



THE UNIVERSITY OF
WINNIPEG

Master's in Development Practice:
Indigenous Development

MDP Field Placement Student Information Packet



Field Placement - Introduction

A central component of the Master's in Development Practice (MDP) curriculum is the field placement. This information packet provides students with basic information and guidelines to help them prepare for their field placements, both domestic and international. The field placement is intended to be a meaningful and productive experience for students and hosts and to foster the students' knowledge of development practice and the relationship between classroom analysis and on-the-ground experience. Through the field placements, students gain a deeper understanding of the cross-disciplinary nature of development as they work alongside practitioners, and are immersed in the context of a community and/ or organization.

The University of Winnipeg's MDP field placement program will follow the model of the *Embedded Practitioner* whereby the students are embedded in a community or organization as part of an existing team. The field placement model should ensure the students receive a breadth of experience, meet educational objectives, and be consistent with the Host's internal operations and goals.

Field Placement Objectives

Highlights

- ❖ Focus on Indigenous development
- ❖ Cross- disciplinary learning (natural, social, health and management sciences)
- ❖ Skills- building of the core competencies
- ❖ Reciprocity (beneficial to both student and host)

While each field placement program may have a unique set of activities, the common objective for all MDP field placement programs is to provide students with the opportunity to engage in experiential learning and professional skill-building relevant to Indigenous development practice.

Working closely with skilled practitioners and community members, students strengthen and build competencies that can be categorized into the following general areas:

Technical Skills:

By working closely with community members and practitioners, students gain basic technical skills as well as a "real-world" appreciation for the complexity of these development interventions. Examples might include: needs assessment, strategic planning, grant writing, program planning and evaluation. A full list of core skill competencies for the MDP program is included below in Box 1.

Cross- Sectoral Understanding:

Just as the MDP academic curriculum emphasizes cross-disciplinary problem-solving, through the field placement students are exposed to the diversity of conditions and factors that contribute to development challenges and opportunities. While maintaining the same host mentor, hosts may propose to rotate MDP students through their organization or community to provide broad exposure.



Communication, Community Participation and Facilitation Skills:

The development of effective communication skills is emphasized throughout the field placement experience. This includes communication techniques for community participation, facilitation of meetings or trainings, conversations with different community members (such as women, men, elders, and youth) as well as communication with policy makers, local leaders, and area specialists, among others.

Project Management:

Students gain an appreciation of the complexity of problem analysis, project design, implementation, logistics, monitoring and evaluation.

Social and Cultural Skills:

Immersed in a new environment and culture, students develop an ability to interact with community members in a manner that is socially and culturally appropriate. They also learn that their ability to work effectively hinges on their capacity to develop strong relationships with community members, and develop techniques to build trust and respect.

Ethics:

Students are expected to behave in an ethical manner that conforms to the highest standards of the development profession. This means that one understands the ethical emphasis of the development profession (e.g., through research ethics, program evaluation ethics, etc.) and that one seeks to understand the ethical values of the community in which one is working. It also means that students must, at all times, act with integrity, honesty and transparency.

Core Competencies: Skills

Source: Global MDP Secretariat, October 2012

An integral component of the field placement is the acquisition of skills, grouped below in "skill areas":

Program and Project Design and Management: skills include, but are not limited to:

- identifying local, regional, national or international problems & opportunities
- planning, designing, implementing, monitoring & evaluating programs/projects
- fund-raising to secure donor, investor, & stakeholder support
- executing evidence-based interventions
- implementing interventions that take into account risk assessment, management, mitigation, etc.
- developing monitoring & evaluation frameworks to assess programs
- applying appropriate technologies & implementation strategies
- developing & implementing 'scale-up' strategies

Communication skills, including:

- Written communication skills, as applied to memos, emails, letters, reports, presentations, case studies
- Oral communication skills, as applied to meetings (one-on-one and larger), conference participation, oral presentations
- Information technology, including computer, mobile telephone & web-based skills

Research skills, including:

- Conducting qualitative research within an ethical framework
- Conducting interviews & focus groups
- Conducting quantitative research within an ethical framework
- Developing surveys
- Gathering, synthesizing, & managing research results (data)
- Analyzing & presenting research results

Participatory techniques, including:

- Planning & carrying out community needs assessments
- Conducting work preparatory to project design, such as "stakeholder analysis," historical timeline construction, visioning, scenario planning & building
- Conducting strategic planning, using SWOT analysis & other techniques
- Using the principles of appreciative inquiry in group participatory activities
- Engaging in participatory mapping
- Facilitating local events (meetings, workshops, etc.)
- Involving local schools, governments, NGOs, & Civil society organizations
- Participating in community organization events
- Designing & implementing public information & education campaigns

Collaborating & partnering: skills include:

