

DEVS 410 PLACEMENT HANDBOOK

2020-2021

DEPARTMENT OF GLOBAL DEVELOPMENT STUDIES

QUEEN'S UNIVERSITY AT KINGSTON

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INTRODUCTION

This document is designed to provide an overview of the course requirements of DEVS 410 and DEVS 411 and to identify a suitable placement that meets your aim and the course requirements:

- x Part A details each course option, including the evaluation requirements
- x Part B takes you through the process of identifying a placement and includes pre-departure and in-country issues
 - o Appendix I : Checklist of steps for your placement
 - o Appendix II : Work-Study Contract
 - o Appendix III : Student Internship Evaluation form

The primary purpose of DEVS 410 is to provide students with the opportunity to gain practical development experience. In most instances, this will be achieved by living/working abroad in a developing country; however, there are also opportunities for students to get involved in valid development experiences in Canada that would qualify for credit under DEVS 410. Students are therefore encouraged to think broadly about opportunities in this regard.

- x Complete the Placement Contract (between Student, Agency and DEVS) (DUE: 7Apr2021)
- x Complete and sign the Ontario Ministry of Education Work/Education Placement Agreement/Post-Secondary Form (DUE: 7Apr2021)
- x Final date to confirm placement or drop DEVS 410 without a financial penalty (NO LATER THAN: 14May2021)

During the placement, you should:

- x Maintain a journal on a continuing basis.
- x Participate actively in the chat room.

After the placement (DEVS 411):

- x Complete the OCASP “Post-Activity Incident Report”
- x Enroll in DEVS 411 (completed by DEVS Academic Assistant)
- x Submit evaluation letter from the host organization Placement Coordinator (DUE: 31Aug2021)

COURSE EVALUATION

Evaluation Scheme for DEVS 410/6.0 and DEVS 411/3.0 (9.0 units in total)	
Before your Placement	
Research Paper	10%
During the Placement	
Journal	15%
Chat room participation	10%
After your placement: (DEVS 411)	

PETITION OF ENTRY REQUIREMENTS

In addition to identifying one or more possible work-study placements, the 'Petition of Entry' should provide at least the following:

- x Your name, student number, contact information, program of study (DEVS major or medial) and year
- x Short biography indicating your educational and career goals, and an overview of any overseas experience you have (where, duration, activities, language skills).
- x Location and overview of the work-study opportunity, including the name and function of the organization, contact names and details, possible start dates and duration, facilities and resources that would be available to you at the work-study location.
- x A description of how you think the work-study will provide a development-oriented experience in relation to your program of study to date, and what you would hope to learn from it.
- x Application dates and deadlines (if applicable).
- x Indication of the financial resources required to undertake the placement and how these will be met.

Your petition should ideally be two to three (2-3) pages in length but may be longer if more than one opportunity has been identified. The petition must go beyond simply preparing a list of organizations and contact details. It must reflect the outcome of conscientious investigation of options, and the identification of one or two options that are most realistic and meet the academic requirements of DEVS 410/411. Please email your petition to Marc Epprecht (epprecht@queensu.ca) before 4:30 pm on Friday, 29 January 2021.

If your petition is accepted, the Program Coordinator will advise the DEVS Academic Programs Assistant

- x A bibliography of at least five academic sources with a short (one-paragraph) summary of the relevance of these works to your placement/exchange.

Option B (for students doing their placement in Canada)

Write a short research paper of no more than ten pages that describes your placement organization.

- x Provide a complete overview of the host organization, including staffing, structure, funders, relationship with the government and government agencies and relationship with other NGOs
 - o What is the demographic makeup of the community that your organization supports?
 - o What cultural norms and practices should you need to respect?
- x Outline the organization's major projects in the past, its major achievements, and problems to date
- x What is the organization's current focus of activity?
- x Who are the key players in this area of activity? List all government agencies, NGOs, foreign agencies, multi-laterals, etc.
- x Contributions that you would like to make to the host organization's development role/activities
- x A bibliography of at least five academic sources with a short (one-paragraph) summary of the relevance of these works to your placement/exchange.

