

# MCGILL INTERNATIONAL EXPERIENCE AWARDS HANDBOOK



**McGill**



**International  
Experience Awards**

Founded in 2013 by Joseph Schull and Anne Yong

**Presented by the McGill Internship Offices Network**

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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 Awards and other awards supported by other donors and matched by Joseph Schull and Anna Yang. For more information, click [here](#).

The MIEA Handbook contains the administrative guidelines and reference to forms you are required to submit to your administrative unit as part of your international activity. Please identify your appropriate contact person below to submit your documents:

Africa & Panama field studies semester: Laura Di Maio ([ion@mcgill.ca](mailto:ion@mcgill.ca))  
Barbados Interdisciplinary Tropical Studies: Laura Di Maio ([ion@mcgill.ca](mailto:ion@mcgill.ca))  
Faculty of Arts Internship Office: Antoine-Samuel Mauffette Alavo ([aio@mcgill.ca](mailto:aio@mcgill.ca))  
Graduate travel: Nozomi Kanekatsu ([adr.arts@mcgill.ca](mailto:adr.arts@mcgill.ca))  
Independent Study Award: Anne Nudo ([anne.nudo@mcgill.ca](mailto:anne.nudo@mcgill.ca))  
Summer studies in Greece: Laura Di Maio ([ion@mcgill.ca](mailto:ion@mcgill.ca))

## BEFORE YOU START YOUR INTERNATIONAL ACTIVITY

### *Workshops*

**University-wide Pre-Departure Orientation Session (April 12, 5:30-8 PM, Leacock 132):** 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 must attend this session. 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>

### *Documentation*

**Award Certification Form:** The form must be **completed and emailed to your administrative unit** upon acceptance of your MIEA. The form can be found at [https://mcgill.ca/internships/files/internships/award\\_certification\\_form\\_2018\\_fillable.pdf](https://mcgill.ca/internships/files/internships/award_certification_form_2018_fillable.pdf)

### *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 **at the latest two weeks after receiving notification of your award:** bank information, your Canadian Social Insurance Number (SIN), and a valid permanent address. Please follow the two 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

## ***Headshot***

Awardees are required to submit a high-resolution headshot (min. width of 1200px at 72dpi).

## **POST-INTERNATIONAL ACTIVITY RESPONSIBILITIES**

The purpose of these requirements is to thank the donors for their gift that will facilitate your participation in your international activity, and encourage future students to explore these international possibilities. The donors are very interested in hearing the impact of their gift and seeing, through photographs, the context of the international activity and the work/studies in which you participated in.

The following must be **completed and emailed to your administrative unit** within two weeks following the completion of your international activity:

### ***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 whole or in part 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?

### ***Digital Photographs***

We are looking for three high-resolution photos of your international activity (min. width of 1200px at 72dpi). Files should be named “student name\_photo[#]” and be accompanied by a Word document with corresponding captions for each named file.

*Ex.: Kristen Williams\_Photo01*

*Kristen writing a report at her assigned office during her internship at the United Nations headquarters in New York City.*

### ***Consent Form***

The Consent Form gives McGill University the right to use, reproduce, distribute, and broadcast student’s final reports and photos. Please review and submit. Access the form at

[https://mcgill.ca/internships/files/internships/miea\\_consent\\_form.pdf](https://mcgill.ca/internships/files/internships/miea_consent_form.pdf)

## ***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.