- self-reflection: analyses of one's own attitudes, perceptions, & biases
- empathy
- leadership
- team-building
- conflict resolution
- sharing 'lessons learned' with relevant partners

Cross-cultural & intercultural skills, including:

- Ability to assess local history, language, culture, traditions, & perspectives
- Ability to design projects & programs that take into account local history, language, culture, traditions, perspectives, etc.
- Ability to use culturally sensitive written & verbal communication skills to further cross-cultural awareness & understanding

Technological & media skills

- Familiarity with—and basic ability to use—available & appropriate techniques & technology, in an ethical way, for the purposes of development
- Willingness to experiment with available formats & interest in developing & sharing further skills in the area of technology & media

Entrepreneurial and innovative business & marketing skills, including:

- Familiarity with—and basic ability to use—techniques of cost benefit analysis, value chain analysis, micro-finance
- Awareness of skills needed for enterprise development & basic ability to implement them
- Familiarity with—and basic ability to use—Social Enterprise organization and management

Human Resource management skills, including:

- Ability to recruit, train, & lead teams
- Ability to create job descriptions, conduct hiring interviews & performance appraisals, make staffing decisions & implement them

Others as identified as appropriate for local program (or area of field assignment)

Student Code of Conduct

Students, in all interactions with the Host, colleagues and community, will practice the following approaches and actions:

• **Integrity:** Students will conduct themselves with the highest standard of professional and personal behavior. Integrity includes honesty, being trustworthy and respectful. Students will respect the confidentiality of materials, ideas and plans, projects, and personnel as required by the Host. This may include signing a confidentiality agreement.

• **Accountability:** Students will hold themselves accountable for the duties they perform and will assume personal responsibility for quality of work and professional development. Students are to be receptive to constructive feedback, respect for and adherence to deadlines and meeting productivity through organization and attention to detail.

• **Commitment:** Students will be committed to achieving superior work and to demonstrate professionalism. Students must understand that their work represents not just their own efforts, but the reputation of the Host and of University of Winnipeg as a whole.

• **Teamwork:** Students will recognize that their success can depend on how they interact and cooperate with one another. This requires of students that they maintain an open-mind, a positive outlook and thoughtfully consider viewpoints other than their own.

• **Proactivity:** Students must ask themselves what they can do to help their Host, colleagues and themselves and actively look for opportunities to develop relationships and assist coworkers. Students are encouraged to develop decision-making experiences and judgment and to address issues of mis-communication and mis-understanding in a respectful and patient way

• **Cost Awareness:** Students will utilize the Host's resources with the same mindfulness that they would use to conserve their own and to take pride in providing quality work using modest costs and time.

You are a member of a larger academic family – the University of Winnipeg, which holds itself and its members to the highest ethical standards of research, practice, teaching, and community engagement. If you encounter an ethical dilemma, please contact MDP staff for guidance. It is our responsibility and privilege to help.

A Few Do's

- Be polite
- Be friendly
- Be helpful
- Be respectful
- Be on time
- Be engaging
- Dress appropriately
- Ask questions
- Be appreciative
- Take responsibility for your mistakes
- Have fun!

A Few Don'ts

- Be rude or dismissive
- Be a complainer
- Interrupt others
- Speak poorly of others
- Hide in a corner
- Misuse time & resources
- Use profanity
- Use alcohol or tobacco inappropriately
- Gossip
- Say "it's not my job!"

Logistics

Host Selection

The MDP program partners with innovative, creative organizations working in the area of Indigenous Development ranging from community-based to private sector to government bodies. MDP students work alongside practitioners, community leaders, technical specialists, and community members to gain a greater knowledge of the challenges and opportunities faced by Indigenous communities in Canada and around the world.

It is UW MDP policy that the program will not partner with any organization engaged in missionary work. Missionary work is that whose goal is an evangelical one of religious conversion. Organizations, from any religious affiliation, practicing and promoting evangelism will not be approved as host partners. Please note that it is possible to do placements with faith-based development organizations. These are organizations that are motivated out of a religious conviction but whose work is not targeted at religious conversion. Examples of faith-based development organizations include KAIROS Canada, Mennonite Central Committee, and World Vision. As with all student-initiated placements, approval of hosts is made on a case-by case basis.

Placements with External organizations

Various organizations offer placements for students (i.e. WUSC, UN and Organization of American States). Students need to apply directly to the organizations and are subject to their respective selection processes. They may have restrictions on who can apply to their programs. Please ensure that the MDP Coordinator is aware if you are applying for such a placement.

Student-initiated (optional)

This is to accommodate students who feel that their learning and career objectives would be best met with a partner organization and proposed work plan that is not already listed as a MDP field placement option. The program must approve all student-initiated placements. For those interested, please obtain a form from the MDP Coordinator.