Note: Your research paper should be no more than 10 pages of text, excluding title page, citation page, tables, figures, and appendices. The paper must use a minimum of 7 sources (books, scholarly articles, and official documents). Information from websites can be used, but web sources should only comprise one half of your bibliography. Sources should be cited according to standard scholarly conventions. Use double-spacing throughout the paper (except for references and block quotes) and leave enough margin for comments (at least 1.25 inches all around).

WHILE DOING YOUR PLACEMENT

Journal (15%)

Students are required to maintain a journal on a continuing basis during their placement. The journal provides a basis for recording, day by day, how you have organized your work as well as other relevant experiences (e.g., participation in workshops, contacts made, resources found). However, the journal should be more than an inventory of the work you have completed. It is an opportunity to record the workplace challenges you have encountered and how you sought to overcome them; your thoughts about linkages between what you have encountered in the workplace and prior experiences and/or your academic training; and questions that arise that you'd like to continue to think about. If you are working overseas, you will want to reflect on your experiences living and traveling in an unfamiliar setting. What are the things that challenge, or perhaps conform to, your prior expectations and experiences?

The value of keeping a journal will be directly proportional to the effort you put into writing on a continuing basis, and the degree to which you challenge yourself continuously to reflect upon your experiences in the workplace and beyond.

Buy a journal that will withstand the rigours of travel, packing, etc. Your first journal entry must be made prior to your departure and should consist of a statement of your ideas and expectations of the placement that you are going to undertake. In particular, what do you think you will gain from the experience? Note that journal entries can be hand-written.

When you return, your journal must end with a re-evaluation of your first entry: were your expectations met; have your ideas of international development changed as a result of the placement, etc.?

While in the field, entries should be made at least two times a week. Each entry should be at least two-full pages (on a regular size notebook). You are strongly encouraged to include photos, maps, and other material in your journal.

Chat Room Participation (10%)

During the period of the project, a chat room will be established (on OnQ, Zoom, or Teams, format to be determined). Each week one student will lead a discussion building upon a brief slide show that illustrates aspects of the placement's ethical challenges in specific activities, staffing, fund-raising

DEVS 411/3.0: POST-PLACEMENT SEMINAR IN DEVELOPMENT STUDIES

Overview

This course is mandatory for DEVS 410 students and is designed to provide a forum to debrief and to critically examine the placement experience. Evaluation is based on presentation, participation, class discussion, an exhibit, and a final report.

Course Requirements

In-Class Oral Presentation (20%)

Your presentation should educate other students about the nature of your organization, its strategy of development, and how your specific project(s) fit within that strategy. You should use this opportunity to reflect on your internship experience as well as brainstorm with and get feedback from your classmates about difficult issues you

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To accompany your presentation, please prepare a packet of materials which will be posted on the course website (OnQ) prior to your talk. Presentation packets are due a week prior to your assigned presentation. You should upload the assignment packet on to the OnQ.

Please include an overview memo (1-3 double-spaced pages) which provides:

- a. a description of your organization;
- b. a very brief description of your work;
- c. a discussion of the specific issue(s) you will be raising in your presentation for class discussion; and
- d. a list of attachments.

Your entire packet, including your overview memo (1-3 double-spaced pages), should be uploaded to the OnQ.

1. Technical Aspects (approximately 5 pages)

- x Provide a concise overview of your work-study placement. Cover such information as the organization with which you worked; the physical setting where you worked; your "job description"/major responsibilities; whether you worked as part of a team and/or within a larger project (if so, explain); to whom you reported, etc.
- x Provide a work "itinerary", i.e. a listing of your major tasks, events in which you participated, etc., along with time-lines for each of these elements of your placement. Some of these tasks/events might overlap chronologically.
- x Select two or three of

In some cases, your placement will have resulted in the preparation of a "product" of some kind: a questionnaire which you designed and administered, a report which you wrote, development education materials which you designed, etc. If possible, submit copies of these materials along with your report. Where the "product" was prepared through collaboration with others, please ensure that you identify the parts of it which were entirely, or primarily, your work.

go overseas to volunteer for an organization, but do not act to challenge the root causes

