



McGill



**International
Experience Awards**

Founded in 2013 by Joseph Schull and Anna Yang

McGill International Experience Awards Handbook

McGill International Experience Awards
Leacock Building, Room 313
Email: miea.arts@mcgill.ca

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.

BEFORE YOU START YOUR INTERNATIONAL ACTIVITY

Pre-departure Orientation

Pre-departure orientation covers practical information related to pre-departure preparations, your time abroad, and your return to McGill. The sessions, which were previously delivered in person, are **now offered entirely online via MyCourses!** This orientation remains **mandatory for all students*** who are traveling outside of Canada for University-related international activities, including internships (applying for academic credit, a Faculty of Arts internship, award, or recognition on Co- Curricular Record). Students will be provided a certificate of completion. **The certificate is needed for any internships that involve travel, you will be asked to submit the certificate before any international activity is approved.**

Important note about the certificate: You can only download a copy of the Certificate of Completion for your records while you are enrolled in the Pre-Departure Orientation course. At the end of the course access period, you will be unenrolled from the course and no longer able to download the certificate. For questions related to Pre-Departure Orientation and the Certificate of Completion, please contact safetyabroad@mcgill.ca

<https://www.mcgill.ca/mcgillabroad/safety/predeparture>

McGill Student Travel Registry

McGill Student Travel Registry is the official safety app for McGill students travelling outside of the Greater Montreal area on university-related travel activities.

The app allows McGill to keep a record of your travel dates and study destinations and to reach students in case the situation in the location they are visiting changes. **All students travelling on a university-related activity must register their travel through the app.**

You will receive alerts and check-in requests from McGill Abroad, via the app as well as your McGill email, in case the Government of Canada issues an “Avoid-Non-Essential Travel” or “Advise All Travel” advisory for your university-related travel destination.

Students receiving academic credit, funding, or recognition on co- curricular record related to their internship are required to register. Students must register 2 weeks prior to departure date.

[More information on the app and how students can register their travel is available here.](#)

Documentation

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://www.mcgill.ca/internships/resources>

Insurance

Travel insurance must be purchased for all travel including for airline tickets.

Please Note

Your international activity may change depending on the evolution of the situation related to the coronavirus pandemic. All students are asked to prepare back up plans with their host organization. In some cases, this may include the activity being cancelled.

In the event of a cancellation prior to or during the activity, students may have to reimburse the award barring expenses they may have incurred.

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.

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

Report Letter to Donors

Your report letter to your donor(s) should be addressed to the donor(s) of your award (please see your acceptance letter)—donor names can be found [here](#). This letter is produced to be shared with donors to show them your appreciation, give them some details of the international experience they supported you for, and provide them with information on the impact this experience had on your personal/academic/professional development.

In addition, this letter might be used as an article on the [Meet our Students Page](#) of the MIEA website, to showcase the inspiring international experiences of MIEA awardees.

Please note that we will refer to your [Consent Form](#) before sharing your letter; make sure you have read it carefully, filled it in, and signed it.

The report letter should include:

1. Introductory paragraph thanking the donors.
2. Reason for participating in the international activity.
3. Description of the host organization (e.g.: 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?
10. Close with a brief thank you line:
 - a. **If you have received a Schull Yang International Experience Award:**
Thank you to Mr. Schull and Ms. Yang for making this experience possible or Thank you to Mr. Schull and Ms. Yang for their generous support!
 - b. **If you have received a matching award:**
Thank you to the McGill International Experience Awards founders, and Mr./Ms. *Name of donor(s)* for making this experience possible/for their generous support!

Format of the letter:

- 500-750 words
- Word document – Times New Roman, single-spaced, size 12 font, 1” margins

Digital photographs and corresponding captions:

Important note about the photos:

- We are looking for **3 photographs in JPG/JPEG format.**
- The photos are meant to represent your internship experience and workplace (photos should be of you working during your internship and should not include any children).
- The photos are used in AIO publications (including online) to help inform McGill students, professors and award donors about the valuable work that students do during their internships.

NOTE: Please attach the photos as JPGs to the email

Additionally, include the pictures and corresponding captions at the end of your **final report word document.**

- Captions are necessary to provide context and name people in the photos.
- Captions should be **no more than 75 characters** long and in the following format:
 - E.g. “Jane Smith during her internship at the UN World Food Programme office in Panama City.”

JOIN YOUR MIEA ALUMNI NETWORK ON LINKEDIN

This group is a platform that will allow all of you, MIEA awardees, to connect with each other and share your professional and academic experiences as MIEA awardees and beyond. Being an MIEA awardee is an incredible achievement. The McGill International Experience Awards team has created this group to recognize this achievement, and to make sure that the benefits of MIEA awards to your professional and personal development reach beyond even your years at McGill, as you connect with each other, learn from each other’s international experiences, and get inspired by each other’s ideas and energy!

[Request to join the group.](#)

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 several MIEA activities through the year.

To stay in touch with us and your fellow MIEA awardees, and share your stories, follow

- [MIEA on Facebook](#)
- [MIEA on Instagram](#)