The How-to-Guide for the Internship Office

What is the Internship Office?

The Bieler Family Internship Program at Macdonald Campus is a flexible program. We leave it up to the student to secure their own internship, so long as it is relevant to your studies and is a minimum of 10 weeks in duration. The internship officer will provide the necessary resources to help students find available opportunities. To get started in your research, you can request access to the industry database, research on your own for available internships, browse through myfuture, or gain inspiration by looking at past student interns.

Eligibility Requirements:

1. You must be a full-time undergraduate student in the Faculty of Agricultural and Environmental Sciences.
2. You must have a cumulative grade point average (CGPA) of 2.7 or higher.
3. Your placement must be for a minimum of 10 weeks, minimum at full-time (35h/week) or equivalent.
4. Your internship must be relevant to your field of academic study.

How do I get started?

The best way to get started is by doing some research on the kinds of internships available and what interests you the most.

1. Consult our website to get more information: The Macdonald Campus Bieler Family Internship Office
2. Be sure to check out what past interns have done for ideas/inspiration: Meet the Interns
3. Email the Internship Officer to get access to the industry database
4. Like us on Facebook! You will receive up-to-date job postings, information on workshops and events and sessions happening on campus
5. CAPS is the Career and Planning Services Office for all McGill Students. It is a great resource and tool for career planning and advising, resume and cover letter writing, workshops, info sessions, job opportunities, and so much more.
6. For specific job listings and internship opportunities log onto: myfuture.
7. Consult the Internship Offices Network (ION). The ION offers several internship and fellowship opportunities for all McGill Students.
8. Be sure to do your own research and look into organizations that interest you. Then try making contact and inquire about opportunities within their enterprise. Send your resume and highlight specific attributes about yourself that would give you an advantage over the rest of possible candidates. Prepare yourself and read all you can about the company and any projects they might be involved with. Internships are competitive ventures; you want to ensure you have done your homework.
9. Network, network, network! Speak to your professors, your classmates, your friends, your parents about jobs or internship opportunities. Go to career fairs, info sessions, workshops or...
Success! I found an internship... Now what?

Once you secure an internship, come see the Internship Officer to finalize all the paperwork and register for either the FAES 200 or 300 course.

The FAES 200 course is a no credit course, which means at the end of your internship you will receive a pass/fail. If you register for the FAES 200 course, your pass/fail grade will be evaluated on the following:

1. Journals (written on the 15th and 30th/31st of every month during your internship, with a video option)
2. Poster (created on a PPT, at the end of the internship outlining your experience)
3. Final Paper (submitted at the end of the internship)

The FAES 300 course is a credited course, (3 credits) and upon completion of your internship you will receive a final grade on your transcript. If you register for the FAES 300 course, you will be evaluated on the following:

1. Personal Statement or Short videos clips
2. Midterm report (Submitted at the half way point of the internship)
3. Poster and Presentation (you will be asked to present your internship experience)
4. Final Report (will be graded by a professor)
5. Supervisor Evaluations (your internship supervisor will be asked to complete evaluations of your work)

What should my timeline be?

Since internships are done in the summer (May-August), most students register in one of the FAES courses by March/April. You can start your internship search as early as September if you wish, and the Internship officer will be happy to help you.

What about funding?

The Internship Office is forever grateful to the Bieler Family for their support and generosity in making this program into a reality. In addition, we are grateful to our donors who have generously provided support in funding our student interns. As such, students can apply to receive funding through the following prestigious internship funding awards:

1. The Bieler Family Travel Assistance Program
2. The Brown Martlet Award (for students pursuing social entrepreneurship)
3. The Iwanicki International Internship
4. The Robert S. Broughton Student Internship in Agricultural Engineering Award
5. The Harold Blenkorn Internship Award

Students interested in these funding opportunities should apply as soon as they secure their internship. Information, eligibility and requirements for each of these awards will be available on our website: Internship Awards. The deadline for these funding opportunities is April 1st.

Still have questions?

Come see your Internship Officer, Kendra Gray

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