



THE UNIVERSITY OF
WINNIPEG

Master's in Development Practice:
Indigenous Development

GENERAL STUDENT HANDBOOK

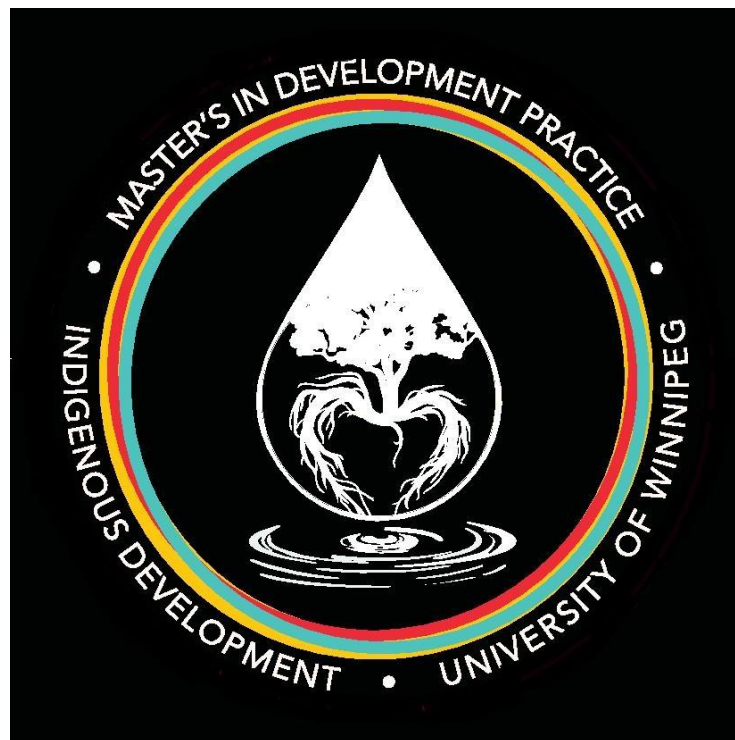


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1. Introduction to the MDP Student Handbook

The intent of this MDP Student Handbook is to compile all relevant policies and guidelines for UWinnipeg MDP students into one document. This is a living document and will be updated in spring of each year. Students, faculty and staff are encouraged to provide clarifications/ suggestions, recommend revisions and so forth at any time during the year. Barring revisions of an urgent nature, all revisions will be made together at the annual review of this document. Included herein are excerpts from existing policies and guidelines at UWinnipeg, such as the Graduate Studies Policy and Guidelines (<https://www.uwinnipeg.ca/graduate-studies/docs/current-student/policies-and-guidelines.pdf>) and the MDP Student Field Placement Information Package. Where relevant, the links are provided for students to follow up more in more detail in those specified documents. This document will be provided to all students in electronic format and will be posted on the website. If a student requires a hard copy they can request one from the MDP Coordinator.

It is the purview of the MDP Graduate Program Committee and the Graduate Studies Office respectively to consider revisions and changes to existing MDP policies and regulations. Incoming students are subject to the MDP policies and regulations that are in effect at the time of their acceptance into the program. Any change of MDP policies and regulations will be communicated thoroughly and in writing with students by the MDP Director.

It is the priority of MDP faculty and staff that each student enrolled in the MDP has an excellent educational experience. The policies and guidelines described here were designed with this priority always front of mind. If students have a question or concern about any of the policies or guidelines listed herein, they are strongly encouraged to speak with the MDP Director. We acknowledge that sometimes, students' individual personal circumstances and needs require additional consideration. We make every effort possible within the limits set by existing UWinnipeg and MDP policies to accommodate reasonable requests.



2. The MDP- In Brief

The Master's in Development Practice: Indigenous Development (MDP) at the University of Winnipeg is a unique professional degree for aspiring development practitioners. It is a 24-month **course-based** program that teaches students to understand and manage global sustainable development challenges in an inter-disciplinary and collaborative environment. **Indigenous development** is the central theme that runs through UWinnipeg's distinctive MDP program, incorporating Indigenous experiences and knowledge into all aspects of development education.

The UWinnipeg MDP curriculum is informed by the guidelines proposed by International Commission on Education for Sustainable Development Practice¹ integrating the disciplines of health science, social science, natural science and management. Graduates will be integrators- that is, skilled practitioners with sufficient knowledge in many areas of specialty in each of the identified core areas of the MDP program to comprehend the interrelated influences that impede development and the ability to promote and implement integrated interventions.

The University of Winnipeg is part of a prestigious **global network** of MDP-offering institutions. As of 2018, there are over 30 MDP programs on 6 continents, including universities such as Columbia University, Berkeley University, Universidad Federal de Rio de Janeiro (Brazil), Ibadan University (Nigeria), James Cooke University (Australia), Universidad de los Andes (Colombia) and Tsinghua University (China). The University of Winnipeg is a founding member. All MDP universities are connected through the [Global Association](#), housed at Columbia University. Each cohort of UWinnipeg MDP students must elect a student representative to sit on the Global Student and Alumni Association. The student representative is a two-year term volunteer position. In addition, students are strongly encouraged to present at the annual International Conference on Sustainable Development, which is co-hosted by the MDP Global Association and held at Columbia University in New York City.

