

## Faculty of Arts Internship: Departmental Internship Approval Form

**Instructions:** Please complete this form in consultation with the Professor in your department who has agreed to be your supervisor. Then have it signed by your Departmental Internship Advisor and the Faculty of Arts Internship Officer. Bring 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 be reminded that in order to receive approval, you will need a written confirmation of your internship from your host organization.*

Student name: _____	Student number: _____
E-mail: _____ @mail.mcgill.ca	Expected date of graduation: _____

Major Concentrations: _____	Honours? <input type="checkbox"/>	Minor Concentrations: _____	Year of study: U1 <input type="checkbox"/>	Departmental Internship course number: _____ (i.e. POLI 599)
_____	<input type="checkbox"/>	_____	U2 <input type="checkbox"/>	Term course to be taken:
_____	<input type="checkbox"/>	_____	U3 <input type="checkbox"/>	Fall 20__ __ Winter 20__ __

Name of host organization/institution: _____	
Supervisor at host organization/institution: _____	
Address of host organization/institution: _____	
Telephone: _____	e-mail: _____

Dates and Duration of Internship (please include the total number of hours you expect to work): _____
Description of Task (specific responsibilities, e.g. tasks within the organization including learning goals and outcomes):  _____

Academic Supervisor at McGill: _____
Department, E-Mail/Phone: _____

Proposed topic of academic paper: _____
Outline of proposed research:  _____
Students may also attach a page, outlining their proposed research in more detail.

<b>Student responsibilities</b>	
1) I am aware of my department's academic requirements and deadlines for receiving internship course credit in my program of study. These are listed at <a href="https://www.mcgill.ca/arts-internships/resources/credit">https://www.mcgill.ca/arts-internships/resources/credit</a> .	Initials _____
2) I have read the Handbook for Faculty of Arts Interns listed at <a href="https://www.mcgill.ca/arts-internships/resources">https://www.mcgill.ca/arts-internships/resources</a> and I am aware of my responsibilities.	Initials _____
3) I have read and will adhere to the Arts Internship Office Travel Guidelines found online at <a href="https://www.mcgill.ca/arts-internships/resources/travel">https://www.mcgill.ca/arts-internships/resources/travel</a>	Initials _____
4) <b>For students interning OUTSIDE of Montreal:</b> 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: <a href="https://www.mcgill.ca/mcgillabroad/safety-abroad/registry">https://www.mcgill.ca/mcgillabroad/safety-abroad/registry</a>	Initials _____
5) <b>For students interning OUTSIDE of Canada:</b> I have attended the University-Wide Pre-departure Session. See: <a href="https://www.mcgill.ca/mcgillabroad/goabroad/benefits/predeparture">https://www.mcgill.ca/mcgillabroad/goabroad/benefits/predeparture</a>	Initials _____

_____ Signature (Student)	_____ Date
_____ Signature (Academic Supervisor)	_____ Date
_____ Signature (Faculty of Arts Internship Officer, Leacock 307)	_____ Date
_____ Printed Name	_____ Date
_____ Departmental Approval - Internship advisor and/or Department Head	_____ Date

Please return the completed form to your departmental or program administrative office.

## Student Intern Responsibilities – Academic Credit

Students are **required** to attend the following workshops:

Please consult our website for more information about these events: <https://www.mcgill.ca/arts-internships/events>

### **Internship Workshop: Success in a Professional Environment:** *\*Office environment internship only*

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.

### **Cross-Cultural Workshop:** *\*Students interning outside of Canada, US or Europe*

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.

This workshop is mandatory for all students interning outside Canada, the US and Western Europe.

### **Interns Responsibilities and Guidelines:** *\*all interns*

This session focuses on intern's responsibilities and highlights the guidelines associated with your internship activity. This is a mandatory session for all students currently applying for a Faculty of Arts Internship Award or applying for academic credit.

### **University-wide Pre-Departure Orientation Session:** *\*Students interning outside of Canada*

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>

### **Registration:**

<b>Registry:</b>	<b>Done</b>	<b>Initials</b>
<b>University-related Travel Registry</b> ( <i>Internships outside Montreal</i> ) <a href="https://www.mcgill.ca/mcgillabroad/safety-abroad/registry">https://www.mcgill.ca/mcgillabroad/safety-abroad/registry</a>		
<b>Registry of Canadian Abroad</b> ( <i>Canadian Citizens - internship outside of Canada</i> ) <a href="https://travel.gc.ca/assistance/emergency-info/roca-faq">https://travel.gc.ca/assistance/emergency-info/roca-faq</a>		

### **Documentation:**

<b>Form:</b>	<b>Done</b>	<b>Initials</b>
<b>Student Acceptance Form:</b> ( <i>All interns</i> ) <a href="http://www.mcgill.ca/arts-internships/resources">http://www.mcgill.ca/arts-internships/resources</a>		
<b>Internship Follow-Up</b> ( <i>Course credit only</i> ) <a href="http://www.mcgill.ca/arts-internships/resources">http://www.mcgill.ca/arts-internships/resources</a>		
<b>Post-Internship Completion Letter</b> ( <b>written &amp; signed by internship supervisor</b> )		

**Note:** These forms must be **completed, scanned and emailed or printed and brought** to the Arts Internship Office Leacock 307 (aio@mcgill.ca)