B.A.(Education) Internship Preparation Timeline: Summer Internship

McGill
Internships and Student Affairs

The following obligations, actions, and activities are to be completed within the prescribed months below, as indicated with a ●.
Should you have any questions about the internship process, please consult with the Internships Administrator via email or by making an appointment.

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun/Jul	Aug
EVENT: B.A.(Education) Internship Info Session (in EDGC 299)	●										
EVENT: B.A.(Education) Internship Expo		●									
Speak with Academic Advisor about EDGC 398 eligibility			●	●							
Visit EDGC Internships webpage			●	●							
Consult with Internships Administrator and explore the ISA-curated Internship Leads Database			●	●							
International Students Apply for Work Permits			●	●							
Register for EDGC 398					●						
Apply and attend interviews with internship site hosts					●	●	●	●			
COURSE REQUIREMENT (1 of 4): Submit the *Internship Proposal Form* to Internships Administrator once internship is secured					●	●	●	●			
Complete *Preparing for Your Internship* training on myCourses					●	●	●	●			
Start Internship								●	●		
COURSE REQUIREMENT (2 of 4): Submit the signed *Internship Agreement & Learning Plan* to the Internships Administrator								●	●		
Complete Reflection Journals on myCourses									●	●	●
COURSE REQUIREMENT (3 of 4): Confirm *Employer Student Assessment* completed and submitted by Site Supervisor									●	●	
COURSE REQUIREMENT (4 of 4): Submit completed *Student Reflection and Self-Assessment*											●
Fill in Pulse-Check Surveys (ad hoc)						●	●				
Read In Context Monthly Newsletter	●	●	●	●	●	●	●	●	●		