

B.A. - EDGC 398 - 2024 Internship Proposal Form

This document is for reference only. [Please fill out this web form](#)

Preamble

This mandatory form is to be completed once an internship placement has been found. Your proposal will be evaluated on how the tasks connect with the B.A. Program Learning Competencies. This includes internship proposals that have been curated by the Internships and Student Affairs

You should receive confirmation whether or not your internship proposal is approved within 3-5 business days.

Once this proposal has been approved, you can proceed with completing the [Internship Agreement & Learning Plan](#). Please ensure it is signed by yourself, your Site Supervisor and the Internships Administrator by latest two weeks before your internship start date.

You will be contacted by the Internships Administrator via email should any additional information be required.

PLEASE NOTE:

It is not necessary that you receive a work contract or offer letter from your placement site/organization. Whether you have or haven't received a work contract, ALL students will need to complete and sign the [Internship Agreement & Learning Plan](#).

If you have already received a work contract and/or offer letter from your placement site/organization, please ensure you have a copy to attach to the form (10 mb max, PDF or Image file).

If you have any questions or require any additional information, please contact the B.A. Internship Administrator: internships.edgc@mcgill.ca OR 514-398-8991

General Information

1. Preferred First Name
2. Last Name
3. Phone Number (*Please enter a phone number where we can reach you while on internship (###-###-####)*)

4. Your McGill email address
5. Your McGill I.D. number
6. Is this a paid or unpaid internship?
7. How will you be paid/compensated?
 - a. Hourly Wage or Salary
 - b. Stipend
 - c. In-Kind Contributions (e.g., housing, meals)
 - d. No compensation has been arranged
8. Salary - Please indicate the salary range for your internship in Canadian Dollars (CAD).
 - a. less than \$15/hr
 - b. \$15 - \$19/hr
 - c. \$20 - \$24/hr
 - d. \$25 - \$29/hr
 - e. More than \$30/hr
 - f. Salary to be confirmed with Site Supervisor
 - g. Rather not say
9. Will you be looking into applying for financial aid?
 - a. Yes (please contact the Scholarship and Student Aid Office to explore funding opportunities: <https://www.mcgill.ca/studentaid/contact-us>)
 - b. No
 - c. I am not sure
10. Job Continuation? - We are interested to know if this is a **new job** for you or a **continuation of a job** with the same employer.
 - a. New Job
 - b. Continuation of a job
11. Have you volunteered for this organization previously?
 - a. Yes
 - b. No
12. Internship Start Date
13. Internship End Date

14. Student Status

- a. Canadian or Permanent Resident (no co-op Work Permit required)
- b. International (Co-op Work Permit required)

International Students

15. Work Permit - Do you have a valid co-op work permit?

- a. Yes
- b. No (please make an appointment with the Internship & Student Affairs Office office: isa.education@mcgill.ca)
- c. No but I have submitted my request AND received permission from the Software office to proceed with this form

16. Expiration Date - If you have a valid work permit, when does it expire?

17. Medical test - We highly recommend you do this if your organization requires

- a. I have already done the medical test
- b. I have not done the medical test yet

Site Supervisor Contact Information

Please provide as much information as possible on the site supervisor for your internship

18. Supervisor's Name

19. Supervisor's job title/position

20. Supervisor's email address

21. Supervisor's phone number

22. If you have a change of supervisor, please update your Internship Administrator as soon as possible via email (internships.edgc@mcgill.ca). We will be sending your supervisor information prior to and throughout your internship and need their up-to-date name and contact information.

- a. I understand, and will email the Internship Administrator (internships.edgc@mcgill.ca) if my supervisor changes.

Company Information

23. Company Name

24. Company Address - Please provide the #, Street, City, Province/State, Country, Postal/Zip Code

25. Company/Office Location

Internship Information

26. Your job title

27. Job Format

- a. 100% in-person
- b. 100% remote
- c. Hybrid
- d. To be confirmed with the Site Supervisor
- e. Other

28. Sector - Identify the sector you are working in for the work-term

- a. Private (Founder or investor-owned)
- b. Public (Government-owned)
- c. Plural/Non-profit (Member-owned or not owned)

29. Job Tasks - Please describe the proposed job tasks using a few key words separated by a comma (,).

30. Internship Source - Please indicate where this internship was posted or where you found this job.

- a. ISA Office/B.A. Internship Administrator
- b. MyFuture
- c. LinkedIn
- d. Company Website
- e. Personal Contact / Networking
- f. Job Search Engine (Indeed, Monster, Workopolis, etc.)
- g. Career Fair

Learning Competencies

Learning competencies are essential skills, knowledge, and behavioural areas designed to connect students' coursework, internship, co-curricular activities, and other forms of learning. By focusing on these competencies, students will align their education with their long-term goals for and success in today's global educational contexts. As students navigate through their university experience, they are encouraged to use these competencies for self-assessment; goal setting; and collaborating with instructors, staff and advisors (e.g., academic and career), internship site supervisors, and any other support figures and mentors.