Placement number and length

Students will complete two field placements during their two year program– one in Canada and one international. Students are encouraged to pursue field placements that differ in context and subject area so as take advantage of greater learning opportunities. Students commit to working between 20-30 hours a week for a total duration of 10-12 weeks. Days and hours of work are to be arranged between the student and the host mentor. As a general rule, field placements are to be arranged for the Spring/ Summer term when students do not have classes. All field placements must be completed, at the latest and barring exceptional circumstances, by August 20th of each summer. Under exceptional circumstances (for example health, family status, mobility) a student may request a condensed placement or request an exemption from the international placement. Exceptions must be requested in writing and substantiated, where appropriate, with medical documentation and submitted to the Director by December 1st.

Matching process

A program priority is to ensure a “good-fit” and that the placement is as valuable for the student as it is for the host organization. Note all placements must be confirmed and program approved by Feb. 28th. Students may not depart for placements prior to approval.

Supervision

The Host organization is responsible for the supervision of the students during the placement through a Host mentor. Activities are identified and agreed to by the Student, the MDP Coordinator and the Host. The Host mentor should have the experience, incentive, time, and ability to supervise and mentor the student(s). The UW MDP Coordinator will provide academic supervision during the field placement. In some instances, local academic support will be provided as well by partner academic institutions.

While each student must make every effort to resolve conflicts early, in the extreme event that this is not possible, please speak to the MDP Coordinator. If the conflict cannot be resolved in a manner suitable to all parties, the MDP Director reserves the right to change the field placement. Please try to avoid this scenario at all costs.

Safety and health

Field placements are in locations that have been identified by the MDP program as safe and secure. Risk assessments for all placements are conducted by the MDP prior to confirming a placement. For international field placements in countries in which travel advisories have been issued by the Canadian Government, a specific risk assessment form must be completed by MDP in a satisfactory manner. Field placements are not allowed in countries for which the Government of Canada recommends avoiding “all travel” or “non-essential travel”. For travel advisories please see: <http://travel.gc.ca/travelling/advisories>

All students are required to sign an “Acknowledgement of Risk/Responsibilities and Liability Waiver” as part of UWinnipeg’s Field Trip Policy, see Appendix 1. A “Field Placement Agreement” will be signed by host, MDP Director and student. It outlines respective responsibilities, see Appendix 2.

For international field placements, students are required to:

1. Provide a photocopy of passport page with picture
2. Submit a photocopy of health insurance policy/plan
3. Sign up with Registration of Canadians Abroad on the Foreign Affairs, Trade and Development Canada’s website: <http://travel.gc.ca/travelling/registration>.

Hosts must make every effort to make health services available during the field placement (for example, by providing students information on health services or by brokering agreements with local health services to care for MDP students).

Students are responsible for ensuring that they have adequate and valid travel and medical insurance for the duration of their placement and for covering the cost of such insurance. Students must provide the Coordinator with the name of the insurer and policy number prior to departure. This is necessary should an emergency arise.

Students are responsible for getting the required immunizations and informing themselves of any particular health risks in the location of their placements. The MDP program will cover the costs of all required immunizations. When possible, the MDP will pay for these costs upfront, in coordination with the student and MDP Coordinator. In those instances where a student pays out-of-pocket, the student will be reimbursed upon submission of original receipts.

For information on UWSA Health Plan, please see: <http://www.uwinnipeg.ca/index/accepted-students-health-plan>

Finances

The majority of costs associated with the Field Placement are covered by the MDP. This includes transportation to your placement (at the beginning) and a final return (at the end). It also includes a modest bursary and accommodations support. Please see Appendix 3 “MDP Financial Support for Field Placements” which elaborates on the financial support.

The bursary will not be issued until a budget has been submitted by the student. Students are encouraged to submit the budget as soon as they are able so as not to be in a situation where they are waiting for the financial support.

Host Support

Hosts are encouraged to provide support for MDP students. This may include a stipend. It may also include in-kind support such as transportation to and from the field placement location, transportation during the placement, accommodations, meals, translators, office space, and so forth. The ability of hosts to provide such support will vary and will be determined on a case-by-case basis with discussion between MDP and host. The student will be made aware of the extent of the Host support prior to commencing the placement.

Field Placement Program Process

Timeline

Date	Activity
November	Field Placement Student information session - students are provided with a list of possible placements & areas of work/research
November	Individual meetings – students/Coordinator
November	FP Submissions of placement ranking due (Appendix 4).
December	Student- Initiated Field Placement Form due
January -February	Confirmation of placements
	Field placement research, obtain necessary visas and required vaccinations, books airline flights, Skype, teleconference calls or in-person meetings between students and hosts
April 1	Pre- departure budget (template will be sent out) & bank account information due (Appendix 5)
March/April	Mandatory Pre- departure Orientation Session(s)
	Students submit Acknowledgement of Risk/Responsibilities & Liability Waiver form (Appendix 1), Emergency contact information form (Appendix 6), & Field Placement Agreement (Appendix 2). Student receives first cash advance.
May/ June	Field placements begin
Mid to End of June	Student receives 2 nd half of bursary
July/ August	Field placement ends
August	Deliverables due
September	Mandatory Debrief meeting and MDP Symposium

