FACULTY OF ARTS
INTERNSHIP HANDBOOK

2018 - 2019

FACULTY OF ARTS INTERNSHIP OFFICE
LEACOCK BUILDING, ROOM 307
AIO@MCGILL.CA
WWW.MCGILL.CA/ARTS-INTERNSHIPS
INTRODUCTION

This *Handbook for Faculty of Arts Interns* is designed to outline the steps to take to ensure your success as an intern. It contains the administrative guidelines and the forms you must submit to the Arts Internship Office (AIO) as part of your internship if you are applying for academic credit or for an Arts Internship Award. Should you have any questions, please contact the AIO by email aio@mcgill.ca or by telephone at (514) 398-3467 before or at any time during your internship.

1. BEFORE YOU START YOUR INTERNSHIP

*Students are defined as those applying for academic credit, Co-Curricular Record or a Faculty of Arts Internship Award*

<table>
<thead>
<tr>
<th>Faculty of Arts Intern Training and Preparation Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session</strong></td>
</tr>
<tr>
<td>Internship Information Sessions</td>
</tr>
<tr>
<td>(International &amp; US/Canada)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Internship CV &amp; Cover Letter Writing Workshops</td>
</tr>
<tr>
<td>(Collaboration CaPS and ION)</td>
</tr>
<tr>
<td>Internship Interview Workshops</td>
</tr>
<tr>
<td>(Collaboration with CaPS and ION)</td>
</tr>
<tr>
<td>Interns meeting</td>
</tr>
<tr>
<td>(For all student interns)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Success in a Professional Environment Workshop</td>
</tr>
<tr>
<td>(Offered by Youth Employment Services)</td>
</tr>
<tr>
<td>University-Wide Pre-departure Orientation Session</td>
</tr>
<tr>
<td>(For students interning outside of Canada)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Cross-Cultural Workshop</td>
</tr>
<tr>
<td>(For students interning outside of Canada, US or Europe)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Interns Responsibilities and Guidelines</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Internship Debriefing Session</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Faculty of Arts Annual Internship Event</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Handbook for Faculty of Arts Interns

2018 - 2019
Students interning in an office environment are **required** to attend the following session:

**Internship Workshop: Success in a Professional Environment**  
(March 18, 2019 or April 8, 2019, 2-4 PM, 666 Sherbrooke Street West, Suite 700):  
This session will offer invaluable advice for internships in an office environment:  
- Get tips on how to prepare before the start of your internship  
- Improve your interpersonal communication in an office environment  
- Learn how to avoid common mistakes and have a successful internship  
This workshop is made possible through the generous support of the Faculty of Arts Tarr-Chevrefils Student Advising Fund.

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, Thompson House Ballroom, 3650 McTavish):  
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:

**Interns Responsibilities and Guidelines presented by O-SVRSE** (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 affected.

Students interning outside of Canada are **required** to attend the following session:

**University-wide Pre-Departure Orientation Session** (April 11, 2019 5-8pm):  
This session is mandatory for all students who will be travelling out of Canada on a McGill-related travel activity (study abroad, internship, exchange, etc.).  
Topics covered include:  
- University requirements  
- Government-issued advisories and how they affect your plans  
- Healthy travel  
- Insurance, budgets, and travel documents  
For more information and registration: [https://www.mcgill.ca/mcgillabroad/goabroad/benefits/predeparture](https://www.mcgill.ca/mcgillabroad/goabroad/benefits/predeparture)
Registration
The following must be completed at least two weeks prior to the start of your internship:

1. University-related Travel Registry (Internships outside Montreal):
   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 visit: [https://www.mcgill.ca/mcgillabroad/safety-abroad/registry](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.

2. 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 [https://travel.gc.ca/assistance/emergency-info/roca-faq](https://travel.gc.ca/assistance/emergency-info/roca-faq)

   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://step.state.gov/](https://step.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, scanned and emailed or printed and brought to the Arts Internship Office at least two weeks prior to the start of your internship. (Leacock 307, aio@mcgill.ca).

- **Student Travel Checklist**: ([Students interning outside Canada](http://www.mcgill.ca/arts-internships/resources))
- **Student Acceptance Form**: ([All Interns](http://www.mcgill.ca/arts-internships/resources))

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](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.
2. 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 the AIO 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.

Outside of Canada: 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 Arts Internship Office

Upon Arrival
Within 5 days of your internship start date, confirm your arrival with the Arts Internship Office by completing the mandatory online check-in form: http://www.mcgill.ca/arts-internships/forms/arts-internship-check-form

In this form, please provide the following:
- 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 Arts Internship Office; we will re-open your travel registry form so that you may edit it.