Thirteen Tips for the Accidental Ambassador
- or -
How to be an Ethical Traveler

- 1) Be aware of where your money is going, and patronize locally owned inns, restaurants, and shops. Try to keep your cash within the local economy, so the people you are visiting can benefit directly from your visit.
- 2) Remember the economic realities of your new currency. A few rupees, baht or pesos one way or another is not going to ruin you. Do not get all bent out of shape over the fact that a visitor who earns 100 times a local's salary might be expected to pay a few cents more for a ferry ride, a museum entrance, or an egg. Bargain fairly, and with respect for the seller. The final transaction should leave both buyer and

- 9) Be culturally sensitive. Each culture has its own mores, and they're often taken very seriously. Never, for example, pat a Thai child on the head, enter a traditional Brahmin's kitchen, or refuse a cup of kava in Fiji! Think about what sort of clothing is appropriate for both men and women. Most importantly, stay open! Something may seem odd to you, but it may be normal in your new setting. Try not to assume that the western way is right or best.
- 10) Curb your anger and cultivate your sense of humour. Anger can be a real issue for westerners—even the Dalai Lama remarks on this. It can be perversely satisfying, but it never earns the respect of locals, or defuses a bad situation. Feelings of anger are one of the symptoms of culture shock. Be aware of your reaction and try to understand what is at the root of your anger.
- 11) Our holidays – their homes. Always ask before taking pictures of people, even children, and respect their wishes. Talk to local people. What do they think about Canadian lifestyles, clothes, and customs? Find out about theirs.
- 12) Conscious giving. Giving to children can encourage begging and keep them out of school. Instead, a donation to a project, health centre or school is more constructive.
- 13) Be adventurous! Use your guidebook or hotel as a starting point, but not as your only source of information. Find out what's going on by talking to local people, and then have your own adventures...
- 14) Think before you fly. Offset the carbon dioxide you produce from air travel. Visit the Montreal-based Planetair at <<http://planetair.ca>> for more information and actions you can take.
- 15) Minimize your local environmental impact. Use local transportation for day trips, travel light, conserve water, don't be wasteful of food or resources, stay at locally-owned inns, support businesses with a focus on sustainability and eco-friendly practices.

See <http://www.ethicaltraveler.org/destinations/2010> for countries that were deemed 'ethical' travel destinations in 2018 – this could give good ideas for researching the country that you want to visit.

- x To put your concern for others into action
- x To learn more about yourself
- x To get away from life/work at home
- x To gain a better firsthand perspective of the impact of wealthy countries in the world, or of political issues
- x To 'save' poor people; to lift poor people out of poverty
- x To gain experience in a field in which you have studied
- x To get credits for school
- x To have an adventure
- x To share your skills and expertise by responding to a specific request from a foreign organization
- x To get to know another culture
- x To impress future employers
- x To live out your faith or religious beliefs by working for justice
- x To learn a foreign language
- x To make religious converts
- x To travel; to see the world
- x To contribute something
- x To broaden your experience
- x To become a more effective advocate for changes at home that will help poor people overseas
- x And more...

It is important to examine your motivations. Some may surprise you, and others seem very obvious. Take a look at the things that motivate you the most. Think about whether international volunteering is the best way to respond to these motivations and goals.

If your reasons for volunteering overseas are mostly personal ones (e.g., "I am fed up with life/work here," "To see the world," "To have an adventure"), you will need to consider the wider context of volunteering and the effects that you might have on other people. Volunteers can have a huge impact on projects, and their preparedness on arrival both for the work and for living in what may be a very different culture can have a big impact on their contribution to the program's successes.

If, on the other hand, your motivations are mainly based on meeting the needs of others (e.g., "To contribute something," "To pass on my skills," "To work for ju1 (y)-1 (b)-5 (as)-n1 (")-3 ((

2. Are you willing to inform yourself about the country and community you will be traveling to?
 - x Learning about the host country and community is very important – if you want to be informed before traveling, then you need to be prepared to learn in every way there is.
 - x Before you travel, learn as much as you can about the place that you are going – read books, watch films, find out about the government system, and the cultural specificities of the area.
 - x News sites are good resources, as well as travel books and other sources on the Internet.
 - x The learning doesn't stop when you arrive in the host country. Keep learning! Read local papers, go to local events, follow the sports teams, keep up with local and national news and talk to people. Do research in order to stay informed on history, politics and culture.