Please choose the competencies from each of the 3 competency areas below that you hope to develop during your internship. Once your internship is approved, please include these competencies in your *Internship Affiliate Agreement & Learning Plan* document.

31. Area 1: Insights, Ideas, and Perspectives

- a. **C1. Research for Social and Educational Challenges:** Engage in practical research to analyze and tackle social and educational challenges, focusing on sustainable solutions
- b. **C2. Science of Learning in Non-Traditional Contexts:** Understand and apply the science of learning in unique settings like organizations, individual interactions, and groups.
- c. **C3. Engagement with Multiple Knowledge Systems:** Integrate diverse epistemologies and ways of being to promote responsive, well-rounded education, encompassing various cultural, historical, and ecological models.
- d. **C4. Social Justice, Decolonization, Equity, Diversity, and Inclusion:** Apply a comprehensive understanding of these principles to create inclusive and equitable learning spaces.
- e. **C5. Critical Analysis of Educational and Social Issues:** Utilize analytical thinking to identify and address social problems through an educational lens, fostering understanding and effective resolution in various contexts.

32. Area 2: Enriching Educational Experiences

- a. **C6. Leadership in Learning and Innovation:** Embrace entrepreneurship, leadership, and social change principles to become innovative and transformative leaders in education.
- b. **C7. Learning Intervention Design and Implementation:** Apply principles to create and foster positive changes in individuals, groups, and organizations through targeted interventions.
- c. **C8. Facilitation of Learning in Diverse Contexts:** Organize and oversee rich learning experiences in various environments, demonstrating proficiency in design, development, and management.
- d. **C9. Learning Assessment and Growth:** Utilize assessment tools to understand learning processes, identify growth areas, and promote justice-oriented change.

33. Area 3: Relational Care

- a. **C10. Effective Communication:** Foster positive work and learning communities through strong oral, written, and technological communication skills.

- b. **C11. Effective Feedback:** Utilize effective feedback principles to cultivate and sustain positive change across various learning environments.
- c. **C12. Introspective Growth Mindset:** Focus on reflection and self-assessment through an introspective lens to recognize and foster personal growth and interactions with others. This approach aligns with ethical and human-centered education goals, encouraging an attitude of continuous self-improvement and awareness.

Terms and Conditions

All students participating in the EDGC 398 Internship Course are subject to the Terms and Conditions indicated below.

34. Internship Requirements:

Does your internship meet ALL the following?

- Dates of internship occur between May and August
 - Total number of hours meets the minimum requirement of 150 hours
 - Job tasks offer opportunity to practice and develop the B.A. Program Learning Objectives and internship tasks are linked to Learning Competencies as outlined in the *Internship Learning Plan*
 - A Site Supervisor has been assigned for the duration of your internship
 - There is no conflict of interest where the Site Supervisor is a family member or friend
- a. Yes
 - b. No

35. If you answered "No" to the above question, what requirements are currently missing?

36. Internship Offer Withdrawal (Reneg) Policy:

I understand that, if after accepting an internship offer, I decide to withdraw that acceptance or not complete the internship:

- 1) Each early termination an internship will be handled on a case by case basis by the Internships & Student Affairs Office
 - 2) I may receive a Fail grade for the EDGC 398 Internship course
 - 3) It may impact my graduation date
 - 4) For international students, it may affect the status of study permits
- a. I understand

37. Reflection activities during internship period

The Internships & Student Affairs Office will be reaching out to you throughout the course of

your internship to invite you to fill out reflection journals through myCourses.

All official correspondence will be conducted via your McGill Student Email Address.

All students pursuing internships are **required** to maintain and verify their McGill Student email inbox on a frequent basis.

- a. I will ensure to verify my McGill Student email inbox on a frequent basis and respond in a timely manner.

38. Acknowledgement of Information

By submitting this form you are attesting that:

- 1 - all of the information you have provided is accurate and true
- 2 - you have read the B.A. Internship website and are aware of the requirements for the internship
- 3 - you have accepted/intend to accept the internship position and will honour the commitment made to the host organization.

Do you agree with this statement?

- a. Yes
- b. No

39. Please upload a copy of your work contract. PLEASE NOTE: Not all organizations will offer a contract.

Please use the following naming convention: FirstName_LastName_EDGC398_TermYear.

THANK YOU!