Uniquely, the MDP at the University of Winnipeg focuses on Indigenous innovations in sustainable development; a focus that re-centres Indigenous peoples, knowledge, ways of knowing and experience in discussions around *minopimatasiwini*, Cree for "the good life." Throughout the development of UWinnipeg's MDP program, there were extensive consultations with institutions outside of the University, including: University of Ottawa, University College of the North, Assembly of First Nations, Assembly of Manitoba Chiefs, National Commission for the Development of Indigenous Peoples (Mexico), Columbia University and the MacArthur Foundation. Moreover, the program is guided by the insight and experience of the UWinnipeg Indigenous Advisory Circle (see more below).

All students in the MDP program are required to complete **two field placements**- one in Canada and one internationally. Field placements are an invaluable opportunity for students to learn first-hand from practitioners, to compare and contrast Canadian and international experiences, to build up their professional skills and networks and to further deepen their understanding of the important connections between theory and practice. For more detail on the field placements please see **section 4.3**.

¹ http://www.macfound.org/media/article_pdfs/DEVELCOMM-EXECSUMM.PDF

The MDP uses a **cohort model**, which means that each year students take the majority of their classes together. Some years there may be some double cohort classes, but for the most part each class is made up of students from the same year of study. Occasionally there are students from other graduate programs at UWinnipeg in MDP classes. Each cohort is diverse. This diversity includes different ways of knowing, learning and being and also refers to the professional, educational and cultural diversity of students.

The MDP offers a **multifaceted learning process** through which students learn experientially, independently, through collaboration and teamwork, through research and practice, through respectful dialogue and debate and through engagement with Elders, practitioners, community organizations, instructors, advisors and other learners. Throughout the program, students are expected to respectfully and actively participate in experiential learning opportunities to learn first-hand about Indigenous culture, for example sunrise ceremonies, sweats, smudging, as a way to further their understanding of the important linkages between **cultural identity, belonging and development**.

The UWinnipeg program is designed in a collaborative way and sits within the **Faculty of Graduate Studies**. Faculty members are drawn from numerous departments across the University including, but not limited to Anthropology, Business, Chemistry, Economics, Environmental Studies and Sciences, Indigenous Studies, Human Rights and Global Studies, Geography, Political Science, Religion and Culture, Sociology and Urban and Inner-City Studies. Instructors also include development practitioners and Elders external to the University community. These instructors bring important practical insight to the classroom.

The administrative structure of the MDP reflects the considerable cross-disciplinary collaboration upon which the program is built. The administrative structure includes a **Graduate Program Committee** whose responsibilities are outlined in the UWinnipeg Graduate Studies Policies and Regulations. The Committee is comprised of four faculty members who teach in the MDP and the Chair of the Committee is the Director of the MDP. Every effort is made to have its composition be reflective of the 4 pillars of learning emphasized in the MDP- management/ economics; social sciences, environmental sciences, health and Indigenous development. Appointments to the committee are made on a yearly basis. The Committee meets monthly.

3. The Indigenous Context

The MDP at the University of Winnipeg is unique among the Global Association on account of its focus on Indigenous development. Indigenous development is a continuously evolving practice driven by Indigenous peoples and communities around the world. In this sense, this program may be seen as an alternative or complement to dominant approaches to development, which in the past have tended to treat Indigenous identity, culture and peoples as peripheral to or even as a hindrance to development. As pointed out by many Indigenous academics and practitioners around the world, Indigenous development may thus be understood as an emergent field of scholarly and professional pursuit; and yet Indigenous development as practiced by Indigenous peoples around the world has existed for centuries. It is on account of colonialism and ongoing racism that such development has been discounted, minimized and outright suppressed. Indigenous development acknowledges Indigenous peoples as actors in their own development. Indigenous development is not about applying new tools to the same problems. It is about seeing these very problems and opportunities in a new light. Throughout

the MDP program, students are asked to continuously reflect upon their ideas of Indigenous development and their role within this process.

An important part of this process is learning about and practicing effective and respectful allyship as many of the students in our program are not themselves Indigenous. By design the program brings together Indigenous and non-Indigenous learners and through its curriculum, bring together Western knowledge and ways of being with Indigenous knowledge and ways of being. Ultimately, students are trained in what Mi'kmaw Elder Albert Marshall calls "two-eyed seeing": "Learning to see from one eye with the strengths of Indigenous knowledges and ways of knowing, and from the other eye with the strengths of Western knowledges and ways of knowing...and learning to use both these eyes together, for the benefit of all."

The UWinnipeg MDP program includes intellectual and cultural traditions of Indigenous peoples in its very structure as a multi-disciplinary, holistic approach to development and as an educational model that emphasizes collaborative, experiential and individual learning, practical skill development and apprenticeship. Further, Indigenous content is included in each course in different ways. Some courses incorporate specific teaching cases and case-studies, for examples on the topic of natural resource development and First Nations communities. Others include strong components of experiential learning through participation in Indigenous cultural and spiritual activities, like sweats and other ceremonies. Still others involve field trips to local community based organizations and Indigenous organizations engaged in development, such as the Assembly of Manitoba Chiefs, and Winnipeg Boldness Project. The program, as a whole, looks at Indigenous development and different aspects are emphasized in different courses at different points in the program. No one course will touch upon all aspects of this complex subject.

