

## INTERNSHIP DESIGN FORM - STUDENT

### Internship - B.A. - Education in Global Contexts

<b>Organization:</b> Name/website		<b>Site Supervisor:</b>	<b>Name</b>	<b>Email/Phone</b>
<b>Internships Administrator:</b>	Anurag Dhir <a href="mailto:Internships.edgc@mcgill.ca">Internships.edgc@mcgill.ca</a> 514-398-8991	<b>Additional site supports:</b>		

### 1. Internship summary

<b>Internship Role/Project(s) description</b>	<b>Tasks</b>	<b>Objectives and Outputs</b> <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

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

### 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	