Globally Engaged Experience: Experiential Learning Component Student Guide

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# Introduction

DEVS 362: Globally Engaged Experiential Learning builds on the theory studies and skills developed in DEVS 280 Global Engagement by facilitating an 80-hour global engagement experience. By providing Pre-Experience, During Experience and Post-Experience activities and assessment tasks in an online learning environment, students will be supported by their course instructor and peers as they contribute their knowledge and skills to a host organization (in-person, hybrid or remote) while developing a deeper understanding of what it means to work or volunteer in the world of global development.

The objective of this guide to outline the steps involved in finding a suitable experience, enrolling in the course and preparing for a safe, productive and ethical global engagement experience. Please note it is the student’s primary responsibility to secure a global engagement experience.

# Experience Set-up and Course Enrollment (for Summer 2023)

1. Complete the pre-requisite course DEVS 280 Global Engagement
2. Find a globally engaged experiential learning opportunity with a host organization that meets the following criteria:
* Is an established organization (non-profit, NGO, CBO, government organization or private business; if uncertain, contact the course instructor) that provides work that includes an element of social justice, sustainability, solidarity, development or activist work; experience intersects with key themes explored in global development studies
* Provides student with 80 hours of meaningful work to be completed over a 2-8 week timeframe (schedule can be worked out between student and supervisor)
* Provides a job description or task list (in a word/PDF doc or email)
* Provides adequate workspace, support and supplies to enable the student to function effectively in their role (students are permitted to work in remote, hybrid and in-person work environments)
* If paying the student (\*NOT required), ensures all local employability standards and financial rules are being met
* Assigns a staff supervisor to provide orientation, site and industry-specific health and safety training, and ongoing supervision to the student
* Agrees to assist the student in completing the Student-Supervisor Learning Agreement (Appendix E)
* Agrees to supervise and mentor the student throughout the experience or find a suitable replacement if necessary and notify the student and instructor

\*See Appendix A: How to Search for a Global Engagement Experience for more information on how to search for a global engagement experience

1. Ensure you can cover the cost of all travel and accommodation-related expenses.
2. Expression of Interest (**due by March 1**): Email the course instructor at devs362@queensu.ca; provide a brief overview of your interest in the course and the type of experience you are considering. The course instructor will discuss your interest and placement ideas and send you the DEVS 362 Petition of Entry form if they feel you are a suitable candidate for the course.
3. Complete the Petition of Entry and email it to the course instructor (devs362@queensu.ca) **by April 1** to have your proposed global engagement experience reviewed.
4. If the Petition of Entry is approved, wait for confirmation from the DEVS Undergraduate Assistant that you have been manually enrolled in DEVS 362. Once confirmation is received, the course instructor will send you a Pre-Experience Checklist and you can start completing Pre-Experience Requirements.

# Things to Consider When Choosing a Location and Host Organization for your Experience

## Safety and Risk Management

Risk assessment begins with recognizing that a hazard exists. Risk identification will help you review and anticipate possible hazards. When evaluating a risk, consider health, environmental, social and cultural consequences, and make a judgement about the significant and acceptability of risk. Determine actions and precautions that you should take to prevent or reverse the impacts of the identified risks.

1. Risk Assessment: Use the questions below to help you assess your comfort with the potential risks associated ***with travelling*** ***to and living in the destination country/city/community*** and to consider the precautions or actions you will take to minimize those risks.
* Have there been any recent, or are there any recurring, natural disasters in your host country? What specific locations do they occur in – will they affect you where you will be?
* What are the contacts in host countries in case of emergency, natural disasters, or civil unrest?
* What are the environmental issues in your host country?
* Are there any special security concerns – crime, violence?
* What are the transportation standards in your host country? Are international driver’s licenses recognized? Are Canadian ones accepted? Are there any issues regarding local/national transportation?
* Are there any issues around individuals travelling alone?
* Are there areas/sites in your host country/city which are recommended to be avoided?

You can find some answers by looking at these and other websites and resources:

* + GAC - https://travel.gc.ca/travelling/advisories
	+ Association for Safe International Road Travel - www.asirt.org/
	+ U.S. Government Safety Tips - travel.state.gov/
1. International/Remote Travel: If travelling internationally or remotely in Canada, consider the following:
* What kinds of health services are available?
* Is national health insurance required? If so, what items are covered, which are not?
* What diseases are prevalent? How are they transmitted?
* Which immunizations are required to enter the country? Which are suggested?

 Some websites that may offer some answers to your questions about health abroad are:

* + Canadian Society for International Health - http://www.csih.org/
	+ List of Travel Health Clinics - http://www.phac-aspc.gc.ca/tmp-pmv/travel/clinic-eng.php
	+ Health Canada - www.hc-sc.gc.ca/
1. Insurance: The Department of Global Development Studies is NOT responsible for ensuring adequate health insurance coverage. ***Health insurance is the responsibility of the student***.