- 3) Do you know what your skills are, and how they can be used most effectively?
 - x Be honest about the skills that you have to offer and take on a role that is appropriate while volunteering.
 - x If you want to do a job for which you do not have the skills, and learn these skills while volunteering, then be an assistant to someone who is experienced, or take a course to acquire the necessary skills before you travel to the host community to volunteer (e.g., if you have never taught before, do not sign up to teach English in another country, but instead be a teachers' assistant or run after school programs for children)
 - x Are you able to work independently, or as part of a team? Different projects will have different working environments,

- x International volunteering can be a fantastic way for people from different cultures and communities to learn about one another, but for this to happen, the volunteer needs to be ready to share his or herself and learn from those they visit.
- 6) What are your expectations?
- x What are you expecting with regards to: living conditions, accommodation, food, climate, study/work placement, health regulations, cultural interactions, workplace safety?
- 7) Are you prepared to be flexible?
- x While volunteering, it is important to expect things to be different. This can include different approaches to communication, to time keeping, to organization, to managing projects, and different expectations for project outcomes – it is important to be ready to work with these differences.
 - x This means being humble enough to learn from others, and open enough to say when you don't understand.
- 8) Are you ready to take responsibility for your own health and safety?
- x While traveling a long way from home, it is important to feel like you can take responsibility for your own health (mental and physical) and safety.
 - x The sending organization is not able to anticipate every possible situation or hazard, and so it is important that you feel up to making decisions for yourself in the situation you are entering.
 - x Be aware of the differences between placements where you are working in a team with a supervisor, and those where you are at a placement by yourself.
 - x Become aware of local health hazards and be sure to have adequate insurance.

IDENTIFYING A PROGRAM

Searching for the perfect match often requires a lot of time and energy. Try to start early. The timeline from the beginning of the search to receiving confirmation of your final choice can take six to twelve months or more. It is a good idea to narrow your areas of interest as early as possible because this will reduce the time required for the search considerably.

Steps to Take:

1. Examine your goals and objectives, and document them in your journal. This will allow you to determine whether your goals and objectives were met upon your return.
2. Review your options and identify those most in keeping with your goals and objectives. You will need to critically assess your own abilities, expectations and skills.

3. Take the time to look into a number of different organizations and types of programs. Check out the resources at the Queen's International Centre Resource Library and look at their website (www.quic.queensu.ca) to help you identify a program.
4. Be careful while you are researching to record in your journal all of the essential information that you find for future use in contacting organizations or institutions.
5. Make an appointment to discuss your plans and program opportunities with the Development Studies Placements Coordinator. The Education Abroad Advisor at the International Centre is also a useful resource.
6. Select a small number of program/job opportunities and do further research. Consider language, cost of living, travel costs, health regulations, etc. Contact the organization for more information and identify application deadlines.
7. Take time to meet students at Queen's who are citizens of the country you would like to go to, or who have done a program like the one you are interested in doing. Queen's International Centre has a program called the Country Representatives Program, and the Education Abroad Advisor may be able to put you in touch with someone from the country you want to work/study in.

Websites and Resources for Opportunities Abroad

Development Studies has some resources that will be of use in your search and will try and maintain an up-to-date list of resources on our website under "Work-Study" at www.queensu.ca/devs. The following list of online resources will also be useful:

- x Alternatives : Solidarity in Action <https://www.alternatives.ca/en>
- x EQWIPHUBS www.eqwiphubs.org
- x United Nations Association of Canada <http://unac.org>
- x CUSO <https://cusointernational.org>
- x Charity Village www.charityvillage.com
- x IDEALIST www.idealists.org
- x International Aboriginal Youth Internships (IAYI) Initiative:
http://www.international.gc.ca/world-monde/study_work_travel-etude_travail_voyage/aboriginal_internships-stages_autochtones.aspx?lang=eng
- x L'AMIE <http://www.amie.ca/stages>
- x Mer et Monde <http://www.monde.ca/meretmonde/stages/psij>
- x Centre de solidarité internationale du Saguenay-Lac-Saint-Jean Inc.
<http://centresolidarite.ca/stages-internationaux/>
- x SUCO <http://suco.org/en/youth-overseas-development-action/>
- x WUSC <https://wusc.ca>

