

INTERNSHIP DESIGN FORM

Internship - B.A. - Education in Global Contexts, McGill University

Organization: Name/website		Site Supervisor:	Name	Email/Phone
Internships Administrator:	Anurag Dhir Internships.edgc@mcgill.ca 514-398-8991	Additional site supports:		

1. Internship summary

Internship Role/Project(s) description	Tasks	Objectives and Outputs <i>(What will be produced for organization?)</i>

2. Internship rationale

What are the organizational, community and/or educational needs this Internship addresses?

3. Internship Logistics

Start date:		End date:		Rate of pay if applicable:			
Hours per week (150 hrs total) :							
Proposed schedule	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Work location: Remote/Hybrid?				Language(s) requested			
Closest metro/bus				Police check required?			
Additional info? Questions?							
Accessibility requests/accommodations:							

4. Student Supervision

Will there be regular check-ins between you and the site supervisor? When will they happen and with what frequency (weekly, bi-weekly, etc)? If no periodic check-ins are possible, then what plans will be made to ensure Internship goals are being met?:

5. Internship Outcomes

What would a successful Internship look like for you and your host?

6. Long-term activities?

What are the long-term goals of this Internship? Possible future internships, job and collaborations?

7. Student Application and Selection Process

How will I apply for this position? Is an interview required? Does the host org provide a contract? Is the McGill Internship Agreement & Learning Plan a valid enough agreement for the host?

8. Training and Reflection

Events to plan	Dates	Facilitator(s)?	Learning objectives
Pre-placement orientation	April	Internships Administrator (IA)	Logistics, expectations, context and equity education about internships and community-university collaborations
Community site orientation	May	Site Supervisor (SS)	Mission, goals, structure, projects, space, community needs and context
Mid-term reflection	June-July	IA	
Post-Internship reflection	August	IA	