The program offers both a global and a Canadian focus. On account of our location many case-studies and much of the historical context provided through the curriculum is Canadian. As of September 2015, all incoming students are provided with a Primer which will include some essential readings and online resources on Indigenous development. In particular, and given UWinnipeg's location, the Primer emphasizes the history of First Nations, Metis and Inuit peoples in Canada and the ongoing effects of colonialism and oppression in Canada and around the world. The Primer is intended to be a starting point for understanding complex concepts, themes and problems which will be further elaborated upon throughout the program.

UWinnipeg is uniquely situated to offer such a program. This city has the largest urban Indigenous population in Canada and second largest population in North America. The University of Winnipeg is one that respectfully acknowledges its location on Treaty 1 territory in the heart of the Métis Nation. The University has committed itself to providing an institutional framework that welcomes Indigenous perspectives in the institution's governance, programs, and services.

3.1 MDP Indigenous Advisory Circle

The MDP [Indigenous Advisory Circle](#) was constituted in September 2010, to guide the development of the MDP program. This is a body comprised of individuals, both internal and external to the University, with a shared interest in Indigenous development. The Advisory Circle provides an institutional mechanism to facilitate the contribution of Indigenous perspectives and development practitioner insights to the University's

MDP program. Members have expertise and professional experience in a range of relevant areas, including, but not limited to, health, gender issues, education, economic development, governance, human rights, and the environment.

In recognition of the valuable contribution made by its members and the relevance of their advice to Indigenous issues across the whole of the University community, the Board of Regents decided in 2011 to expand its mandate to constitute University-wide Indigenous Advisory Circle (IAC).

3.2 Indigenous-Centered Support Services

All Indigenous students² on campus are actively supported by the [Aboriginal Student Services Centre](#) (ASSC). ASSC was created to maintain a safe, educational and culturally sensitive environment for all First Nations, Métis and Inuit students at the University of Winnipeg. Located on the 2nd floor of Lockhart Hall, ASSC provides academic support (for example, academic advising and study skills workshops), Support Services (For example access to the Elders-in-Residence program and cultural and social activities). ASSC hosts a monthly potluck open to *all* UWinnipeg students as well as monthly sweats, which are and free of charge and open to all students, faculty and staff. Students must register prior for the sweats through ASSC. The Elders-in-residence are on campus on different days and all students, Indigenous and non-Indigenous, are encouraged to meet with them to learn more about Indigenous history, culture and language. It is not necessary to make an appointment but students should check with Jeff Booth, Aboriginal Student Support Officer (j.booth@uwinnipeg.ca/ 204-786-9818) of ASSC to confirm the hours and which elder is in residence on which day. Please see ASSC website: <http://www.uwinnipeg.ca/assc/> All Indigenous graduates, both undergraduate and graduate, are honoured at the annual Spring Powwow held in Duckworth Centre.

4. Key Program Components

4.1 MDP Orientation

Incoming students are required to take part in a week-long orientation³ that takes place immediately before their first Fall semester begins. The Orientation is for credit. The Orientation is where the cohort begins to build their community as a group of graduate students. The importance of building an inclusive community of culturally competent people is stressed. Through targeted exercises and fun social engagements, the orientation serves as a bonding experience for the incoming class, immerses the cohort within a Canadian First Nation community, and orients students to essential components and the unique approach of UWinnipeg's MDP program.

A central part of the Orientation is hosted in the Cree community of Fisher River where students are exposed to Indigenous culture first hand. Community political leaders, Elders, youth and knowledge-holders share their experiences, and the challenges and the successes of community development. Discussions include governance, environmental issues, education, health, traditional knowledge, language and the impact of residential schools. The importance of experiential learning is emphasized in the Orientation and students are encouraged to take

² According to the University of Winnipeg, 12% of the UWinnipeg student population self-declares Indigenous ancestry.

³ The exact duration of the orientation may change on a year-to-year basis. Students are notified ahead of time of the agenda and precise duration of the Orientation by early-mid August.

part in different cultural activities, including sweats, smudging, sunrise ceremonies and traditional medicine gathering.

The remaining parts of Orientation take place in Winnipeg, where presentations may include such topics as the history of treaties, urban Indigenous issues, conflict resolution and cultural competence. The precise agenda of the Orientation changes year-to-year based on student, faculty, staff and community feedback.

The Orientation is an important part of beginning the program in a good way, helping to lay the groundwork for understanding how non-Indigenous knowledge and Indigenous knowledge can be combined to do development differently. All students are required to participate in all aspects of the Orientation and successful participation is a requirement for graduation.

Orientation logistics

Students are transported to Fisher River and are expected to stay in Fisher River for a period of approximately 3 days total. Transportation, lodging and meals are covered by the Program. The accommodations are communal, with students sleeping in a cabin with female and male dorms.

The Orientation is intended for MDP students only. However, the program acknowledges that family circumstances may require a student to bring along their children. When there is a MDP student with a nursing infant or a student with minor dependent(s) who is unable to confirm child-minding for the duration of the Orientation, they are permitted to bring their children with them for the Orientation. It is important that students advise the MDP Coordinator as soon as possible if they will be bringing a child/ children with them for the Orientation. The program will endeavor to make childcare arrangements in Fisher River but this must be done with advance notice. Childcare costs and the costs associated with the additional meals are borne by the student. Accompanying children can stay in the communal accommodation, space permitting. If space does not allow, the student and their children may need to rent a room in the local hotel at their own cost. In the case of a nursing infant, if a spouse/ partner/ care-giver accompanies the student to care for the baby, their lodging will be provided for, space allowing. Otherwise, the same applies regarding hotel costs. Meals can be provided for accompanying family members at a cost. Please speak to the MDP Coordinator if you have any concerns or questions regarding childcare for the Orientation. *Advance notice must be given to the MDP Coordinator in the case of any accompanying children/ care-givers.*

4.2 MDP Courses

MDP students are required to complete 54 credit hours over a 24-month period for full-time students. Part-time students have four years to complete all course work. There are 42 credit hours of required core courses and 6 credit-hours of electives. Students have two options for their electives: either the course-based route or to apply for the Major Research Project stream. The following courses may be offered in either your first or second year of the program.

