MCGILL
INTERNATIONAL
EXPERIENCE
AWARDS
HANDBOOK

Presented by the McGill Internship Offices Network
Leacock Building, Room 313
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Email: miea@mcgill.ca
www.mcgill.ca/iea

Updated December 2019
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:

<table>
<thead>
<tr>
<th>Faculty/Office</th>
<th>Staff</th>
<th>Email</th>
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<tbody>
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**BEFORE YOU START YOUR INTERNATIONAL ACTIVITY**

**Workshops**

**University-wide Pre-Departure Orientation Session:** 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 no later than two weeks following acceptance of the award. The form can be found at https://mcgill.ca/internships/files/internships/award_certification_form_2018_fillable.pdf

**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 email the form to your administrative unit no later than two weeks following acceptance of the award. Access the form at https://mcgill.ca/internships/files/internships/miea_consent_form_fillable.pdf

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**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 and Biography**

Awardees are required to submit a high-resolution headshot (min. width of 1200px at 72dpi) and write a short biography in the third person (max. 75 words) no later than two weeks upon acceptance of the award.

*Ex.* Mary is a pursuing a major in art history with a minor in communications studies in the Faculty of Arts. This summer she will be interning with the Montreal Museum of Fine Arts in the Department of Exhibition Production. She will assist the team with designing upcoming exhibitions, setting up the exhibitions with the technicians, and upkeeping the permanent collection. Mary hopes that this experience will give her more insight into the day-to-day functions of working in a museum.

**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.

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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.*

**SHARE YOUR INTERNATIONAL EXPERIENCE**

All McGill International Experience Awardees are encouraged to share their international experience with the McGill community. MIEA Awardees will be invited to participate in three MIEA activities through the year:

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<tr>
<th>Event</th>
<th>Event Date</th>
<th>Topics Covered</th>
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| MIEA Networking Event        | January 23, 2020                | • Meet with other awardees.  
                                 |                                 | • MIEA awardees share their international experience with the McGill community.  
                                 |                                 | • MIEA awardees share tips on award application to students who are interested in applying for MIEA. |
| #CongratsMIEAawardees Photo Shooting Event | In March. Specific date TBA. | • Celebration for award recipients.  
                                 |                                 | • Photo shooting and broadening the impact of MIEA.  
                                 |                                 | • Networking opportunity for MIEA awardees. |
| MIEA Annual Event            | In September. Specific date TBA. | • Returning MIEA awardees share their international experience with the McGill community.  
                                 |                                 | • Students learn more about international activities and funding opportunities.  
                                 |                                 | • Donors hear first-hand from awardees. |

**MIEA Ambassadors**

If you want to inspire McGill students with your international story, we encourage you to apply to become an MIEA Ambassador:
Are you interested in inspiring McGill students and encouraging them to take their academic studies into a global context? Do you want to share your great stories and your first-hand international experience with the McGill community?

If so, apply to become a McGill International Experience Awards Ambassador!

MIEA Ambassadors have a wide array of experience and expertise to support the university-wide promotion of the McGill International Experience Awards, all while also developing their soft skills and networks. MIEA Ambassadors are invited throughout the year to speak information sessions, attend networking events, provide feedback, share social media content, and correspond with future McGill International Experience Awardees. MIEA Ambassadors receive recognition for their involvement on their McGill co-curricular record and on the McGill International Experience Awards website.

To apply, answer two of the following five questions below in 200 words or less. Your response will be used to create a social media post for the MIEA Facebook and Instagram, therefore it should be succinct and quotable. In addition, please include two photographs taken during your international activity that you feel best capture the themes highlighted in your responses.

Questions:

1. Describe an experience during your international activity that was extremely meaningful or impactful for you.
2. Did your international experience have a demonstrable impact on your selection of a chosen career path? If so, how and why?
3. Tell us a short, memorable story from your time abroad.
4. How did your international activity help you grow either personally or professionally? Please be specific.
5. If being immersed in a different culture transformed your worldview in some way (large or small), please tell us a short anecdote about it.

Guidelines for Photographs:

- Should not include children.
- Should not include colleagues unless they have provided written consent. You may download a McGill consent form here and have your colleague sign it if it’s a photo that you really want to share.
- No selfies.
- No “tourist photos” (i.e.: landscapes, landmarks, eating local food, etc.).
- Should include some aspect of your professional/academic environment.
- Should be a high-quality jpeg image.

Please submit your application material to miea@mcgill.ca. Include “MIEA Ambassador Application” in the subject line, and submit your document in Word format with a Jpeg photo attached separately (do not embed the photo into the Word document or the email). Please include mention of your current faculty, declared major, and student ID #.

Applications are accepted throughout the academic year, but students are highly encouraged to apply in August and September.