CCIC is a coordinating agency of more than 100 Non-Governmental Organizations (NGOs). The Council does not assign volunteers overseas, but the following CCIC members send Canadians to the developing world:

- x Canada World Youth
- x Canadian Crossroads International
- x Canadian Center for International Studies and Cooperation (CECI)

- x Canadian Co-operative Association
- x Canadian Executive Service Organizations (CESO)
- x Care Canada
- x Canadian Feed the Children
- x Canadian Hunger Foundation
- x The ETC Group
- x The Hunger Project
- x Interpares
- x KAIROS Canada
- x Mining Watch Canada
- x OXFAM-Québec
- x Voluntary Service Overseas
- x Médecins sans frontières/Doctors Without Borders

For more information on Employment and Volunteering Overseas and in Canada, visit:

- x CANADEM
f www.canadem.ca
- x Net Corps Canada
f <http://www.netcorps.org/>
- x International and Volunteer Opportunities Abroad for Canadians
f <http://international.gc.ca/gac-amc/campaign-campagne/youth-jeunes/index.aspx?lang=eng>
- x La coopération internationale au service du développement professionnel
f <https://www.youtube.com/watch?v=ZBxN1HsnOP8>
- x The Canadian Lawyers Association for International Human Rights (CLAHR)
f www.claihr.ca/
- x Canada/Switzerland Youth Mobility Programs
f <https://www.eda.admin.ch/countries/canada/en/home/switzerland-and/youth-mobility-program.html>
- x International Scholarships offered by the Government of Canada
f www.scholarships.gc.ca/
- x KEYS Job Center
f www.keys.ca
- x Kingston Literacy and Skills
f <https://www.klsread.ca/>
- x United Way Kingston
f www.unitedwaykfla.ca
- x Loving Spoonful
f <https://www.lovingspoonful.org/>
- x Elizabeth Fry
f <https://www.efrykingston.ca/>
- x Kingston Interval House
f <http://kingstonintervalhouse.com/>
- x Sustainability Kingston
f <https://www.sustainablekingston.ca>

Things to Consider While Researching Organizations and Programs

- 1) What are the pictures and words used to depict the country partners?
 - x Are there a lot of pictures of children or a lot of pictures emphasizing natural beauty or implied tourism/adventure opportunities? This could be a result of a patronizing attitude towards the host country, or a colonial approach that the organization is taking; or
 - x Are there pictures of westerners working alongside local people of the same age? This depicts a message of respect and mutual exchange.
 - x It is important that the organization represents the host country and people in a positive way.
 - x Avoid organizations that make it sound like you will be 'changing the world', as well as those which describe the host country as a place of 'need and poverty'.
- 2) Big organizations are not always best
 - x Be sure that the organization that you choose knows its partner organizations well and are not only focused on the big picture.
- 3) How is the organization funded?
 - x Is CIDA funding the projects, or is it other government-run, private or religious organizations?
 - x The origin of funding for a project can heavily influence the planning and implementation of a project, which does not necessarily reflect the needs of the community.
- 4) Find an organization that matches the volunteer's skills to the project
 - x If you do not have the skills to perform a certain task here in Canada, you are not going to be able to do that task abroad.
 - x Be wary of organizations that ask you to do something that you don't have the skills for.
 - x If you want to learn a new skill or gain experience through volunteering abroad, then acquire a volunteering job where you are assisting someone else who has the necessary skills for the job (ex. Teaching – if you have never taught before, then volunteer as a teacher's assistant or run an after-school program).
- 5) Look for an organization that 'selects' its volunteers
 - x A good organization wants to send the right people, not just the right number of people.
 - x If there is an interview or selection process, this can be an indication that the organization is more interested in your skills and having quality volunteers involved in the program.