Pre-departure preparations

The preparation phase begins once the field placement is assigned. Students are responsible for finding out about travel requirements such as visas, passports and immunizations. Preliminary research on field placement site and host organization should be conducted. Students must submit to the MDP Coordinator a budget of their estimated field placement costs (legitimate expenses include items such as travel, accommodations and food) for approval. No money will be distributed to the student until this budget is submitted and approved. Students are advised that the issuance of cheques from the University of Winnipeg Financial Services takes on average 10 working days. Students must take this timing into account.

Pre- departure Orientation

The students are required to participate in the MDP Field Placement Orientation at the University of Winnipeg. The Orientation covers such topics as conflict resolution and teamwork in the work place, cross-cultural and gender issues, managing expectations and personal safety. Meetings may be arranged with those with field experience in the particular country or organization. This is a mandatory and critical component of the field placement.

Site Visits

A member of the UW MDP may conduct an on-site visit during the placement period. Students will be informed prior to such a visit. The objective of these visits is to strengthen the partnership between the program and host organization and to witness the student(s) "in action" during their placement. In extreme cases, a site visit may be arranged to aid in the resolution of conflict between the student(s) and host.

Evaluation of Student

Students are required to participate in the following activities:

- Field Placement Pre-departure Orientation
- MDP Field Placement Symposium
- Field Placement Debrief

There are a number of required deliverables, including email updates, blog posts, photos and a report. The MDP Director will distribute the complete and detailed list during the Pre-departure orientation in the spring.

Debrief meeting

Students will take part in a required debrief session with other MDP students after completing their field placements to share experiences, engage in collaborative reflection and to discuss the personal growth that occurred during the field placement.

Symposium

All students are required to prepare and publicly present on their field placement. Audience includes fellow students, faculty and staff of UW, community members, host partners, donors. Presentations must include a PPT and be 6-8 minutes in length. Students are asked to focus their presentation on the work conducted and major learnings. In exceptional circumstances, and with prior approval from the Director, a student may submit an audio-visual presentation to be presented in their absence. Attendance at the Symposium is mandatory for all MDP students. The presentations may be video-recorded and posted on the MDP website.



Evaluations and revisions to Field Placement design

In order to ensure that the field placement experience is continually improved and updated, students are required to complete an evaluation (See appendix 7) and submit to Coordinator as part of their deliverables.

APPENDIX 1

Acknowledgement of Risk/Responsibilities and Liability Waiver University of Winnipeg Study/Work Abroad and Exchange Programs

ATTENTION: BY SIGNING THIS LEGAL DOCUMENT, YOU GIVE UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE. PLEASE READ CAREFULLY.

In consideration of the University of Winnipeg making arrangement for me to complete my Master's in Development Practice field placement at _____
[Location/host institution name/name of country], for a period beginning on _____ and ending on _____
(hereinafter referred to as the "Program"), I agree as follows:

Assumption of Risks: I understand that the Program will take me away from campus for an extended period of time. During this period, I understand that I will be in unfamiliar surroundings and will be exposed to risks to my person and possessions. I understand that I may suffer physical injury, disease, sickness or death or damage to my property as a result of my participation in the Program; and that there is a possibility of accidents, natural hazards, violence, crime, civil unrest, disease, homesickness and loneliness. I freely and voluntarily accept and assume all such risks, dangers and hazards. I understand that despite its efforts, the University may not be able to ensure my complete safety at all times from such risks and dangers. I further acknowledge that I had other options, other than to participate in the Program, but selected to do so freely and voluntarily.

Assumption of Responsibility: I understand that it is my responsibility to abide by all applicable policies and laws of the University and the host institution/country, and to ensure that I have adequate medical, personal health, dental and accident insurance coverage, as well as protection of my personal possessions. More particularly, I appreciate the University does not carry accident or injury insurance for my benefit and I acknowledge that I have been advised by the University of such risks and dangers as well as the need to act in a responsible manner at all times. My signature below is given freely in order to indicate my understanding of the acceptance of these realities and in consideration for being permitted by the University to participate in the Program. I recognize that there may be certain portions of the Program which the University will not supervise. Further, I recognize that the University will not arrange any living accommodations or extracurricular activities during my participation in the Program, unless specifically detailed in the Program description.

