

## **INDEPENDENT WORK/STUDY COURSES IN INTERNATIONAL DEVELOPMENT (IDEV\*3200, IDEV\*4190, IDEV\*4200)**

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Please read through the information below, and if you have any questions contact the IDS Academic Advisor at [lblenkin@uoguelph.ca](mailto:lblenkin@uoguelph.ca) or x 56175.

### **COURSE DESCRIPTIONS**

#### **IDEV\*3200 Individual Work/Study in International Development S, F, W (3-0) [0.50]**

This course is intended for international development students who seek to combine work and study in development with their academic course work. It may be used in connection with internships or work at international development agencies or other appropriate businesses and organizations (in Canada and abroad), for research and/or experience in a developing country, or for other practica or programs. Any faculty member at the University of Guelph with appropriate expertise may supervise the work/study project. In each case, the student and faculty member will agree on an outline of the work/study project and evaluation criteria. In all cases the project will involve a writing component. This course may be used also as a reading or special-topics course.

Prerequisite(s): 10.00 credits

Restriction(s): Written approval of the academic advisor for international development

#### **IDEV\*4190 Regional Context S, F, W (1.5-0) [0.25]**

In this course students will learn about a region that they intend to study further in an advanced work/study project (IDEV\*4200) or in a structured semester abroad. It may be offered on a reading basis or as a seminar.

Prerequisite(s): 10.00 credits including IDEV\*2500

Restriction(s): Written approval of the academic advisor for international development

#### **IDEV\*4200 Advanced Work/Study in International Development S, F, W (3-0) [0.75]**

Individual international development work/study option at an advanced level. See IDEV\*3200 for course description.

Prerequisite(s): IDEV\*4190

Restriction(s): Written approval of the academic advisor for international development

### **NOTES REGARDING THE USE OF THESE COURSES**

1) These courses may be used to combine work or volunteer experience with academic course work OR as regular reading or special topics courses.

2) The project and assignments should reflect the credit weighting assigned to each course. See *Suggestions for possible course assignments* on following page. All work/study courses will involve a writing component.

3) With the permission of the Academic Advisor for International Development, students may replace 0.50 credits from their Area of Emphasis with IDEV\*3200, or 1.00 credits from their area of emphasis with IDEV\*4190 and IDEV\*4200 (as noted in the academic calendar).

4) To successfully complete an advanced work/study project (IDEV\*4200) worth 0.75 credit, it is important that students complete IDEV\*4190 Regional Context to gain the necessary background knowledge and experience of the specific region or subject area. The student may take IDEV\*4200 without the IDEV\*4190 prerequisite only if the supervisor feels that the student has acquired sufficient knowledge in the area to warrant a waiver.

5) The student may take IDEV\*4190 and IDEV\*4200 during the same semester for 1.0 credit, as long as the supervisor and the ID advisor are agreeable. The student must register for both courses and a grade must be submitted for each course.

### SUGGESTIONS FOR POSSIBLE COURSE ASSIGNMENTS

**NOTE: All work/study courses will include a writing component.**

	<b>Course includes work or experiential component</b>	<b>Course taken as reading or special topics course</b>
<b>IDEV*3200 (0.50 credit)</b>	Proposal, final report or research paper, report from other supervisor (responsible for work, internship, volunteer work), journal, logbook, blog.	Research paper, notes on readings, discussions/meetings with supervisor, annotated bibliography, outline of paper and references, proposal, book review, oral review.
<b>IDEV*4190 (0.25 credit)</b>	Proposal, reading notes, discussions with supervisor, annotated bibliography, outline of paper and references, book review, research paper.	Proposal, reading notes, discussions with supervisor, annotated bibliography, outline of paper and references, book review, research paper.
<b>IDEV*4200 (0.75 credit)</b>	<b>Research paper required (and proposal, if not completed as part of IDEV*4190),</b> primary research, formal journal or logbook of work/research with references to readings, report from other supervisor (responsible for work, internship, volunteer work), formal presentation (with photos, slides...) to supervisor.	<b>Research paper required (and proposal, if not completed as part of IDEV*4190),</b> primary research, research/reading notes, discussions with supervisor, annotated bibliography, outline, oral review.