SELECTING AN ORGANIZATION

Before selecting a work/study abroad program (job/internship/language school, etc.) consider the following about the organization with which you may be involved. Remember that not only should the program and/or organization be of high quality but should also fit your needs and expectations. These same questions can be considered when choosing an individual for tutoring, or mentoring.

- x What do you really know about the organization you are considering?
- x How did you learn about it?
- x What other information is available? Brochures? Information sessions?
- x Can former participants/clients be contacted about their experiences?
- x Is there a Canadian/on-campus representative you could consult?
- x Is there someone in the host country you could contact?
- x Is your advisor/counselor familiar with the organization/program?
- x How is the organization funded: government, private or religious organizations?

Many organizations appear to be academically oriented when in fact they are only interested in travel sales.

- x Is it a bona fide work/study organization?
- x Does it have an established experience of placing students in academic or work environments?
- x What is the philosophy of the organization...do you share this philosophy?
- x Does the organization display general respect for the people of the host country?

When choosing a program or organization, try to select an organization that is well known, and that clearly advertises its function.

Questions to Ask the Organization

- 1) Exactly what work will you be doing?
 - x Be sure to obtain a specific job description so that you know what you will be working on.
 - x Does the job match your own skills, or is the organization expecting you to do something that you have never done before?
- 2) Does the organization work with a local partner organization?
 - x Collaboration with the community is vital in making a lasting effect
 - x Is someone from the local organization involved in the day-to-day management of the project?
 - x What consultation went on to build the project into what it is, and why does the project have value in the community?

- 3) Does the organization make a financial contribution to its volunteer programs? If so, how much?
- x Be sure that the organization is upfront about exactly how much money it spends, and where the funds are going.
 - x Volunteer programs need funds as well as labour (usually there is a labour surplus, and funds are lacking).
- 4) Does the organization have policies on ethics and sustainability?
- x

4) Does the organization have policies on ethics and sustainability?

4) Does the organization have policies on ethics and sustainability?

- 3) Ensure that you understand the program expectations and the expectations of the Department of Global Development Studies.
- 4) Submit the application and required documentation for your selected program well in advance of the deadline.

Useful Websites:

Steps to Take:

1. Organize temporary housing for approximately three days to one week. See the accommodation section below for tips.
2. Determine how you will get there (taxi, bus, train, etc.). Make reservations and verify times, cost and availability.
3. Have an appointment to meet with the Host Organization upon arrival.
4. Bring enough local currency to cover costs of local transportation, food, and accommodation.
5. Have local contact names, numbers and addresses written in English and the host language.
6. Find out if there are steps you need to take to become a local resident, for example, talk to the local authorities. Find out what the local etiquette and customs are.

Useful Websites:

- x World City Subway Maps www.reed.edu/~reyn/transport.html
- x Lonely Planet Online www.lonelyplanet.com (Getting there and around section on local transportation)
- x

x

- x Are there plans in place to deal with emergency situations that may arise during the stay?
- x

Safety

In the country you have chosen it is important to consider specific safety concerns in that area.

- x Are there any special security concerns – crime, violence?
- x 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?
- x What are the contacts in host countries in case of emergency, natural disasters, or civil unrest?
- x What are the environmental issues in your host country?
- x What are the transportation standards in your host country? Are international drivers' licenses recognized? Are Canadian ones accepted? Are there any issues regarding local/national transportation?
- x Are there any issues around individuals travelling alone?
- x 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:

- x Department of Foreign Affairs and International Trade (DFAIT) <http://www.voyage.gc.ca/index-eng.asp>
- x Association for Safe International Road Travel www.asirt.org/
- x U.S. Government Safety Tips travel.state.gov/
- x The International Air Transport Association (IATA) www.iata.org

Health

Some of the questions you should be considering to protect your health abroad are:

- x What kinds of health services are available? Are English speaking doctors readily available?
- x Is national health insurance required? If so, what items are covered, which are not?
- x What diseases are prevalent? How are they transmitted?
- x Which immunizations are required to enter the country? Which are suggested?

Consider health and other personal circumstances when applying for or accepting a place in a program.