Liability Waiver: I release and hold harmless the University, its employees, students and agents (all of whom are collectively referred to as the "University") from any and all liability for any loss, damage, injury or expense that I may suffer as a result of my participation in this Program, including, but not limited to, accidents, natural hazards, violence, crime, civil unrest, sickness, disease, homesickness and loneliness. Moreover, the University shall not be liable for loss, damage or costs of any kind which I may incur as a result of participation in this Program and which relates to transportation, scheduling, government restrictions, acts of God or any other matter beyond the University's control. I understand that this waiver cannot be modified except in writing, with the consent of the University. This waiver shall be effective and binding upon my heirs, next of kin, executors, administrators and assigns.

Pre-Departure Preparation: I acknowledge and agree that I have been provided with the Master's in Development Practice: Indigenous Development Student Information Packet and that I have attended or will attend a pre-departure orientation session.

I HAVE READ THIS DOCUMENT CAREFULLY AND I ACKNOWLEDGE MY RESPONSIBILITIES AND THE EFFECT OF THIS LIABILITY WAIVER ON MY LEGAL RIGHTS AND RESPONSIBILITIES.

(Please Print)

Student/Staff Name: _____

Student/Staff Number: _____

Permanent Address: _____

Permanent Telephone: _____

Signature of Participant

Witness as to Signature of Participant

Date: _____

APPENDIX 2

FIELD PLACEMENT AGREEMENT

Responsibilities of Host

The Host will:

- 1) Agree to receive the MDP student for 10 to 12 weeks;
- 2) Agree to a work week of between 20-30 hours per week;
- 3) Develop a proposed work plan in coordination with the student and MDP Coordinator prior to the commencement of the field placement ;
- 4) Identify any project deliverables for the student before the field placement begins;
- 5) Assign the student relevant tasks and responsibilities;
- 6) Provide a designated mentor who will:
 - a) Orient and supervise the student;
 - b) Complete an evaluation at the conclusion of the placement;
- 7) When possible, provide in-kind contributions to support the student(s), such as a stipend, accommodations, and work-associated travel;
- 8) Prior to the start of the placement, provide information to the student about specific cultural or societal restrictions which may impact their experience.

Responsibilities of Student

The Student will:

- 1) Submit a cover letter and résumé to the Host if required;
- 2) Work with or within the auspices of the Host organization or community for a minimum of 20 hours to a maximum of 30 hours per week, for a minimum of 10 weeks;
- 3) Commit to making the field placement a worthwhile and educational experience;
- 4) Follow the guidance of the designated mentor and work within the guidelines of the program as established by the Host;
- 5) Be respectful and honest in all interactions with the Host and community during working hours and during free time;
- 6) Abide by the designated mentor's recommendations regarding safety and confidentiality issues;
- 7) Meet the academic requirements for the field placement as detailed in the Student Information Packet;
- 8) Maintain continuous contact with the MDP Coordinator;
- 9) Work with the Host mentor to resolve any issues that may arise.

Responsibilities of the University of Winnipeg MDP Program

The University of Winnipeg – Master's in Development Practice Program will:

- 1) Recruit excellent and innovative prospective field placements for students to review and select;
- 2) Ensure that motivated and well-qualified students take part in the field placement;
- 3) Provide the Host Field Placement Information Packet;

- 4) Provide the Student Field Placement Information Packet;
- 5) Organize and facilitate the pre-departure orientation session the re-entry session, and the Symposium;
- 6) Conduct a thorough risk assessment of all placements prior to approval of placement;
- 7) For placements outside of Winnipeg, coordinate accommodations;
- 8) For placements outside of Winnipeg, cover the costs of one return trip to the field placement site;
- 9) Provide the student(s) with financial support while on the placement as specified in the MDP Financial Support for Field Placements policy;
- 10) Maintain regular contact with the Host and student(s), and provide support to both the student and the Host as needed.
- 11) Evaluate on an annual basis all field placements.

Emergency Plan for Crisis Management

The Host will:

- 1) Assign a designated contact person(s) for emergency response and notify the student and the MDP Coordinator;
- 2) Serve as primary line of contact for students in the event of a situation of crisis management;
- 3) Obtain emergency contact information from MDP students;
- 4) Immediately inform MDP Program Coordinator of any emergencies/serious illness, and maintain regular contact, through email or telephone, as needed;
- 5) Endeavor to ensure that accommodation, travel routes and working conditions are safe and secure, and to strive to take active measures to ensure that students enjoy a reasonable degree of security;
- 6) Endeavor to ensure that students have access to proper local medical care in the event of emergencies/accidents and illness;
- 7) Endeavor, when no adequate local medical care services are available, to get student to the closest appropriate medical facility.

The Student will:

- 1) Ensure that he/she has adequate travel/medical insurance;
- 2) Comply with recommendations made by the Host mentor regarding the necessity to seek medical assistance;
- 3) Comply with the general guidelines by the Host for the placement and any special guidelines that may be issued in an emergency, including any limitation of freedom of movement;
- 4) Ensure that all relevant personal information has been provided to the Host, the MDP Program Coordinator, and the relevant embassy;
- 5) In cooperation with Host, abide by any guidelines and recommendations issued by relevant international bodies (e.g. UN agencies), in a state of emergency and to familiarize himself/herself with any contingency plan produced for foreign nationals residing in the country, if relevant;
- 6) Sign an "Acknowledgement of Risk/Responsibilities and Liability Waiver" as part of UWinnipeg's field placement policy.