The Ontario Ministry of Training, Colleges and Universities (MTCU) offers workplace insurance for students filling UNPAID positions for academic credit. ***NOTE: This coverage does not replace private health insurance.*** If you are being PAID by the organization (i.e. on the organization’s payroll) the MTCU insurance does not apply. In these cases, please check with your organization to ensure that they have adequate workplace insurance coverage in place. This is especially important in international settings, where the DEVS Department and the Queen’s Department of Environmental Health and Safety cannot advise on country-specific workplace insurance policies and procedures.

Please ensure that you have supplemental health insurance and that your policy has adequate out-of-country health and medical insurance coverage to guarantee optimal health care, including emergency medical evacuation back to your home country in the event of a serious illness or injury for yourself and to protect you from significant financial problems while abroad.

Supplemental health insurance which covers out-of-country travel as well as travel to remote locations is necessary for all persons participating in out-of-country (out-of-country also includes out-of-province) remote location activities to protect them from significant financial problems while abroad, and to guarantee optimal emergency health care.

Supplementary health insurance plans normally require that participants also be covered by a basic health insurance plan, (e.g., a provincial government health plan (OHIP for Ontario residents) or the University Health Insurance Plan (UHIP)). It is the responsibility of the participants to ensure that they are covered by a basic health insurance plan and have adequate supplementary health insurance that covers out-of-country and remote travel. Participants must ensure that that they remain fully covered by their provincial, or basic, and supplementary health insurance programs for the duration of their activity.

Travel outside of Canada will often require other vaccinations in addition to those above. For more details concerning which vaccinations are required, please refer to sources such as the [Public Health Agency of Canada](http://www.phac-aspc.gc.ca/tmp-pmv/countries-pays/index-eng.php) or your Local Health Unit. You need to confirm that emergency air evacuation to your home country is covered by your travel health insurance provider in the event of a serious illness or injury.

# Roles and Responsibilities During the Global Engagement Experience

For a successful global engagement experience, you should familiarize yourself with the roles and responsibilities of the three main parties involved in facilitating this experience – you, your host organization supervisor, and your course instructor.

## Requirements of the Host Organization

* Provide evidence of being an established organization (non-profit, NGO, CBO, government organization or private business)
* Provide student with 80 hours of meaningful work to be completed over a 2-8 week timeframe (schedule can be worked out between student and supervisor – see timeline below for more details)
* Provide adequate workspace, support and supplies to enable the student to function effectively in their role (students are NOT permitted to work from home or remote locations)
* If paying the student (\*NOT required), ensure all local employability standards and financial rules are being met
* Assign a staff supervisor to provide orientation, site and industry-specific health and safety training, and ongoing supervision to the student
* Assist the student in completing the Student-Supervisor Learning Agreement (Appendix D)
* Supervise and mentor the student throughout the experience or find a suitable replacement if necessary and notify the student and instructor
* Contact the course instructor with any questions related to accommodations in the workplace
* Contact the course instructor should any challenges or concerns arise during the experience

## Student Responsibilities

* Fulfill the assigned tasks by producing high quality work
* Work within the agreed-upon framework (hours, location, organization rules/norms) for the experience
* Be reliable and trustworthy, meeting expectations and deadlines to the best of their ability
* Report any difficulties or concerns in a timely manner to the supervisor and the course instructor
* In the event of significant illness or injury, contact the supervisor and course instructor, and advise them of the situation so that further appropriate action can be taken to resolve the situation
* If the full 80 hours cannot be completed, contact the course instructor and supervisor immediately

## Course Instructor Responsibilities

* Be available to both the student and supervisor should any challenges or concerns arise during the placement and provide guidance and/or support during any required resolution process
* Facilitate ongoing reflection and debriefing process for students via the online course discussion forums and course assessment tasks
* Seek feedback from the host organization regarding the experience and make any necessary adjustments to the course design or documents

# During Experience EL Components

Refer to the EL Components section of OnQ for all during experience requirements.

# Extenuating Circumstances

If you begin your experience, but due to extenuating circumstances, you think you will be unable to complete the required 80 hour EL component, notify your supervisor and course instructor immediately. The instructor will discuss your situation with you, your supervisor and the DEVS Department Head and a decision will be made regarding minimum requirements for successful completion of the course. \*This may involve an alternative experience or additional course assignments.

# Contact Information

If you have any questions or concerns while searching for a global engagement experience or during the global engagement experience itself, please contact the course instructor. If you have an urgent concern and are unable to reach the instructor, please contact the DEVS Department Manager or the DEVS Department Head.