GDP-7700(1.5)	Orientation
GDP-7707(3)	Indigenous Economic Development
GDP-7708(3)	Global Class: Integrated Approaches to Sustainable Development Practice

GDP-7709(6)	Indigenous Thought and Worldviews: Sustainable Understandings
GDP-7790(3)	Seminar in Development Practice (Double cohort, 2 year course)
GDP-7716(3)	Indigenous Peoples, Globalization and Development
GDP-7721(3)	Strategic Planning and Project Management
GDP-7722(3)	Indigenous Research Methods
GDP-7750(3)	Managing for Environmental Sustainability
GDP-7714(3)	Canadian Field Placement
GDP-7704(3)	Health and Sustainable Development
GDP-7717(3)	Indigenous Self-Determination and Self-Government
GDP-7723(3)	Quantitative Research Methods
GDP-7724(3)	Indigenous Approaches to Program Evaluation: Theory and Practice
GDP-7725(1.5)	Full Circle: Capstone in Indigenous Development
GDP-7715(3)	International Field Placement

*Approved MDP elective courses:**

GDP-7702(3)	Human Security and Indigenous Knowledge
GDP-7703(3)	Indigenous Education in an Era of Globalization
GDP-7711(3)	Macroeconomic Development Policy
GDP 7712 (1.5)	Poverty and Human Rights
GDP-7713(3)	Business Planning in Indigenous Communities
GDP-7791(3)	Special Topics in Indigenous Development
GDP-7792(3)	Representations of Indigeneity
GIS-7024(3)	Bio-cultural Diversity Conservation
GIS-7125(3)	Indigenous Languages, Culture, Rights and Conflicts
GECON-7311(3)	Natural Resource Economics
GECON-7305(3)	Development Economics
GECON-7317(3)	Environmental Economics
GPCS-7550(3)	Indigenous Approaches to Peace-making
GPCS-7520(3)	Storytelling: Identity, Power and Transformation
GPCS-7010(3)	Interpersonal communication, Problem-Solving and Trust-Building
GPCS-7150(3)	International Human Rights and Human Security

* This list is not exhaustive and students may propose to the Director additional courses as potential electives. Please note that not every course is necessarily offered every year. The MDP Coordinator will provide an updated list of available electives in July of each year.

Electives

Students have 6 credits of electives available during the program. In general the electives are taken during the student's second year of the program. Approved graduate level courses may be taken in other graduate programs at the UWinnipeg. Courses at the University of Manitoba may be taken free of charge under the Western Dean's agreement. Please see the Graduate Studies Policies and Regulations for more information about this agreement.

Major Research Paper (GDP 7793)

This 6-credit course allows students to deepen their knowledge in a particular subject over a two term period. The Major Research Paper (MRP) is a piece of original writing based on independent research, submitted in fulfillment of the MDP MRP stream. Students must receive permission from the Director MDP to pursue the MRP prior to registration. To be eligible to consider this option students must have a GPA of 4.0 in the first year of their MDP. Students are required to have a confirmed faculty advisor prior to registering for the MRP. Students on academic probation are not eligible for the MRP. Interested students should discuss the possibility with the Director by end of Winter term of their first year.

4.3 Academic Advisors

At the beginning of the program, MDP students will be assigned an academic advisor. Advisors are tenured or tenure-track faculty members at the University of Winnipeg. As per UWinnipeg Graduate Studies Policy and Regulations, the Academic Advisor shall: “1) assist students with planning a program of study; 2) ensure that students are aware of all general regulations, program requirements, and degree regulations of the graduate department and the Office of the Dean of Graduate Studies; 3) in accordance with University of Winnipeg Graduate Studies regulations, shall attend all supervisory committee meetings as well as student thesis, clinical, or technical practicum examinations; and 4) prepare an annual report of the progress of the graduate student.” The Annual Progress Report (APR) must be completed only once in a two-year program, after the first year of the program. For part-time students, the APR must be completed for every year except the final year of the program.

5. Field Placements

More detailed information on field placements is contained in the **Student Field Placement Information Packet**. This information packet is distributed to students in their first term of the program. For ease of reference, what follows is a brief summary of pertinent information.

Students are required to do **two field placements**, one in Canada and one international. Each placement is for a duration of 10 to 12 weeks, with the student working between 20-30 hours a week. In general, the placements are conducted during the spring/summer terms in Indigenous communities or with organizations (NGOs, government organizations, private sector) working with Indigenous communities. 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. Students are encouraged to watch the MDP video, [A Sharing of Cultures](#), to learn more about the importance of the placements from the perspective of fellow students.

The program has an ever-expanding list of program partners from which placements are selected on a yearly basis. Students may also opt to initiate their own placement, as per the program's guidelines as outlined in the

Student Field Placement Information Packet. A program priority is to ensure a “good-fit,” maximizing student learning while also meeting community-identified needs.