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

- x Canadian Society for International Health <http://www.csih.org/>
- x List of Travel Health Clinics at <http://www.phac-aspc.gc.ca/tmp-pmv/travel/clinic-eng.php>
- x Center for Disease Control (CDC) www.cdc.gov/travel/
- x Medicine Planet <http://www.medicalplanet.com/>
- x Health Canada www.hc-sc.gc.ca/

- x International Association for Medical Assistance to Travellers (IAMAT)
<http://www.iamat.org/index.cfm>
- x World Health Organization www.who.int/

Health 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 Education and the Workers Compensation Board of Ontario offer a joint workplace insurance for students working for academic credit. NOTE: this coverage does not replace private health insurance. Students must complete the Work/Education Placement Agreement (available at the Placement Coordinator's Office) prior to departure, with a copy lodged with the Department of Global Development Studies. The form must be signed by the participating agency and returned to our office prior to, or within 48 hours of commencing work: fax 613-533-2986. It is important that you ensure that you have adequate out-of-country health and medical insurance coverage to guarantee optimal health care for yourself and to protect yourself from significant financial problems while abroad.

- x Coverage for doctors' visits and prescription medicines
- x Direct payment of bill abroad by the company so that you do not need to pay, then wait for reimbursement
- x Pre-existing conditions limiting coverage of existing health concerns (make sure that your policy covers congenital or pre-existing conditions, such as asthma, diabetes, etc.)
- x Deductible costs: these may be quoted in dollars (e.g. \$100 per claim or \$200 per term of policy) or as co-insurance requiring a shared percentage of total bill (plans with 100% coverage are more expensive but may save you considerable cost in case of illness or an accident)
- x Repatriation of remains (in some cases, costs may exceed \$12,000)
- x Life-time maximum for medical expenses due to accident or illness and hospitalization as high as possible since treatment for some types of injuries may exceed \$250,000 and go as high as \$1,000,000 plus
- x Emergency dental care
- x Ambulance and emergency transportation
- x Exclusions which significantly limit coverage during your desired travel or sojourn abroad (ensure all regions and countries of travel are covered)

Once you have considered the above information, choose the plan that best suit your needs.

Steps to Take:

1. Research the country you are going to and find out the answers to the above questions. Contact International SOS prior to your travel for country-specific information. (<https://queensuca.sharepoint.com/sites/EHS-ESP>)
2. Talk to a Travel Health Clinic for information on immunizations required, and prevalent diseases.
3. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals.
4. Give the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.
5. Ensure you have adequate health insurance.
6. Identify all the risks you have identified for yourself and the precautions / actions you will take. (OCASP Form 1) See the section on Orientation, Safety and Health Insurance Requirements on page 8).
7. Inform parents / guardians / families, and any others who may need to know, about their participation in the study abroad program, provide them with emergency contact information, and keep them informed on an ongoing basis.
8. For Internships, inquire at the Development Studies office about the Ministry of Education Insurance to see if it will apply to your case. It offers insurance for a limited range of specific work-related accidents and injuries.

PARTNERSHIP BETWEEN QUEEN'S UNIVERSITY AND STUDENTS

Both you and Queen's University have responsibilities when it comes to your international program. Queen's responsibility is to help you inform and prepare yourself; as well as give you the resources you need to

APPENDIX I: Check list

- ' Submit a Petition of Entry to DEV 410
- ' & R P S O H W H \$ V V L J Q P H Q W
- ' 3 U Departure Orientation
- ' 5 H Y L H Z W Campus Activity Safety Policy (OCASP) and Complete "Form 1".
- ' (Q V X U H D Departure Activities are completed.
 - ... Make sure you are mentally prepared for your journey.
 - ... Set out your goals and do the self-audit in the pre-departure workbook.
 - ... Read the pre-departure workbook, complete all checklists and exercises.
 - ... Obtain passport and appropriate visa(s), if necessary.
 - ... Record credit card, passport, health insurance, telephone numbers somewhere safe.
 - ... Leave one photocopy of important documents with someone responsible at home.
 - ... Arrange to vote in any upcoming election.
 - ... Discuss safety and emergency contact procedures with your family
 - ... Arrange for Power of Attorney for the person handling your affairs in your absence.
 - ... Notify the Registrar's office of your re-admittance plans.
 - ... Complete OSAP application for next year
 - ... Register personal items with Canada Customs.
 - ... Arrange to have any campus mail sent to your home address. On SOLUS, change your Mail Address to your Home Address.
 - ... Notify your provincial Health Plan (of the dates that you will be out of 154550110/MCID 61 gan
 - NOTE – if you are away for longer than 6 months, you may have to contact your provincial health plan to arrange for extended coverage.
 - ... Buy a supplementary health insurance that covers international travel.
 - ... Complete Workplace Insurance form and return immediately to DEVS with employer/host institution signature.
 - ... Prepare and sign contract –