One month Report (Award Recipients only)
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 satisfactions and disappointments, what you have learned through the experience, and some thoughts on how you see dealing with some of the challenges. Email this to aio@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 Arts Internship Office by email of the completion of your internship within 3 days of the end of your internship.
3. REQUIREMENTS FOR AWARD RECIPIENTS

Mandatory Event: Reception for Award Recipients (April 18, 2019, 5-7pm)

All award recipients are invited to attend the Reception for Award Recipients, held at Thomson House (3650 Rue McTavish). This reception is an opportunity to meet and celebrate with fellow award recipients and donors.

Award Recipient Responsibilities (by May 1, 2019)

Faculty of Arts Internship Award recipients are expected to submit the following forms to the AIO. These forms must be completed, scanned and emailed or printed and brought to the Arts Internship Office Leacock 307 (aio@mcgill.ca)

- Personal Data Form
- Award Certification Form. This form must be completed, signed by the award recipient and returned to the Arts Internship Office
- A handwritten thank-you card to the donor who contributed to your award (Please use greeting card)
- A completed Consent Form for permission to use photographs and reports

Forms can be found here: https://www.mcgill.ca/arts-internships/resources

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: bank information, your Canadian Social Insurance Number (SIN), and a valid permanent address. Please follow the 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 paid until all required documents have been submitted. AWARDS WILL BE ISSUED MID-JULY. THE AIO WILL NOT ANSWER ANY EMAILS REGARDING STATUS UPDATE OF DISBURSEMENT

Electronic copies of ALL DOCUMENTS must be emailed to aio@mcgill.ca no later than two weeks after the end of your internship. These forms must be completed, scanned and emailed or printed and brought to the Arts Internship Office Leacock 307 (aio@mcgill.ca).
Final Internship Report (Award Recipients only)

Award recipients are required to write a report (750 words) on their internship experience. Please note that your report will be published for internal and external promotional purposes. Copies will be sent to award donors when applicable, please make sure grammar has been verified.

Format your report as follows:
- Times New Roman 12 pt., Single spaced, 1” margins. Line breaks in between paragraphs, no indentations at start of paragraphs.
- The file should be named First Name.Last Name_FinalReport.doc
- The report should start with (your name) John Doe bolded in the top left corner.

Guidelines for writing report:
1. Give the reader background information about yourself, field of study areas of interest.
2. Tell the reader why you wanted to do the internship. What were your learning objectives?
3. Describe your host organization: what does it do, what is its mission?
4. What were your responsibilities as an intern?
5. What were some of the highlights of the internship? Give some examples.
6. What were some of the challenges that you encountered? How did you overcome them?
7. Please mention whether or not you are receiving academic credit for the internship, the topic of your research paper and your supervising professor.
8. What impact did this internship have on your university experience?
9. If you received funding for the internship, how did the funds help you? If applicable, please thank the donor who funded your Internship Award.

If you would like to include information that you do not want to have published online, please add it in a separate box at the end of your report. The AIO will consider this information without making it public.

IMPORTANT NOTE: SUBMIT YOUR REPORT AS A MICROSOFT WORD DOCUMENT (No PDFs)

Digital photographs and corresponding captions: (Award Recipients only)

Important note about the photos:
- We are looking for 5 photographs in JPEG format.
- The photos are meant to represent your internship experience and work-place (Photos should be of you working during your internship and should not include any children).
- The photos are used in AIO publications (including online) to help inform McGill students, professors and award donors about the valuable work that students do during their internships.

NOTE: Please attach the photos as JPGs to the email

Additionally, include the pictures and corresponding captions at the end of your final report word document.
- 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
- E.g. “Jane Smith during her internship at the UN World Food Programme office in Panama City.”

Electronic copies of ALL DOCUMENTS must be emailed to aio@mcgill.ca no later than two weeks after the end of your internship. These forms must be completed, scanned and emailed or printed and brought to the Arts Internship Office Leacock 307 (aio@mcgill.ca).
4. MCGILL INTERNATIONAL EXPERIENCE AWARDS (MIEA)

The McGill International Experience Awards (MIEA) were established in 2013 through a donation by Joseph Schull and Anna Yang. The MIEA includes the Schull Yang International Experience Award and other awards supported by other donors and matched by Joseph Schull and Anna Yang.

The MIEA provides students with the unique opportunity to study abroad. Students are able to participate in academic activities that can range in length from one semester to a full academic year, including internships and field research trips, and courses abroad.