Briefly, the Host-Student matching process is as follows⁴:

- Fall: Students are provided with a list of possible placements and areas of work/research. Generally, there will be more potential placements than students so as to ensure the best possible match for students and hosts;
- Late Fall: Students submit their top three choices for placements;
- According to the organization’s needs and the student’s preference and eligibility, the program matches and makes recommendations to the host organization regarding which student(s) would be most suitable;
- The host organizations receive recommendations, review selected students’ CVs, possibly interview the student and make a decision according to their need; and
- January/February: Final decisions are shared with student.
- The program retains the right to make the final decision regarding a placement.

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 non-essential travel.” To access Government of Canada travel advisories: <http://travel.gc.ca/travelling/advisories>

Field placements in the **United States of America** may be counted as either domestic or international, as per the student’s learning and career objectives.

All students are required to complete a domestic and international placement. The different contexts provide students with valuable learning, the opportunity to compare and contrast across cultural contexts, and strengthen their cross-cultural and professional skills. Some students’ personal situations may warrant an exception, for example when a student’s health, family situation, and/ or mobility make an international placement unduly difficult. Under these exceptional circumstances, and with prior approval from the Director, a student may be approved to complete two placements in Canada. Students must submit their request in writing, detailing their rationale and if relevant a Doctor’s certificate, to the Director by the end of December of each year.

Students with dependent children who opt for a placement outside of Winnipeg may, situation dependent, be permitted to take their children at their own cost.

Students may be required to complete their placements as part of a student-team, which may include MDP students from other MDP programs. Students may also be permitted to complete a placement on their own. This is determined on a case-by-case basis depending on the placement requirements.

⁴ Every effort is made to adhere to this timeline, however due to matters outside the control of the program, dates may be subject to change.

Participation in this important and required component of the Master's in Development Practice program (MDP) is dependent upon permission of the Director of the program. Normally, students must be in good academic standing, not on academic probation, before commencing a placement. For further information on minimum academic standards and performance requirements please see section 7, "Academic Regulations," in the Graduate Studies Policies and Regulations.

5.1 Pre departure preparation and return debrief

Equally important as the learning that takes place during the placement is the learning that occurs prior to departure and upon return from the placement.

Students are required to participate in the MDP Field Placement **pre-departure** preparation. 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. Students are also required to participate in **re-entry** debrief after completing their field placements to share experiences, engage in collaborative reflection and to discuss the personal growth that occurred during the field placement.

All students are required to prepare and publicly present on their field placement at the annual **MDP Symposium**. The audience includes fellow students, faculty and staff of UWinnipeg, community members, host partners and program donors. Attendance at the Symposium is mandatory for all MDP students. In exceptional circumstances, and with prior approval from the Director, a student may submit an audio-visual presentation to be presented in their absence. Symposium presentations may be filmed and videos posted to the MDP website. If a student has a concern about this, please contact the Coordinator ahead of time.

5.2 Field Placement Costs

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 provides financial assistance to students to better enable them to do the field placements that best match their learning and career objectives. This financial support is described below. The financial support provided to UWinnipeg MDP students for their field placements is exceptional among the MDP network.

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. Excess 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. When a student chooses to drive to the placement site, and a vehicle is not required for the placement, the maximum mileage allowance given will be the amount equivalent to a return economy flight cost to location.

Travel During Placement:

Local travel to and from the place of work 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 \$CDN 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 valid driver's license. Rentals are made by the MDP Coordinator. 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, in such remote placements, 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. Generally, no other additional travel costs will be covered by the program than that which 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 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. Students living in their own home are not eligible to receive accommodation support.

c) **Field Placement Living Expense Bursary:**

All students will be provided with a bursary to assist with living costs incurred while doing a field placement. **No receipts for the bursary 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.

Bursary amounts 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 or paid for directly by the University, the student bursary will be reduced accordingly.

Students who do their field placement through MDP partner SWB/ WUSC, will receive financial assistance directly from SWB/ WUSC, including a living allowance. MDP will only cover the SWB/ WUSC placement fee and relevant direct costs as described in section (a). When a student receives a *Queen Elizabeth II Diamond Jubilee Outgoing Scholarship*, the student is responsible to cover SWB/ WUSC placement fee.

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.

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.

Students who are awarded major field placement specific awards, such as the *Queen Elizabeth II Diamond Jubilee Outgoing Scholarship*, are expected to cover all placement-related costs out of the scholarship. Recipients will receive a spring tuition scholarship from MDP. In those cases where the scholarship money is demonstrably insufficient to cover placement costs, MDP may provide some level of financial support. This will be determined on a case-by-case basis.

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

6. Registration

Registration for Fall/Winter term is open from July 1st - August 15th of each year. Students are encouraged to register as soon as they are able. Registration takes place online through WebAdvisor/ Student Planning. The MDP Coordinator will send the course list to register in for the first year.

It is the student's responsibility to register in a timely manner. Registrations processed after the course change period will incur applicable late registration fees.

Graduate Studies requires graduate students to be continuously enrolled. In other words, graduate students cannot take a leave without prior Graduate Studies Committee approval.

Students must register for the Spring/ Summer term in order to do their field placements. Registration begins March 1st of each year and must be completed before the end of April for each year.