University of Winnipeg – Master's in Development Practice Program will:

- 1) Assign a designated contact person for emergency response (Tamara Dionne Stout- MDP Program Coordinator at: ta.stout@uwinnipeg.ca 204-258-2998 (o)/ 204-297-2860 (c);
- 2) Obtain emergency contact information from MDP students;
- 3) Obtain contact information from Host re: designated emergency response;
- 4) Be the main contact person for the student's family.

Additional responsibilities**All partners:**

- 1) In the event of war or natural disasters, the designated contact person of the Host organization in the country affected, and the students will consult relevant international agencies for security updates;
- 2) The Host organization and students should comply with any evacuation order and procedures prescribed by the relevant international agencies.

Termination of this Agreement

Any part to this Agreement may terminate it any time by giving notice in writing to all other parties at the addresses given in this agreement.

Agreement to Terms and Conditions

By their signatures, the parties signify their agreement to the terms and conditions set out in this Agreement.

University of Winnipeg – Master's in Development Practice

Signature: _____ Date: _____

Jaime Cidro, Acting Director, Master's in Development Practice

Student

Signature: _____ Date: _____

Name of Student: _____

Host Organization

Signature: _____ Date: _____

Name and title: _____

APPENDIX 3

MDP Financial Support for Field Placements

Basic principles:

The MDP acknowledges the importance of experiential learning and the tremendous benefit students derive from the field placements. The program also acknowledges that there are costs for students associated with placements. The program will provide partial financial support to students to enable them to do the field placements that best match their learning and career objectives. This financial support is described below.

It is also important to note and to remind students that no other MDP program in the Global Association provides cost coverage to the extent provided by UWinnipeg.

This support is not intended to cover 100 percent of all costs incurred by a student during their 3 month field placement. The program makes every effort to distribute available funds equitably and in a transparent manner to all students. The particulars of the MDP field placement cost coverage are consistent with University of Winnipeg Travel Policy and with Canada Revenue Agency's regulations on tax deductible expenses.

It is imperative that students budget accordingly. MDP students are required to complete a budget of estimated costs, prior to departure. The budget must be completed using the template provided. Students are also required to complete a financial report at the completion of their placement, a template for which is also provided. Students are responsible for sticking to their budget.

The University of Winnipeg does not compensate students for expenses of any accompanying family member(s).

MDP financial support for field placement costs are broken down into 3 main areas: a) Direct costs; b) Accommodations; c) Bursary.

a) Direct Field Placement Costs:

The program will cover the following direct field placement costs of placements:

- one-time travel to and from placement*;
- medical examinations and medications *required for* the placement;
- vaccinations *required for* the placement;
- visas.

Wherever possible, the program will pay for these costs directly. When a student pays and seeks reimbursement, receipts must be provided. No reimbursement shall be provided without receipts.



Students are responsible for having a valid passport. The Program will not cover the cost of passports.

Host Gifts are *not* considered a direct field placement cost. Students are responsible for the costs associated with purchasing host gifts. As a guideline, students may find it useful to know that University of Winnipeg policy stipulates that gifts should not exceed \$20.00 per recipient.

Students are responsible for ensuring that they have adequate and valid travel and medical insurance for the duration of their placement and for covering the cost of such insurance. Students must provide the Coordinator with the name of the insurer and policy number prior to departure. This is necessary should an emergency arise.

***Travel:**

Travel refers to a one-time travel to the location of the placement and a return to Winnipeg upon completion of the placement. Travel must be authorized in advance by the Director, MDP.

To the field placement:

Air: With few exceptions, *Out'n About Travel* will make air travel arrangements for the students. MDP will pay directly for the cost of one return economy airfare. The most reasonable and economical flight will be selected. If a student requests a specific lay-over or a different departure point and there is an additional cost for this, it is the responsibility of the student. Students will coordinate directly with the travel agent, once introduced by the Coordinator. The MDP Director must approve all itineraries before purchase. MDP will cover the cost for one bag, any extra baggage fees are the responsibility of the student as are any change fees due to personal/ non-program matters.

Bus: The MDP Coordinator, in consultation with the student, will arrange for and pay directly for one return bus ticket.

Train: The MDP Coordinator, in consultation with the student, will arrange for and pay directly for one return economy-fare train ticket.

In all instances, the most reasonable and economic form of transportation will be selected.

MDP will not cover the costs of taxis.

Personal vehicle: The MDP will pay mileage allowance for one return trip from Winnipeg to the field placement based on the standard University rate.

