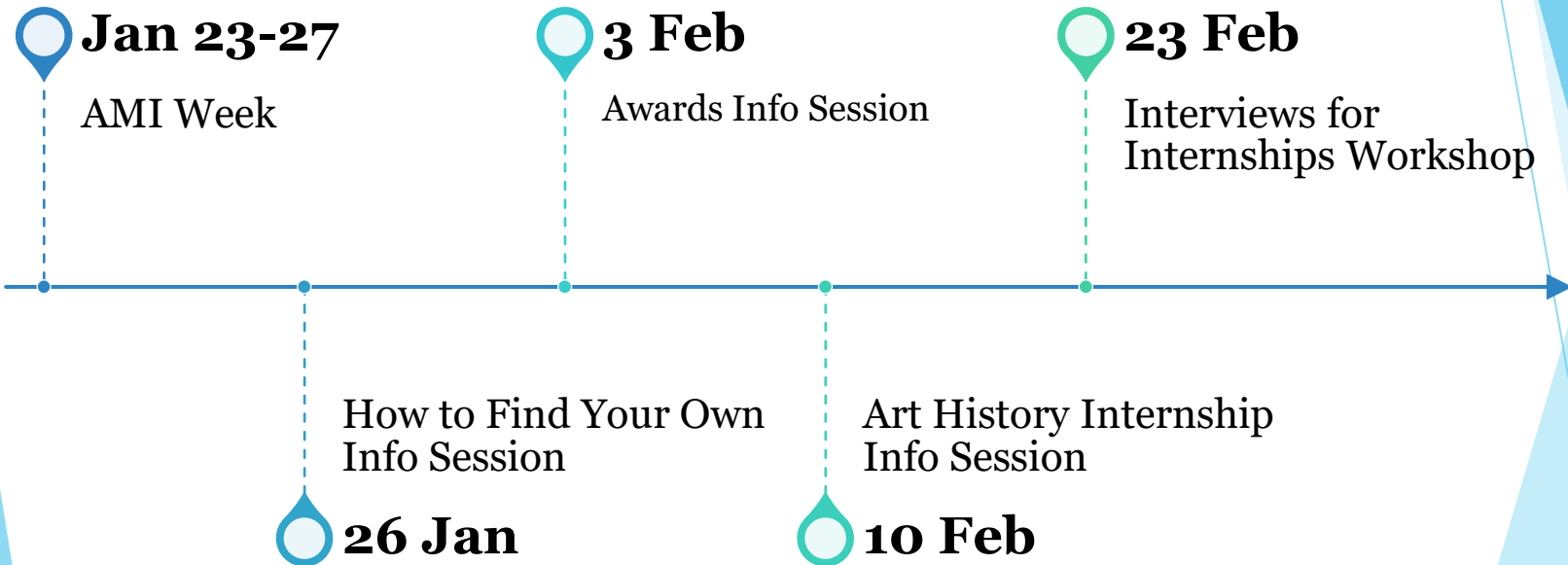
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# January-March: Preparing for your Application



<https://www.mcgill.ca/arts-internships/events>



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*Are internships remunerated?*

# 3. Funding Opportunities

*How do I apply for funding?*

# Faculty of Arts Internship Awards



125 Arts students received an Arts Internship Award in 2022!



## Eligibility

Open to returning Arts students  
(B.A., B.A & Sc., BSW, B.Th., M.A, MSW)

With an internship offer

Internship takes place  
May-August 2022  
(8-12 weeks)

Minimum CGPA 2.7



Deadline to apply:  
**March 19th, 2023**



<https://www.mcgill.ca/arts-internships/funding/apply>

## INTERNSHIP PROGRAM 2023

FACULTY OF ARTS



## ARTS INTERNSHIP AWARDS

### Eligibility

- Faculty of Arts students with confirmed summer internships
- Internship (8 weeks +) related to your studies
- Minimum CGPA of 2.7

Application deadline: March 19th, 2023

For more information:

[www.mcgill.ca/arts-internships/awards/apply](http://www.mcgill.ca/arts-internships/awards/apply)

Arts Internship Office | Leacock 307 | [aio@mcgill.ca](mailto:aio@mcgill.ca)

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# Arts Undergraduate Research Internship Awards (ARIA)

- ▶ 38 Arts undergraduates received an ARIA award in 2022!
- ▶ Eligibility
  - Open to returning Arts undergraduate students (B.A., B.A & Sc., BSW, B.Th.)
  - Minimum CGPA 3.0
  - Have completed 60 credits by the start of the internship
- ▶ Deadline to apply: **February 26th, 2023**

<https://www.mcgill.ca/arts-internships/research>

ANNOUNCING



# ARIA

## SUMMER 2023

ARTS RESEARCH INTERNSHIP AWARDS  
OPEN TO MCGILL ARTS UNDERGRADUATES  
**DEADLINE TO APPLY: February 26<sup>th</sup>, 2023 at 11:59 PM (EST)**  
\$5,000 will be awarded to Faculty of Arts undergraduate students to do summer research under the direct supervision of a faculty member.

 McGill LEARN MORE AT:  
Faculty of Arts <http://www.mcgill.ca/arts-undergraduate-research/aria>  
Arts Internship Office | Leacock 307 | [aio@mcgill.ca](mailto:aio@mcgill.ca)





# Key Dates & Deadlines

- ✓ AIO Postings Deadline:  
**February 12, 2023**
- ✓ ARIA Deadline:  
**February 26, 2023**
- ✓ Award Deadline:  
**March 19, 2023**



FACULTY OF ARTS  
INTERNSHIP OFFICE

# STAY INFORMED!

Learn more about internship opportunities, AIRA, the AIO Mentorship Initiative Program, internship academic credit award application and upcoming AIO events!

-  Follow us on [facebook.com/aio.mcgill](https://facebook.com/aio.mcgill)
  -  Sign up for AIO mailing list and newsletter.
- [www.mcgill.ca.arts.internships/](http://www.mcgill.ca.arts.internships/)



**InternshipOffice**  
*Faculty of Arts*



**Stay Connected!**

**Drop-in hours  
(M/W/F)**

**One-on-one advising**

**Leacock 307  
(3<sup>rd</sup> floor)**

**[aio@mcgill.ca](mailto:aio@mcgill.ca)**

**Sign up for our  
Listserv/Newsletter**

**Follow us on social  
media!**

**Facebook**

**McGill Faculty of Arts  
Internship Office**

**Instagram**

**@aiomcgill**