In order to be able to register for Spring term, i.e. the field placement, all Fall/ Winter tuition must be paid. There cannot be any holds on a student's account. A hold from Fall/ Winter will mean that spring registration is delayed until the outstanding tuition is paid. If a student is not registered for spring term, they cannot complete their field placement. Students who are not in good academic standing will not be permitted to register for the field placement.

A student with a hold on their account, i.e. unpaid tuition, will not be permitted by the University to graduate. Upon payment of outstanding fees, the student, providing all other conditions are met, will be permitted to graduate.

7. Tuition

The MDP: Indigenous Development is a unique program, offering significant advantages that set it apart from other graduate programs. In addition to completing a curriculum of inter-disciplinary course offerings, students in the MDP benefit from a prestigious international [Indigenous Advisory Circle](#), a program orientation in a First Nations community, numerous skill-building workshops, one-on-one career counseling through the [Indigenous Resource Centre](#) and the opportunity to meet and connect with numerous leaders in development who participate in the MDP as guest lecturers and employer-mentors. Students are immediately connected with an [international network](#) of development practitioners through the Global MDP Association of MDP and are encouraged to apply for and attend the annual [International Conference on Sustainable Development \(ICSD\)](#), co-hosted by the Global MDP Association and the Sustainable Development Solutions Network and held at Columbia University in New York City. Students who are invited to present at the ICSD are eligible to apply for a UWinnipeg MDP travel grant specific to this conference. Importantly, MDP organizes, coordinates, and provides significant financial assistance for the two required field placements, as described above. The MDP provides a significant pre-departure orientation, with a strong emphasis on cross-cultural competency, and a public symposium upon their return, where students share their experiences with the wider community.

The total annual program fee, including tuition and fees, is subject to change on an annual basis and according to the fees assessed by Student Services. For amounts please see [Graduate Studies fee information](#). Tuition for part-time students is pro-rated for 4 years. As a global program, which values the diversity of thought and experience of international students in the classroom, the MDP is unique in that it does not charge differential tuition for domestic and international students.

All MDP students are automatically placed on a payment plan. This plan is designed to facilitate tuition payment by breaking it into three equal parts payable in September, January and May of each year. Students who do not pay tuition by the respective deadlines will be charged a late fee of \$125.00, as per Student Services policy.

Fee Policy for Withdrawal

Fees are 100% reversed if withdrawal occurs BEFORE the end of the course change period of that term and subsequent ones. If withdrawal occurs after course change period, no fees will be reversed for that term or previous ones. The program add/ drop date is set on an annual basis by Graduate Studies – Office of the Registrar and students are responsible for knowing this date. In general, it is mid-late September/Jan/May. MDP tuition is program-based and is not based upon the number of courses taken. Reversal of fees as indicated may or may not include the GPASS fee, depending on timing, and the UWSA Health Insurance plan.

8. Financial Support

The MDP is committed to being a financially accessible program. All MDP students receive significant financial support for tuition during the regular time for completion of the program, either full time or part time.

Since the program's inception, **no student has paid full tuition**. To date, full time students have received approximately fifty percent of tuition in funding for each year of the two-year program. Part-time students received similar funding spread over four years. In addition to this, students receive generous field placement cost coverage and bursaries.

Funding for tuition scholarships is conditional upon academic performance. **Students on academic probation are not eligible for financial support from the program**. Demonstrated student initiative in applying for scholarships is an important factor considered in funding deliberations. MDP scholarship deliberations are the responsibility of the Graduate Program Committee and in some instances of the Graduate Studies Scholarship Selection Committee.

Incoming students receive notification of the amount of financial support they are to receive in their letters of offer and current MDP students are notified of financial support for their second year in Spring term of their first year. Students must cover the difference between the tuition and the funding support offered.

All students are encouraged to apply for major external and internal awards such as the Tri-Council Awards (SSHRC, CIHR, NSERC), Manitoba Graduate Scholarship, the University of Winnipeg Graduate Studies Scholarship and the Canadian Queen Elizabeth II Diamond Jubilee Scholarship. Past experience suggests that MDP students are very competitive for these prestigious awards. The deadline for the MGS, the UWGSS and QES deadline is March 1st of each year. Applications are submitted to the Director, MDP. Please see the [Graduate Studies Scholarships and Awards page](#) for more information.

The Graduate Studies Office administers all Graduate Student scholarships, in collaboration with UWinnipeg Awards and Financial Aid. Scholarships are applied directly to a student's account and go towards tuition alone. In general, scholarships are dispersed in three installments, corresponding to the tuition payment plan.

For a more complete list of scholarships available, applicable deadlines and eligibility and admission requirements see the Graduate Studies Scholarships and Awards page: <http://www.uwinnipeg.ca/graduate-studies/scholarships-and-awards/index.html>

For further assistance about scholarships and in applying for them please contact:

Jennifer Ledoux, Career Counselor
MDP
@: je.ledoux@uwinnipeg.ca
T: 204-786-9157

*Allison Norris, Awards, Training &
Communications Officer, Graduate Studies Office*
@: a.norris@uwinnipeg.ca
T: 204-786-9093

9. Student Support

Career Support

The MDP provides specific and sector related career counseling for MDP students. Through one-on-one meetings, workshops, community networking events, UW graduate students are connected to a diverse array of practitioners of Indigenous development. Please contact Jennifer Ledoux, MDP Career Counselor, (je.ledoux@uwinnipeg.ca 204-786-9157) for more information.