Travel During Placement:

Local travel is the student's responsibility.

In those select Canadian placements where public transportation is not available, the program will cover the cost of the occasional car rental (not to exceed \$1,000.00 total for the duration of the placement). The rental car must be pre-approved by the program and will be paid directly by the program. Students are required to have a driver's license that is valid in the relevant province. Rentals are made by the MDP Coordinator. Students with valid licenses are covered by the University's liability insurance and should decline the additional insurance sold by the rental company. All use of rental cars must be pre-approved by the MDP Director. If not pre-approved, the program reserves the right to not reimburse.

Alternatively, if a student uses their own personal vehicle and this is necessary because there is no public transportation available, the student may claim reimbursement for gas money. Receipts are required.

Additional travel during the field-placement: At the outset, field placement hosts are asked to describe any travel and associated costs that may be required of the student during the placement. The Director will review and confirm program funding for such travel prior to confirming the placement. It is dependent upon budgetary considerations. No other additional travel costs will be covered by the program than what is pre-approved.

b) Accommodations:

All students are eligible to claim up to a maximum of \$550/ month for accommodations for the duration of their placement. Receipts are required. If accommodations cost less than this maximum amount, the program will cover only the amount required. Any additional cost for accommodations will be borne by the student. Accommodation costs must be pre-approved by the program. In all instances, the most economical option for accommodations will be selected.

For students completing their placements outside of Winnipeg: Whenever possible, MDP will negotiate for accommodation to be provided by the host organization as in-kind support. In this case, the student cannot claim any amount for accommodation since accommodations are being provided for at no cost to the student. When there is a cost to accommodations and that cost is within the limit prescribed, where possible the University of Winnipeg will pay for the accommodations directly. When a student is able to arrange accommodations at no cost with a friend or family member, and when the student prefers this arrangement, the student may not claim any accommodation money.

For students completing their placement in Winnipeg: MDP will not arrange or negotiate Winnipeg-based accommodations. Students are responsible for finding their own accommodations and paying that cost directly. Students can claim up to \$550/ month in accommodation costs for the duration of the placement. This reimbursement will be rolled into their bursary.



c) Field Placement Bursary:

All students will be provided with a bursary to assist with the costs incurred while doing a field placement. **No receipts will be required.** The bursary is not intended as a stipend or compensation for work nor is it intended to cover *all* living expenses. It is a bursary; in other words a monetary award.

The amounts awarded vary depending upon the location of the placement and take into consideration the different costs of living in major Canadian cities, Northern Canadian cities/communities and international placements. The amounts awarded are subject to review and may change on an annual basis. The bursary amount is calculated on a monthly basis and is pro-rated to the number of weeks of the placement.

Amount of bursary:

Major Canadian City: \$500/ month

Northern Canada: \$600/ month

International: \$500-\$700/ month (amount awarded is country-specific).

In placements where meals and local transportation are provided as in-kind support by the host and paid for directly by the University, the student bursary will be reduced accordingly.

Students who do their field placement through MDP partner WUSC, will receive financial assistance directly from WUSC, including a living allowance. MDP will only cover the WUSC placement fee and relevant direct costs as described in section (a).

Students who are paid a stipend for their work by the Host Partner may not be eligible for a MDP living expense bursary and/or accommodation support. This will be determined on a case-by-case basis considering the difference between the stipend amount and the general MDP field placement support.

Field placement bursaries may not be held contiguously with other major external field placement awards. Queen Elizabeth II Diamond Jubilee (QEII) Scholars are responsible for all their field placement costs.

Students are required to keep a general track of expenditures and to complete a financial report at the end of the placement, using the template provided.

Students are required to have a Canadian bank account into which bursaries can be deposited. Students will be responsible for converting Canadian funds into the local currency of their country of placement. All bursary money is tax deductible.

Bursaries will be paid in two installments: sixty percent at the commencement of the field placement, and forty percent mid-way through the placement. These installments will be paid in



cheque format. The second installment will be deposited in the student's bank account by a family member (name left with MDP prior to student's departure) or where no family member is present, by the MDP Coordinator. Students must submit their pre-departure budget *prior* to receiving the first installment. Late submission will result in a delayed distribution of funds.

Should emergency situations arise requiring expenditures additional to those anticipated in this policy, such expenses may be authorized the Director of the MDP program.

MDP policies and regulations around financial support for field placements will be reviewed annually.