**Course Instructor**

Name: Kathryn Fizzell

Location: Experiential Learning Hub

Phone: 613-533-6000 ext. 32841

Email: devs362@queensu.ca

**Department Contacts**

Name: Marcus Taylor

Title: Head, Department of Global Development Studies

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Title: Academic Programs Assistant, Department of Global Development Studies

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# Accessibility at Queen’s

Queen’s is committed to an inclusive campus community with accessible goods, services, and facilities that respect the dignity and independence of persons with disabilities. Accessible formats or appropriate communication supports for host organizations are available upon request.

For more information about accommodating students with disabilities, please visit: <https://careers.queensu.ca/students/services-students/students-disabilities> or contact the course instructor.

**Disclaimer**

Although care has been taken in identifying the print and web references contained in this document, the Department of Global Development Studies and Queen’s University cannot guarantee the accuracy of the information. Anyone using information from the web does so at their own risk and shall be deemed to indemnify Queen’s University from any and all injury or damage arising from such use.

# Appendix A: How to Search for a Global Engagement Experience

Finding a suitable global engagement experience can take time. You should email the course instructor with an Expression of Interest as soon as you start searching for a global engagement experience.

The following guidelines are especially important for students who are searching for an experiential learning opportunity in agencies with which Global Development Studies does not have a prior agreement in principle for experiential learning opportunities.

The DEVS 362 course instructor will endeavor to work with the student and with the prospective host organization to find ways of making experiences work. At the same time, there is a *firm commitment on the part of Global Development Studies to maintain the academic credibility of the work/study placement programme by insisting that all placements be in accordance with the specified criteria in order to be approved*.

As soon as you have an idea of what you would like to do for the experience, discuss it with the course instructor.

Step 1: Review Module 12 content in DEVS 280 related to searching for a global engagement experience.

Step 2: Access [Queen’s Career Services](https://careers.queensu.ca) resources:

* [Resumes, Cover Letters, Interviews](https://careers.queensu.ca/students/build-experience-jobsinternshipsvolunteering/resumes-cover-letters-interviews)
* [Services for Students](https://careers.queensu.ca/students/services-students) (Advising; Appointments, Workshops)
* [Accommodation and Disclosure](https://careers.queensu.ca/sites/carswww/files/uploaded_files/TipSheets/Disclosure%20%26%20Accommodation%20Tipsheet%202021.pdf)
* [Career Resources for Racialized Students](https://careers.queensu.ca/students/resources-student-groups-identities/career-resources-racialized-students)

Step 3: Search online job and volunteer posting boards and Queen’s clubs (i.e. ASUS, EngSoc, QPID, QHO, AIESEC) for advertised roles that meet the DEVS 362 global engagement experience criteria or reach out to personal or professional network to explore unadvertised opportunities

Step 3: Apply for existing roles and attend interviews upon request OR share the ‘DEVS 362 Supervisor Guide’ with potential host organizations to pitch the idea of completing your experience with them

Step 4: During the interview or job offer process, ensure the position meets the criteria for a global engagement experience and that a written job description can be provided. Refer the host organization contacts to the course instructor if questions arise.

Step 5: Inform your host organization of any accommodations you might require in the workplace.

## Disclosure & Accommodation

Students who require accommodations during the hiring process and/or in the workplace should review the following Queen’s Career Services tipsheet: [Disclosure & Accommodation in the Workplace](https://careers.queensu.ca/sites/carswww/files/uploaded_files/TipSheets/Disclosure%20%26%20Accommodation%20Tipsheet%202021.pdf); if students have questions about what and when to disclose information to a host unit, please contact the course instructor or book an appointment with a Career Coach at Career Services.

## Questions to consider when looking for a suitable global engagement experience

1. Am I considering both international and domestic options? If I prefer one over the other, what are my reasons? What aspects of the experience are most important to me?
2. What ethical issues (studied in DEVS 280) are most important for me to consider when choosing an experience? Does the organization have policies on ethics and sustainability?
3. Will my personal or perceived identity (i.e. race, gender, nationality) impact my ability to have a safe and productive experience?
4. Does the organization have information about steps to be taken to ensure a safe working and living environment?
5. Can the organization provide me with information about training and orientation?
6. What type of work will I be doing? Do the skills I possess match skills required to effectively fulfill the role?
7. What types of accommodation will be available if the experience takes place away from my home (i.e. shared, dormitory, billet, close to public transportation and/or the organization)?
8. Are there costs for participating in the experience or will I be paid? What other costs need to be considered (vaccinations, visas, health insurance, flights, transportation etc.)? Are deposits required?
9. Timing: How long is the experience? Will the experience start and finish within the timeframe of the course? (Note: It is okay if the experience starts before the course and/or finishes after the course, but you must inform your instructor and the host organization of the start/end dates of the course for risk management purposes).
10. What language(s) do you need to speak to succeed?
11. What safety issues might need to be considered in the host community, city or country?
12. Where can you find information about the experience based on the experiences of previous students, volunteers or employee?