Academic Support

The University of Winnipeg's tutoring services provides free one-to-one peer tutoring in writing in room 3G11 and asynchronous online peer tutoring consultations. Tutors focus on helping students learn about writing, discover areas in which their writing can improve, and learn about how to resolve issues in their writing. Tutors will not proofread or edit students' papers. For more information please see: <http://uwinnipeg.ca/writing-centre/>

There is also a dedicated Graduate Student Tutor who provides peer support and one-on-one peer tutoring to graduate students as well as provides genre specific (proposal, conference paper, citation) workshops for individual graduate programs throughout the academic year.

International students can also utilize the University of Winnipeg International Tutor Program which provides one-to-one tutoring on study skills and academic paper writing. For more information, please contact International Student Services: First floor of Rice Centre, 475 Portage Ave. / 204.786.9469/ iss@uwinnipeg.ca <http://www.uwinnipeg.ca/student/intl/services-for-all-students/international-tutor-program.html>

Counseling Services

Personal counseling is available for free to any student currently registered at the University of Winnipeg. Please visit the website for more information on what services are offered and when and to make appointments. <http://www.uwinnipeg.ca/student-wellness/>

Elders in Residence:

There are currently four elders-in-residence, on campus Monday-Friday, 8:30-4:30pm. Their offices are in 2L01B, in the Aboriginal Students Services Centre. <http://www.uwinnipeg.ca/assc/elders-in-residence.html>

Travel Support:

MDP encourages students to keep abreast of conferences, workshops and events related to development and Indigenous development in particular. There are many such events happening locally every year. Similarly, there are interesting conferences across Canada and internationally. Students are strongly encouraged to apply for the UWSA Travel Grant and the Graduate Studies Travel Grant. Both have their respective deadlines of which students should make themselves aware. More information on these grants may be found here: <http://www.uwinnipeg.ca/graduate-studies/scholarships-and-awards/internal-awards.html>

10. Academic Regulations

The following information includes excerpts from the UWinnipeg [Graduate Studies Policy and Guidelines](#). Students are responsible for reviewing said policy and guidelines in full and in detail.

Minimum Academic Standing and Performance Requirements

As per UWinnipeg Graduate Studies Policy, MDP students are expected to maintain a minimum degree grade point average (GPA) of 3.0, and to achieve 3.0 in all core MDP courses in order to continue in, and graduate from the MDP program. Students who receive one course grade of C+ or lower normally will be placed on probationary status. A second grade of C+ or lower will require withdrawal according to the regulations set out in the UWinnipeg “Involuntary Withdrawal for Academic Reasons.” Students who receive one course grade of C or lower normally are required to withdraw according to the same regulations.

Plagiarism

Plagiarism is a form of academic dishonesty in which individuals present published or unpublished work (written, electronic or other) of another person or persons, in its entirety or in part, as their own. While scholarship quite properly rests upon examining and referring to the thoughts and writings of others, when excerpts are used in any work submitted for evaluation, the sources must be acknowledged, using an accepted format for the discipline. Acts of plagiarism may include, but are not necessarily limited to, one or more of the following:

- not giving recognition to the author for phrases, sentences, thoughts, code, or arguments incorporated in written work, software or other electronic sources. This can take the form of incomplete footnotes, endnotes, references and/or bibliographies; not using quotation marks or referencing appropriately when quoting directly; not referencing appropriately when quoting indirectly, to indicate the source of the ideas and work of another;
- submitting the published or unpublished work of another person in part or in whole as one's own;
- submitting the same work for evaluation to more than one course without the consent of each instructor to do so;
- two or more students submitting identical or virtually identical work for evaluation when the work was intended to be completed individually. Please see page 33 of the Graduate Studies Policy and Guidelines for more information.

Completing Course Work

Students are expected to complete all work required in each course and to do so within the time allotted by the instructor. However, when medical, compassionate or other circumstances beyond the student's control create situations in which it is impossible, or causes undue hardship, for the student to complete all assignments and tests by the due dates within the term, a student may appeal for an incomplete. The Instructor identifies new deadlines and if needed, alternative assignments. Students must speak with the MDP Director immediately if an appeal for an Incomplete is forthcoming. The Director will provide students with the “Appeal for Incomplete Term Work” form.

Grade Appeals

Process and policy around graduate student grade appeals are found in the Graduate Studies Policy and Regulations and students are encouraged to read the corresponding section in full should they wish to submit an

appeal. Appeals on a grade for an individual assignment/ exam or appeals on a final course grade are submitted to the MDP Graduate Program Committee. Please refer to the Graduate Studies Policy and Regulations document for more detailed information, including eligible grounds for an appeal.

Time Limits

Full time students should complete all requirements within 24 months of their initial registration. Part-time students have 4 years to complete their program requirements. Should a student not have completed the program after this time, they are required to pay for continuance term(s).

Continuance Term

MDP students who require additional time to complete the degree beyond the allotted number of terms must register for a Continuance Term. For a continuance term, students are required to pay the [UWinnipeg Graduate Studies Continuance Fee](#). MDP students will not receive program financial support for continuance terms.

Leave of Absence

In exceptional cases, students may be granted an approved Leave of Absence for personal, health, or other reasons which temporarily prevent continuation in the MDP program. The maximum amount of time for which a Leave of Absence can be granted is one year. A leave will not be granted retroactively. The request must come from the student, be endorsed by the MDP Program Committee and finally be approved by Graduate Studies Committee.