The following awards were established in part with endowed funds received from the MIEA Initiative, which was founded by Mr. Joseph Schull and Ms. Anna Yang.:

- Davies Family Arts International Internship Award
- Brenda and Morrison Hurley Arts Internship Award
- Susan Casey Brown Fund for McGill
- John Wasileski Arts Externship Awards
- Chris Tyler Marckmann International Social Work Summer Internship Awards

*The name in each award is the name that you should address in the donor letter outlined below.

**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 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?
5. POST-INTERNSHIP RESPONSIBILITIES

Faculty of Arts Internship Follow-Up Form (Credit and Co-Curricular Record only)
Students who wish to gain credit for their internship must submit this form no later than 2 weeks after the end of their internship. [https://www.mcgill.ca/arts-internships/resources]

Post-internship Completion letter (All Interns)
You are required to submit a letter written and signed by your internship supervisor attesting to the successful completion of your internship. This must include the duration of your internship as well as the tasks performed.

Electronic copies of ALL DOCUMENTS must be emailed to aio@mcgill.ca no later than two weeks after the end of your internship. These forms must be completed, scanned and emailed or printed and brought to the Arts Internship Office Leacock 307 (aio@mcgill.ca)

Please Note: Failure to submit any of the required documents (one month report, final report, completion letter) will result in the retraction of your awarded funds. It is vital that these documents are submitted before the deadline, we will not hesitate to act accordingly, should you fail to do so.

Debrief Session (All Interns) - September 2019
All interns (outside of Canada, the US and Europe) are required to participate in the debriefing session hosted by the Faculty of Arts Internship Office following the completion of their internship. The debrief session allows participants to:
- Identify strategies to manage the impact of re-entry
- Explore options and tools to achieve personal and professional priorities
- Bring closure to the international experience

Annual Internship Event
You are encouraged and welcome to attend the Annual Internship Event in September 2019. It is an occasion for you to meet other interns, as well as students aspiring to do their own internships. The Annual Internship Event provides interns with an opportunity to discuss their internship experience with students and faculty. One of the most important roles of a Faculty of Arts intern is to inspire the next group of interns.

MIEA Ambassadors
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 the McGill International Experience Awards. You will be asked to participate in the annual event and reception in the fall semester following your international activity.

Academic Credit
Please note: the academic requirements may vary between departments and programs.
For more information: [http://www.mcgill.ca/arts-internships/resources/credit]
## 6. University Related Internship Activity, Travel Checklist

- [ ] I have attended a pre-departure session at McGill.
- [ ] I have checked [http://travel.gc.ca/travelling/advisories](http://travel.gc.ca/travelling/advisories) to see if there are any travel advisories concerning my country issued by the Government of Canada.
- [ ] I have a passport that will be valid for six months after the END of my internship.
- [ ] I have registered my travel with my government (For Canadians: [http://travel.gc.ca/travelling/registration](http://travel.gc.ca/travelling/registration)).
- [ ] I know the location and the contact information of the embassy/consulate of my country in all of the countries I will be in.
- [ ] I have drafted an itinerary of all my travel plans and given this information to someone at home.
- [ ] I am familiar with the visa requirements for my host country and, if applicable, I have applied for the visa that I need.
- [ ] I have arranged accommodation in my host country and informed my host organization of my arrival plans.
- [ ] I have completed the Minerva travel registry.
- [ ] I have completed all forms outlined in the Interns Handbook.
- [ ] I have obtained travel health insurance.
- [ ] I have printed out my insurance provider’s contact information and the emergency hotline.
- [ ] I am aware of what my travel health insurance policy does and does not cover: Evacuation? Trip cancellation? Pre-existing medical conditions? Does it exclude specifically any countries you plan to visit? Exclusions for extreme sports, political unrest?
- [ ] I have visited a doctor to find out if I need any vaccinations or medications and, if applicable, have gotten all the required vaccinations.
- [ ] (If applicable) I have enough of all my regular prescription medications to last for the duration of my internship, along with a copy of the prescription.
- [ ] I have read up about my host country: history, current political situation, living conditions, personal safety, cultural norms, languages, etc.
- [ ] I have made a budget for my travels, including a contingency fund for emergencies, purchased foreign currency or traveller’s cheques.
- [ ] I have contacted my bank/credit card company and told them I will be away.
- [ ] I know the location of the nearest hospital/clinic to where I will be living during my internship.
- [ ] I know where the nearest police station and consulate/embassy.