

## 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.**

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

<b>Major Concentrations:</b> _____ _____	<b>Honours?</b> <input type="checkbox"/> <input type="checkbox"/>	<b>Minor Concentrations:</b> _____ _____	<b>Year of study:</b> U1 <input type="checkbox"/> U2 <input type="checkbox"/> U3 <input type="checkbox"/>	<b>Departmental Internship course number:</b> _____ (i.e. POLI 599)  <b>Term course to be taken:</b> <b>Fall 20      Winter 20      Summer 20</b>
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<b>Name of host organization/institution:</b> _____
<b>Supervisor at host organization/institution:</b> _____
<b>Address of host organization/institution:</b> _____ _____
<b>Telephone:</b> _____ <b>e-mail:</b> _____

**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):**

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

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

<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="http://www.mcgill.ca/arts-internships/credit">http://www.mcgill.ca/arts-internships/credit</a> .	Initials _____
2) I have read the Handbook for Faculty of Arts Interns listed at <a href="http://www.mcgill.ca/arts-internships/forms/">http://www.mcgill.ca/arts-internships/forms/</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="http://www.mcgill.ca/arts-internships/guidelines">http://www.mcgill.ca/arts-internships/guidelines</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="http://www.mcgill.ca/students/international/registry/">http://www.mcgill.ca/students/international/registry/</a>	Initials _____
5) <b>For students interning OUTSIDE of Canada:</b> I have attended the University-Wide Pre-departure Session. See: <a href="http://www.mcgill.ca/students/international/predeparture/">http://www.mcgill.ca/students/international/predeparture/</a>	Initials _____
_____ <b>Signature (Student)</b>	_____ <b>Date</b>
_____ <b>Signature (Academic Supervisor)</b>	_____ <b>Date</b>
_____ <b>Signature (Faculty of Arts Internship Officer, Leacock 307)</b>	_____ <b>Date</b>
_____ <b>Printed Name</b>	_____ <b>Signature</b>
<b>Departmental Approval - Internship advisor and/or Department Head</b>	
_____ <b>Date</b>	

**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:

**Internship Workshop: Success in a Professional Environment (March 12th & April 9th, 10 AM, 666 Sherbrooke Street West, Suite 700):** *\*Office environment internship only*

Success in a Professional Environment: Hosted by the Youth Employment Services (YES), this session will offer invaluable advice for internships in an office environment: get tips on how to prepare before the start of your internship; learn how to avoid common mistakes and have a successful internship; improve your personal communication in an office environment; learn how to use LinkedIn to your advantage.

**Cross-Cultural Workshop (March 13<sup>th</sup>, 4:30 PM, Royal Victoria College Residence West Lounge):**

*\*Students interning outside of Canada*

This workshop will cover themes such as: strategies to improve cross-cultural communication; professional and social behavior; country context and its impact on professional and personal objectives; stages of adaptation and for managing the stress of culture shock; health and safety, etc.

**Interns Responsibilities and Guidelines (March 20<sup>th</sup>, 6 PM, Leacock 232):** *\*all interns*

This session focuses on student intern's responsibilities and highlights the guidelines associated with your internship activity.

**University-wide Pre-Departure Orientation Session (April 12<sup>th</sup>, 5:30-8pm, Leacock 132):** *\*Students interning outside of Canada, US or Europe*

All students who are traveling outside Canada for University-related activities, such as exchanges, internships, independent study-away, field study semesters and courses, and research. If you have previously attended a pre-departure orientation session but are travelling to a different region, you may be required to attend the regional session only. Students must register for this event at: <https://www.mcgill.ca/mcgillabroad/goabroad/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="http://www.voyage.gc.ca/faq/roca-eng.asp">http://www.voyage.gc.ca/faq/roca-eng.asp</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> (written & signed by internship supervisor)		

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