



Sample CCR Descriptions – Workshop/Event

Overview

CCR descriptions provide an overview of campus engagement opportunities faculty/staff/student-leader administers for students. **CCR descriptions are meant to clearly explain your opportunity to an outside audience** such as an employer or admission councilor. They also provide students with language they can use for their CV, cover letter, or interview. CCR descriptions are different from the description on your promotional materials.

Format

CCR descriptions should be written in full-sentence form with a maximum length of 500 words. Descriptions may vary in length but it is essential that they include only necessary information. Key pointers:

- Concise
- Written in **third person** (i.e. “the task is” not “ in this task I”)
- Written in the **present tense**

Content

Each CCR description should include:

- **Learning outcomes** – List main learning objectives of the workshop/event.
- **Summary** - Provide a summary of what the workshop/event is about.
- **Duration** – e.g. 90-minutes webinar, one-day workshop, 8-week course, etc.

Below are some sample CCR Descriptions that are readily available for you to view and examine when you start to write your own.

We are always available to help you craft and edit descriptions so that they are consistent with other opportunities that appear on the CCR.



Sample CCR Descriptions

Example #1

Workshop Title: Climate Action at McGill

Organization: McGill Office of Sustainability (MOOS)

Learning Outcomes:

- 1) Learn about the key terms used when talking about climate action.
- 2) Understand the breakdown of McGill's high-level institutional carbon footprint.
- 3) Relay McGill's carbon neutrality ambition (key implementation areas, scopes, and target date).
- 4) Appreciate the ways to get involved at McGill to advance climate action.
- 5) Estimate your personal carbon footprint.

CCR Description: *This 90-minute workshop gives an overview of the initiatives that McGill is taking to address climate related issues. The session reviews the context for undertaking such actions, present the ways in which greenhouse gas emissions are being recorded, highlight the main action areas that are being focused on to reduce emissions, and showcase the different ways students can get involved in helping the university achieve its carbon footprint reduction ambition.*

Hours: 1.50

Example #2

Workshop Title: McGill Physiology x StrengthsConsulting: Unlock Your Talent DNA

Organization: Physiology Department

Learning Outcomes:

- 1) Name and identify your own unique strengths/talents.
- 2) Appreciate how your strengths/talents influence your behaviour, activities and relationships.
- 3) Exercise your strengths/talents so that they become decisive strengths.
- 4) Practice techniques so that you can improve and apply your strengths to your studies, work and personal life.

CCR Description: *In two 3-hour interactive workshop sessions, students learn about their own unique strengths and talents, as well as how to develop and apply these strengths to their studies, work, and personal life. After completing an online CliftonStrengths assessment, each student will receive a personalized report detailing how to utilize each strength, as well as a series of reflections and exercises designed to promote self-awareness and growth.*

Hours: 3.00

Example #3

Workshop Title: SciLearn

Organization: Office of Science Education, Faculty of Science

Learning Outcomes:

- 1) Understand how your brain works for (and against) learning.
- 2) Apply strategies to help you learn at a deep and more creative level.
- 3) Correlate your performance with specific learning behaviours.



- 4) Actively contribute to research on Science education.
- 5) Gather and analyze data using findings and concepts from neuroscience.

CCR Description: *In these five sessions, participants explore various independent learning strategies, determining those that they will apply to their own contexts, and learn about how the brain works. As participants and co-investigators in this Citizen Science-inspired program, participants gather and analyze data using findings and concepts from neuroscience. To receive recognition for completing this series, participants must attend a minimum of 3 sessions.*

Hours: 5.00

Example #4

Workshop Title: How to Interview

Organization: Career Planning Service

Learning Outcomes:

- 1) Prepare prior to an interview and know what constitutes post interview etiquette.
- 2) Develop strategies for communicating their skills and experiences in an interview.
- 3) Respond to common interview questions.

CCR Description: *By attending this 60-minute workshop, students are able to prepare prior to an interview and know what constitutes post interview etiquette; develop strategies for communicating their skills and experiences in an interview; and respond to common interview questions.*

Hours: 1.00

Samples – Awards & Mini-Courses

Award Title: Student Research Day: [award name]

Organization: Faculty of Medicine and Health Sciences

CCR Description: *Each year, students of the Summer Research Bursary Program showcase their work at Student Research Day. Among peers, faculty members, guests and judges, students present their summer research findings via interactive poster presentations. Although informal, this scientific meeting provides students with a valuable learning experience and faculty members with the chance to support McGill's research leaders of tomorrow. Following the evaluation of poster presentations, various report and poster awards are announced for the summer term. Report awards for the 2 bursary programs (fall/winter) preceding the summer term are also announced.*

Mini-Course: American Sign Language for Beginners Mini Course

Organization: Students' Society of McGill University

CCR Description: *In this 8-week course, students learn the basics of signing in an interactive and encouraging environment by learning simple greetings, engaging in everyday conversational topics, and through practicing fingerspelling. A student who completes this beginner's course gains the confidence and ability of communicating with the Deaf and hard-of-hearing community. To receive recognition for this course, participants must attend at least 6 out of 8 sessions.*