Graduation

In general, full-time MDP students have their Convocation ceremony in the October convocation. Students must apply for graduation by August 15th. Please find application form here: <https://www.uwinnipeg.ca/index/cms-filesystem-action?file=pdfs/student-services/applicationforgraduation.pdf> Application deadlines for Winter graduation is November 15th and Spring graduation is February 15th.



11. MDP Student Commitment to a Respectful Learning Environment

Located in downtown Winnipeg on Treaty 1 lands, in the heart of the Métis Nation, the University of Winnipeg offers an excellent setting for cross-cultural learning, where First Nations, Métis and Inuit, Canadian non-Indigenous and international Indigenous and non-Indigenous students and faculty learn from each other in a spirit of friendship, discovery and respect.

Students' attitudes towards others and towards their own learning and work are equally as important as their knowledge and skills. Being a development practitioner requires that work be carried out in institutional and international contexts with many different interpersonal and cultural challenges. Development practitioners are required to foster collaborative ties among persons and organizations with diverse and sometimes conflicting interests and worldviews, often with previous, and not always positive, interactions. These challenges have to be taken on while students are cognizant of their own personal limitations and biases.

While enrolled in the UW MDP program, students are held to high ethical standards and are required to carry out academic and community work with honesty, integrity and with respect for fellow students, faculty and staff. As per the University of Winnipeg's Policy on Respectful Learning and Work Environment <http://www.uwinnipeg.ca/hr/policies/docs/respectful-work-learn-enviro-policy.pdf>, all students have the right and responsibility to build dialogue and contribute to a respectful learning environment.

There are four key attitudes that MDP students are expected to display. These attitudes are equally as applicable and important when students become alumni and are working as development practitioners.

Participate as an Active Learner. Students must actively and meaningfully engage in the learning process. As a program that focuses on Indigenous development, this requires students to respectfully participate in Indigenous cultural practices as a form of experiential learning. It also requires that students be willing to work independently and collaboratively with all other students. This means that students will prepare adequately for class, participate meaningfully, listen actively, contribute to group work equally, submit course work as scheduled, accept constructive feedback on their work and learning and provide constructive feedback on their learning experience.

Practice Open-mindedness. Students are required to thoughtfully and respectfully consider, on the basis of evidence, a diversity of theories, ideas, beliefs, and approaches to problems and solutions within development discourse. Students are required to consider viewpoints other than their own, actively try to understand the range of ideas and beliefs pertinent to any given issue, and consider the relevant evidence for various theories and beliefs. It requires the courage to ask questions and to challenge accepted wisdom, and the willingness to critically appraise all possible approaches and methods for resolving problems.

Act Ethically. Students must understand and respect the key principles of academic integrity, and adhere to the standards set out by the University of Winnipeg covering academic misconduct. Students must know how to engage with the community in an ethical way and undertake all work in the MDP field placements with the utmost integrity, sincerity and discipline.

Engage Respectfully. All students, as they engage in learning activities, must conduct themselves in a respectful way with other members of the university community, including other students, instructors, and staff. They must conduct themselves in a respectful way with all community partners, MDP Field Placement Hosts. This requires students to behave in a transparent and honest way. Behaviour that may constitute harassment, bullying, or discrimination is absolutely unacceptable and will be dealt with in the manner set out in the University of Winnipeg's Policy on Respectful Learning and Work Environment.

Students are asked to **sign a copy** of the Respectful Learning Environment at the onset of the program. Student signature signifies that the student has read the entire policy and that they agree to make all reasonable efforts to uphold and follow it to the best of their ability.

12. Important Contact Information

Claire Reid, MDP Director (Returning August 2018)

Office: 3RC086- Richardson College for the Environment and Science Complex

Phone: 204-988-9157

Email: c.reid@uwinnipeg.ca

Tamara Dionne Stout, MDP Coordinator

Office: 3RC060- Richardson College for the Environment and Science Complex

Phone: 204-258-2998 (office) / 204-297-2860 (cell)

Email: ta.stout@uwinnipeg.ca

Jennifer Ledoux, Career Counselor

Office: 3RC059- Richardson College for the Environment and Science Complex

Phone: 204-786-9157

Email: je.ledoux@uwinnipeg.ca

Allison Norris, Awards, Training & Communications Officer

Faculty of Graduate Studies

Office: 1RC023C – Richardson College for the Environment and Science Complex

Phone: 204-786-9093

E-mail: a.norris@uwinnipeg.ca

Dagmawit Habtemariam, Graduate Studies Admissions and Student Tracking Officer

Faculty of Graduate Studies

Office: 1RC023B - Richardson College for the Environment and Science Complex

Phone: 204.786.9309

E-mail: d.habtemariam@uwinnipeg.ca

Eric Benson, Coordinator, Student Records (Graduate Studies)

Graduate Studies - Office of the Registrar

Office: 2RI60 – Rice Building

Phone: 204-786-9466

E-mail: e.benson@uwinnipeg.ca

Important Websites:

UWinnipeg MDP: <http://mdp.uwinnipeg.ca>

Graduate Studies Office: <http://www.uwinnipeg.ca/graduate-studies/>

Aboriginal Student Services Centre: <http://www.uwinnipeg.ca/assc/>

Global MDP Association: <http://mdpglobal.org/>

UWinnipeg Tutoring Centre: <http://uwinnipeg.ca/writing-centre/>

UWinnipeg International Students Centre: <http://www.uwinnipeg.ca/student/intl/>