Appendix A: MDP Student Field Placement Budget Template

MDP STUDENT FIELD PLACEMENT BUDGET							
STUDENT NAME:							
HOST ORGANIZATION:							
EXPECTED DATES OF FP:							
ESTIMATED REVENUE	April	May	June	July	August	TOTAL	NOTES
Bursary							
Accommodations financial support							
Direct cost coverage of pre-departure expenses							
Host Stipend where applicable							
Total Revenue						\$ -	
ESTIMATED EXPENSES	April	May	June	July	August	TOTAL	
Pre-Departure*							
Vaccinations						\$0.00	
Visa						\$0.00	
Medical Exams						\$0.00	
Total pre-departure expenses						\$0.00	THIS AMOUNT MUST EQUAL THE AMOUNT LISTED IN DIRECT COST COVERAGE O11
During Placement							
Accommodations							
Living Expenses							
Additional pre-approved travel expenses							
Other <i>(please specify)</i>							
Total Expenses						\$0.00	
Total Revenue over Expenses						\$ -	



Appendix B: MDP Field Placement Expense Report Template



MDP FIELD PLACEMENT EXPENSE REPORT
For expenses incurred preparing for and during Field Placement

Name:

Student Number:

Destination:

Dates of Placement:

Table with columns: DATE, DESCRIPTION, BURSARY, FOOD EXPENSES PER MONTH, HOTEL, RENT, TAXI, CAR RENTAL, MILEAGE, VACCINATIONS, VISA, HEALTH INSURANCE, GIFTS, AIR FARE, TOTAL

Predeparture Expenses:
Field Placement Expenses:
TOTAL:

TOTAL EXPENSES
LESS AMOUNTS RECEIVED VIA CHEQUE
LESS AMOUNTS PRE-PAID BY MDP
AMOUNT OWED
AMOUNT TO RETURN

Authorized Signature:

Total:

I hereby certify that the above is a correct statement of expenses incurred for the MDP Field Placement and has not been or will not be reimbursed from any other source.

Print Name:

Date of Report:

Signature:

Appendix 4

FIELD PLACEMENT STUDENT WORKSHEET	
Name:	Student #:

In which placements are you most interested? If you are arranging a placement independently, include this placement as your first choice.

1st choice: _____ # _____

2nd choice: _____ # _____

3rd choice: _____ # _____

Are there any placements you definitely do not want to go to?

1. _____ # _____

2. _____ # _____



What are three objectives you would like to achieve by the end of your placement?

What are three skills you would like to develop and/or enhance during your placement?

How will this placement support your future career goals and/or plans?

How do you anticipate that this placement will contribute to your personal growth?

Additional Comments:

Student Signature: _____

Date: _____



APPENDIX 5

BANKING INFORMATION FORM

Name of the Bank	
Bank's full address	
Account holder's name	
Account holder's full address	
Bank Number	
Branch Number	
Account Number	

**You may submit a void cheque instead*

APPENDIX 6

EMERGENCY CONTACT INFORMATION

- 1) Please provide us with the name and contact information of a person of your choice in case of an emergency.

A. Name of emergency contact: Relationship: Tel.: Email: Address:
B. Name of emergency contact: Relationship: Tel.: Email: Address:

- 2) Please provide us with your permanent contact information:

Mailing address:
Email:
Tel.:
Skype :

- 3) Please provide us with your health insurance information:

Health Insurance provider:
Policy #:

- 4) For those going abroad, please register with Foreign Affairs, Trade and Development Canada at :
<http://travel.gc.ca/travelling/registration>

Yes, I have registered with DFAIT	<input type="checkbox"/>
No, I have not registered with DFAIT	<input type="checkbox"/>
If no, please explain why:	

For international placements, please visit Foreign Affairs Canada's website where you can find some useful resources: <http://www.dfait-maeci.gc.ca/cfsi-icse/cil-cai/home-en.asp> to help you better prepare for your placement.



APPENDIX 7

Student Field Placement Evaluation Form

Name:

(Please circle/bold appropriate answers)

1. Describe your daily field placement activities:

2. Who was your mentor?

3. Overall how would you rate the field placement?

Very successful Successful Unsuccessful

Please provide a rationale:

4. What were the learning outcomes identified at the commencement of the field placement? Were they met? Please provide a rationale.

5. In what ways do you feel your attitudes and/ or perceptions of development have changed/ evolved as a result of the placement?

6. In your opinion, what were three important attitudes/ characteristics that you displayed during your placement. Please explain.



7. In your estimation, what were the major successes/achievements of the field placement?
8. What were some of the biggest challenges in the field placement? How did you deal with them?
9. Was the length of the field placement sufficient? YES NO
Comments:
10. Would you recommend this field placement to another MDP student? YES NO
Please explain:
11. Was the field placement adequately coordinated? YES SOMEWHAT NO
Please explain:
12. Any further recommendations/comments?

Thank you for your feedback. It will help us to continue to develop and improve the field placement experience.



APPENDIX 8

Student Field Placement Checklist

1. ___ Acknowledgement of Risk/Responsibilities and Liability Waiver
2. ___ Pre-departure budget
3. ___ Emergency contact information
4. ___ Banking information form or void cheque
5. ___ Field placement agreement