InternshipProgram
Faculty of Arts

McGill

Faculty of Arts Internship Follow-up Form

NAME: _____

Host Organization: _____

Internship Supervisor (Name and title):_____

Address:_____

Country:_____Email:_____

Website:_____ Telephone:_____

Start date: _____ End date: _____ Hours per week:_____

1. How did you secure your internship? Please discuss any tools or processes that you found particularly useful as this information will be used to aid future interns in finding their own internships.

2. How did you arrange for housing? (Please note that the purpose of this question is to enable the AIO to share this information with future interns. Please be as specific as possible, and indicate the name and address of your accommodation if you recommend it).

3. What was the approximate total cost of undertaking your internship? Were there any unexpected costs?

4. Will you be receiving academic credit for your internship?

☐Yes ☐ No

If you answered yes, please complete the following:

Supervisor for Internship Research Paper: _____

McGill Internship Course Number: _____

4. a. State the topic of your research paper and briefly describe its main points:

5. Would you recommend this internship to another McGill student? Why or why not?

6. Internship Report:

In a separate document, write a report (750 words) on your 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.**

Guidelines for writing report:

1. Give the reader some background information about yourself, field of study, and areas of interest.
2. Tell the reader why you wanted to do an internship.
3. Describe your host organization: what does it do, what is its mission?
4. What were your duties as an intern?
5. What were your learning objectives?
6. What were some of the highlights of the internship? Give some examples.
7. What were some of the challenges that you encountered? How did you overcome them?
8. How did your academic background help you during the internship?
9. Please mention whether or not you are receiving credit for the internship, the topic of your research paper and your supervising professor.
10. How do you think the internship has or will shape your future career and education path?
11. If you received funding for the internship, how did the funds help you?
12. If applicable, please thank **the donor** who funded your Internship Award. Your article will be **sent to your donor in appreciation of her / his contribution.**

7. ***Students frequently ask the McGill Arts Internship Office (AIO) to share information about past interns. Due to confidentiality policies, the AIO cannot give this information to students without your permission. Consequently, we ask all interns for permission to share your contact information (McGill email) with future interns. If you agree, please sign below.***

_____	_____
Official McGill Email Address	**Signature**

CHECKLIST:

Please be sure to include all required documentation when submitting your follow-up forms. All documents must be handed in together to the Arts Internship Office (Leacock 307). If you are an award recipient, the final installment of your award will be processed upon the completion of these steps.

Please confirm you have submitted the following:

Hardcopy:

- ❑ Completed *Faculty of Arts Internship Follow-Up Form*
- ❑ Completed *Internship Report*
- ❑ Letter from host organization attesting to the successful completion of your internship

Award recipients only:

- ❑ Copy of a major receipt for expenses incurred during the course of your internship (i.e. air flight)

Electronic files to be emailed to documents.aio@mcgill.ca (not aio@mcgill.ca)

- ❑ Completed *Faculty of Arts Internship Follow-Up Form*
- ❑ Completed *Internship Report*
- ❑ Digital photographs (2 – 5 photos) and a word document with corresponding captions:

A note about the photos: *The photos are meant to represent your internship experience and work-place. Photos may be of you working, of a project that you have completed or anything else that you feel is appropriate. The photos are used in reports and office publications (including online) to help educate McGill students, professors and internship award donors about the valuable work that students do during their internships.*

Captions are necessary to provide context and name people in the photos. Captions should be 1 or 2 sentences long and descriptive, naming the people in the photos and referring to yourself in the 3rd person. E.g. "Jane Smith with co-workers Diana Perez and Jaime Garcia during her internship at the UN World Food Programme office in Panama City."