

*All fields required unless otherwise noted*

STUDENT NAME	<input type="text"/>	STUDENT NUMBER	<input type="text"/>
McGILL STUDENT EMAIL	<input type="text"/>	DATE	<input type="text"/>
SITE SUPERVISOR NAME	<input type="text"/>	TERM	<input type="text"/>
SITE SUPERVISOR #2 (optional)	<input type="text"/>		
EMAIL AND PHONE# (both Site Supervisors)	<input type="text"/>		
COMPANY/ORGANIZATION	<input type="text"/>		

[Click here for instructions on how to submit this form](#)

## SECTION A INTERNSHIP PREPARATION

1. Please select FIVE courses in your B.A.(Education) program that provided you with the most knowledge, skills, and/or attitude that helped you prepare and make the most of your internship.

EDEC 202 Effective Communication  
EDEC 221 Leadership and Group Skills  
EDEC 233 Indigenous Education  
EDEC 249 Global Education and Social Justice  
EDEC 260 Philosophical Foundations  
EDEM 220 Contemporary Issues in Education  
EDER 461 Society and Change  
EDGC 201 Media, Learning, and Digital Youth Cultures  
EDGC 299 Professional and Research Seminar  
EDGC 301 Program Design and Evaluation  
EDGC 400 21st Century Learning  
EDPE 300 Educational Psychology  
Other Minor, Complementary or Electives courses:

*All fields required unless otherwise noted*

2. *Please explain why you chose these courses.*

3. *Please select THREE activities/resources below that provided you with knowledge, skills and/or attitudes that helped you successfully fulfill the internship requirements.*

IN CONTEXT B.A.(Education) Newsletter

CaPS Workshops (CV Building, LinkedIn, Cover Letter Writing, etc)

Intro Email Template to Employers

EDGC 398 Internship Info-Session - October

Meeting(s) with Career Advisor

Meeting(s) with Internship Administrator

Discussions with faculty members

Discussions with peers

'Making the Most of Your Internship' Orientation Workshop

Intern Positionality Workshop

Internship Agreement & Learning Plan

Reflection Journals

Other:

4. *Please explain why you chose these activities/resources.*

*All fields required unless otherwise noted*

5. *Is there anything you would have wanted to receive or learn about before or during your internship to fill any knowledge/skill/attitude gaps?*

## SECTION B

### B.A.(EDUCATION) LEARNING COMPETENCIES

*Which B.A. Learning Competencies did you choose to focus on in your Learning Plan and how would you assess your efforts to develop them during the internship?*

**PLEASE NOTE:** *The competencies you chose at the beginning of the internship may have changed, so please choose the competencies that reflect where you are now.*

#### AREA 1: INSIGHTS, IDEAS AND PERSPECTIVES

6. *Evaluate the three competencies below that are part of your current Learning Plan. Note that competency choices may have changed from what was originally entered in your **Internship Agreement & Learning Plan**. Please evaluate your most current choices.*

- Research for Social and Educational Challenges
- Science of Learning in Non-Traditional Contexts
- Engagement with Multiple Knowledge Systems
- Social Justice, Decolonization, Equity, Diversity, and Inclusion
- Critical Analysis of Educational and Social Issues

7. *In your opinion, to what extent did the internship experience contribute to the following competencies in Area 1? Choose "N/A" if the competency was not one you focused on*

COMPETENCY	NOT AT ALL	LIMITED	MODERATE	HIGH	N/A
<b>Research for Social and Educational Challenges</b> Engage in practical research to analyze and tackle social and educational challenges, focusing on sustainable solutions.					
<b>Science of Learning in Non-Traditional Contexts</b> Understand and apply the science of learning in unique settings like organizations, individual interactions and groups.					

# Student Reflection & Self-Assessment

All fields required unless otherwise noted



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<b>Engagement with Multiple Knowledge Systems</b> Integrate diverse epistemologies and ways of being to promote responsive, well-rounded education, encompassing various cultural, historical, and ecological models.					
<b>Social Justice, Decolonization, Equity, Diversity, and Inclusion</b> Apply a comprehensive understanding of these principles to create inclusive and equitable learning spaces.					
<b>Critical Analysis of Educational and Social Issues</b> Utilize analytical thinking to identify and address social problems through an educational lens, fostering understanding and effective resolution in various contexts.					

8. What is one learning you were most proud of related to Area 1? Why?

9. What learning competency in Area 1 do you wish you had been able to improve on more than you did? Why is this the case?

## AREA 2: ENRICHING EDUCATIONAL EXPERIENCES

10. Evaluate the three competencies that are part of your current Learning Plan. Note that competency choices may have changed from what was entered in your **Internship Agreement & Learning Plan**. Please evaluate your most current choices.

- Leadership in Learning and Innovation
- Learning Intervention Design and Implementation
- Facilitation of Learning in Diverse Contexts
- Learning Assessment and Growth

*All fields required unless otherwise noted*

11. *In your opinion, to what extent did the work experience contribute to the following competencies in Area 2?  
Choose "N/A" if the competency was not one you focused on*

COMPETENCY	NOT AT ALL	LIMITED	MODERATE	HIGH	N/A
<b>Leadership in Learning and Innovation</b> Embrace entrepreneurship, leadership, and social change principles to become innovative and transformative leaders in education.					
<b>Learning Intervention Design and Implementation</b> Apply principles to create and foster positive changes in individuals, groups, and organizations through targeted interventions.					
<b>Facilitation of Learning in Diverse Contexts</b> Organize and oversee rich learning experiences in various environments, demonstrating proficiency in design, development, and management.					
<b>Learning Assessment and Growth</b> Utilize assessment tools to understand learning processes, identify growth areas, and promote justice-oriented change.					