APPENDIX II: WORK-STUDY CONTRACT

This contract establishes an agreement between:

Queen's University Department of Global Development Studies
(hereafter DEVS)

and

HOST ORGANIZATION _____
(hereafter the Agency)

and

NAME _____
(hereafter the Student)

to jointly conduct a placement to be counted for credit for a Queen's University
Development Studies student.

The Agency agrees to:

1) Provide a placement opportunity to the Student:

- x for a period, lasting _____ WEEKS
- x which exposes the Student to the day-to-day functioning of the Agency; and allows them to participate in the operation of the Agency in a meaningful way, in an important area of Agency business, such as fundraising, research,

- 2) Identify a supervisor for the Student before the start of the placement, who will meet with the Student on arrival at the Agency for an orientation session; in addition, the supervisor will:
 - x submit a final report to DEVS assessing the success of the placement, the quality of the Student, and the experience of the placement in general.
- 3) Establish, before the placement begins, evaluation criteria for the Student's performance during the placement, which:
 - x will be provided to the Student before the start of the placement
 - x closely reflect the duties, tasks and goals set out in the job description decided upon by the Agency and Development Studies
 - x are consistent with the Agency's criteria for assessing other interns, or employees with similar responsibilities.
- 4) Cooperate with the Student if the latter seeks funding for the placement from a governmental or non-governmental source.

DEVS agrees to:

- 1) Consult closely with the Agency to ensure that the best possible candidate for the placement offered by the Agency is selected, and to maintain an open line of communication between DEVS and the Agency to expedite this selection process.
- 2) Inform the selected Student clearly of her or his obligations to the Agency, which include:
 - x participation in periodical meetings to evaluate their performance
 - x meeting the conditions of the placement as set out in Clause 1 of this Agreement as agreed upon by the Agency and DEVS
 - x meeting with the Agency supervisor at the commencement of the placement to discuss specific terms of employment and evaluation criteria
 - x a report/essay written by the Student at the completion of the placement, assessing and analyzing her or his experience in the placement.
- 3) Make a faculty member from DEVS available for consultation with the Agency during the placement, to deal with unexpected difficulties, or pressing matters that make themselves felt during the course of the placement
- 4) Ensure that the Student has met all pre-departure requirements by attending a pre-departure information session and by conducting a thorough risk assessment and completing OCASP form 1.

The Student agrees to:

1)

APPENDIX III: STUDENT INTERN EVALUATION FORM

Student Intern:	
Agency:	
Supervisor:	
Date of Placement:	

Please respond to the following questions, which are designed to provide feedback on the intern's performance during his/her placement in your agency. This evaluation will be one of several elements used to assign a grade for academic credit. Please evaluate the student's work in comparison to reasonable expectations for senior undergraduate students in Development Studies or related disciplines.

1. Briefly outline the intern's major responsibilities. Did these responsibilities

4. What were the most successful aspects of this internship?

5. Are there areas where constructive criticism of the intern's performance could be provided?

6. What is your overall evaluation of the intern's performance?

7. Are there other issues not adequately addressed in the above questions?

8. Do you have additional comments?

Name: _____ Signature: _____ Date: _____

Please return the completed form by mail, fax or as an email attachment to:

Paritosh Kumar, Placement coordinator
Department of Global Development Studies
Mackintosh-Corry Hall, Room B410
Queen's University
Kingston, ON Canada K7L 3N6
Telephone: (613) 533-6250
Fax: (613) 533-2986
Email: Paritosh.Kumar@queensu.ca