

DeGroote Experience Fund (DEF)

Learning Report Guide

Updated July 2026

The DeGroote Experience Fund (DEF) Committee would like to hear about your experience!

Dean Hassanein often refers to this type of experience as "**sticky learning**." In other words, your experience will stay with you and create lasting memories. Ultimately, your Learning Report should summarize what "stuck" with you throughout your experience.

It is valuable for us to see how the DeGroote Experience Fund supports a wide range of opportunities that help students grow, develop, and succeed.

We welcome photos from your experience! Please note that the DEF Committee may use photos or excerpts from Learning Reports in our Annual Report, which is shared with potential donors to help secure funding for future experiential learning opportunities. The more detail you can provide, the better you help demonstrate the impact of the Fund.

Please Note: A Learning Report must be completed and submitted by every DEF recipient before **DEF funds** can be processed.

The DEF Committee is looking for a thoughtful reflection (minimum **1.5 pages** and **at least 750 words**) acknowledging the school's support. Your report should include:

- A summary of your experience
- Your top three key learnings
- Your most valued memories including pictures (PDF format only)
- A short testimonial describing the value of the experience and how it contributed to your learning and development

Sample Questions

Below are some sample questions to help you get started.

1. What excited you about attending this activity? What were you hoping to gain from attending? Did it provide the learning you anticipated?
2. If this was a case competition, who was on your team? If this was a conference or other experiential activity, who attended or participated with you?
3. What were the key details of the competition, conference, or activity? For example:
 - History of the event
 - Dates and location
 - University or corporate hosts and sponsors
 - Number of participating schools or organizations
 - Whether it was a regional, national, or international event
4. Describe the structure of the experience.
 - For case competitions: How many rounds were there? How was the competition organized?
 - For conferences: What keynote speakers, workshops, breakout sessions, or networking opportunities did you attend?
5. **For Case Competitions:** What was your team's final standing? What can DeGroote learn from your experience to strengthen future competition teams? Looking back, what did your team do well, and what would you do differently?
6. **For Conferences:** What were the key ideas or themes you will take away? What was the highlight of the conference? What aspects did you enjoy most, and what could have been improved?
7. **For Other Experiential Activities:** What were your biggest takeaways? Which moments had the greatest impact on you?
8. Describe your biggest "**WOW**" moment. Why was it meaningful, and how did it influence your perspective?
9. Please conclude with a testimonial describing how this experiential learning opportunity benefited you as a student and why you believe DeGroote students should continue to have access to similar opportunities in the future.

If submitting one report on behalf of a team, each team member must include their own individual testimonial.

Note: You are not required to answer the sample questions exactly as written. They are intended as a guide to help you reflect on and describe your experience. You are welcome to submit your Learning Report in another format, such as a journal-style reflection, provided it addresses the required elements.

Please submit all Learning Reports to **def@mcmaster.ca** and copy **Joanne Vella, Associate Director, Academic (Graduate & Specialized)** or **Tracy Cunningham, Associate Director, Academic (Undergraduate)**.

Once your Learning Report has been reviewed and approved, your **DEF funds** will be processed according to the DEF payment schedule.

Thank you for your learning report submission. DeGroote's leadership team and our donors enjoy reading how the DEF funds support your learning experience at DeGroote.