12. *What is one learning competency you were most proud of related to Area 2? Why?*

13. *What learning competency in Area 2: Enriching Educational Experiences do you wish you had been able to improve on more than you did? Why is this the case?*

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## AREA 3: RELATIONAL CARE

14. *In your opinion, to what extent did the internship experience contribute to the following competencies?*

*Choose "N/A" if the competency was not one you focused on*

COMPETENCY	NOT AT ALL	LIMITED	MODERATE	HIGH	N/A
<b>Effective Communication</b> Foster positive work and learning communities through strong oral, written, and technological communication skills.					
<b>Effective Feedback</b> Utilize effective feedback principles to cultivate and sustain positive change across various learning environments.					
<b>Introspective Growth Mindset</b> Focus on reflection and self-assessment through an introspective lens to recognize and foster personal growth and interactions with others.					

15. *What is one learning competency you were most proud of related to Area 3? Why?*

16. *What learning competency in Area 3 do you wish you had been able to improve on more than you did? Why is this the case?*

17. *Please provide any other comments or reflections regarding your development of the B.A.(Education) Learning Competencies.*

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## SECTION B PROFESSIONAL COMPETENCIES AND 21<sup>ST</sup> CENTURY SKILLS

The evaluation framework below represents professional skills and competencies that students are asked to bring to their internships and develop over the course of their work term. Students will also use this framework to self-assess their competencies and skills.

The term **21st century skills** refers to a broad set of knowledge, skills, work habits, and character traits that are believed - by educators, school reformers, university professors, employers, and others - to be critically important to success in today's world, particularly in collegiate programs and contemporary careers and workplaces.<sup>1</sup>

This internship's conceptualization of 21st century learning is oriented towards increasing student competence in areas such as **critical thinking, creativity, collaboration, and communication**.

Please provide ratings for the following areas with the rating scale below:

- 1. Does not meet expectations
  - 2. Occasionally exceeds expectations
  - 3. Satisfactory / Meets expectations
  - 4. Frequently exceeds expectations
- N/A = Not applicable to student/internship

COMPETENCY/SKILL	RATING / 4	COMMENTS
<b>1. QUALITY OF WORK</b>		
Completes work assignments accurately, thoroughly and on time		
Sincere effort to understand and articulate knowledge and concepts at heart of internship work and organization's mandate		
Effective in fulfilling the internship goals and producing the desired results		

<sup>1</sup> Source: Adapted from [The Glossary of Education Reform](#)

# Student Reflection & Self-Assessment

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2. INITIATIVE & INDEPENDENCE		
Manages time and organizes, plans work assignments to meet objectives		
Willingness to ask for help from Site Supervisor(s) and/or others on the team		
Uses the resources available in the best way possible		
3. ETHICS		
Demonstrates integrity and ethics in your work		
Shows understanding and sensitivity to needs and differences of others		
4. COLLABORATION		
Works effectively and cooperatively with others in the team		
Is accountable and accepts responsibility for actions		
5. COMMUNICATION		
Articulates thoughts and ideas effectively using oral, written and nonverbal communication skills in a variety of forms and contexts		
Communicates well with diverse stakeholders		

Any questions about this form? Contact the B.A.(Education) Internships Administrator at [internships.edgc@mcgill.ca](mailto:internships.edgc@mcgill.ca)

Si vous avez besoin de ce formulaire, veuillez contacter l'administrateur des stages B.A.(Education): [internships.edgc@mcgill.ca](mailto:internships.edgc@mcgill.ca)



# Student Reflection & Self-Assessment

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6. CREATIVITY		
Open and responsive to new and diverse perspectives; incorporates perspectives into the work		
Elaborates, refines, analyzes and evaluates ideas in order to improve and maximize creative efforts		
Demonstrates originality and inventiveness in work and understands the real-world limits to adopting new ideas		
7. CRITICAL THINKING		
Identifies and asks significant questions that clarify various points of view and lead to better solutions		
Effectively analyzes and evaluates evidence, arguments, claims and beliefs		
Reflects critically on learning experiences and processes		

## SECTION C

### INTERNSHIP EXPERIENCE & LEARNING

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#### YOUR INTERNSHIP EXPERIENCE

1. Please describe your (1) overall experience, (2) any challenges you faced and how you overcame them, and (3) what you achieved during your internship. (Please write between 1500 - 1800 characters.)

2. What aspect(s) of your internship experience would you highlight on your CV? (main tasks, skills developed, etc.)

3. How frequently did you meet with or receive mentorship from your internship site supervisor, and what did you gain from these interactions?

4. *Would you recommend this organization(s) to other B.A.(Education) students looking for internships?*

Yes

No

Unsure

5. *Why or why not?*

## IN-CLASS THEORIES, CONCEPTS, PRACTICAL APPROACHES

6. *Identify and explain how you applied any theories, concepts, tools you learned in courses to your internship?*

## IN-THE-FIELD THEORIES, CONCEPTS, PRACTICAL APPROACHES

7. *What theories, concepts, tools did you learn during your internship and how would you like to apply them in your upcoming post-internship courses?*

## EXPECTATIONS VS. REALITY

8. *How was your internship experience compared to your expectations before starting?*

Not at all what I expected

Slightly what I expected

More or less what I expected

Exactly what I expected

9. *Was your internship experience BETTER or WORSE than you expected?*

Better than I expected

Worse than I expected

Neutral/Same

## FINAL COMMENTS

10. *Do you have any final comments, reflections or recommendations? (OPTIONAL)*

**THANK YOU!**