## PROCEDURES AND GUIDELINES FOR STUDENTS

1. Find a supervisor (he/she must be a faculty member at the University of Guelph) and begin discussions about the work/study project at least one semester before you are registered. Before contacting potential supervisors, you should think carefully about what it is you want learn as part of this course. You are responsible for finding a supervisor, although the ID advisor can provide assistance if needed.
2. Together with the supervisor, decide on a specific topic for the work/study project, deadlines and method of evaluation. You and your supervisor complete and sign the Participation Agreement form (see below). Three copies of the form are required. Both you and supervisor retain a copy, while the third copy of the form must be submitted to the ID advisor.
3. You must obtain permission to register for the course from the ID advisor. **The ID advisor will not give approval to register for the course without having a completed Participation Agreement form in hand.**
4. All regulations and procedures applying to regular courses also apply to these work/study courses. You should be familiar with the policies on academic misconduct, e-mail communication and other University policies.
5. **Ethics approval process:** Ethics clearance must be obtained before conducting any research involving human participants. For the purposes of ethics application and clearance, undergraduate students must list their supervisor as the principal investigator. For more information, see the Research Ethics Board info sheet at the end of this document.
6. You may register for the course in the semester during which the research or work experience is undertaken or in a subsequent semester. **Note:** Students who plan to travel internationally should allow sufficient time for “re-entry shock” or should consider registering in the course in the following semester.
7. **Students planning to travel abroad as part of this course:**
  - Given the inherent risks to international travel, **all** U of G students are required to complete DepartSmart, an online pre-departure orientation run by the Centre for International Programs. DepartSmart is mandatory for any student travelling internationally as part of a University of Guelph activity, even if the student has lived, travelled or worked in this same country in the past. This is a University policy put in place to minimize the risk to the student and the institution.
  - DepartSmart modules cover information on topics which are particularly relevant for those pursuing academic travel. **Remember, it is your responsibility to ensure you are adequately prepared for your trip.**
  - Visit to <https://www.uoguelph.ca/cip/guelph-students/preparing-student-travel/pre-departure-orientation> to register for DepartSmart.

**INDIVIDUAL WORK/STUDY COURSES IN INTERNATIONAL DEVELOPMENT  
PARTICIPATION AGREEMENT**

Student name \_\_\_\_\_ ID# \_\_\_\_\_

Student Uof Guelph e-mail \_\_\_\_\_

Supervisor \_\_\_\_\_ Dept. \_\_\_\_\_

Supervisor extension/e-mail \_\_\_\_\_

Please check:

IDEV\*3200 (0.50 cr) \_\_\_\_\_ IDEV\*4190 (0.25 cr) \_\_\_\_\_ IDEV\*4200 (0.75 cr) \_\_\_\_\_

Semester in which the student is registered in the course \_\_\_\_\_

**Description of Work/Study Project:**

(Please be specific about the academic content of the project. Use a separate sheet of paper if necessary. Specify if project involves international travel and if so, please give indication of timeline.)

**Method of evaluation:**

(Please be specific. Include assignments, dates, and grade weighting.)

I have read and understood the 'Description, guidelines and procedures' for the Individual work/study courses in International Development as outlined in the pages attached to this agreement. If international travel is part of the work/study course, I (the student) agree to participate in a Pre-departure Orientation Session run by the Centre for International Programs prior to leaving.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

**3 copies of this agreement are required: 1) student; 2) supervisor; 3) ID advisor**



**RESEARCH ETHICS BOARD**  
**University Centre 437, Guelph, Ontario N1G 2W1**  
**519-824-4120 X58024**

If you plan on undertaking research involving human participants during the course of your studies, you will need to learn about research ethics.

**What is research ethics?**

Canada has guidelines which must be followed when a researcher plans to interact with other humans for the purposes of research. These guidelines are called the Tri-Council Policy on Ethical Conduct for Research Involving Humans, 2nd Edition – or TCPS2 for short.

Sometimes it is difficult to determine exactly when you are doing 'research'. For the purposes of research ethics, we consider that you are undertaking research when you are gathering information which will be used in a thesis or major paper at the graduate or undergraduate level, or for submission for course credit. If you are participating in a volunteer project or placement in Canada or abroad, you will be interacting with other people. This would only become research if you plan to use this information and write about your experience as part of, for example, an independent study course when you return to Guelph.

**What kind of research needs an application?**

Any research involving living human beings – everything from interviews and focus groups through to clinical trials, requires the researcher to submit an application to a Research Ethics Board (REB). The University of Guelph has an REB which reviews all research done by faculty, staff and students at the U of G.

**Do I need a special application if I'm doing my research outside of Canada?**

No, you use the same application. You will also need ethics approval from a board in the country in which you are doing your research. Many countries have REBs or Institutional Review Boards (IRBs) as they are called in the US. If you are going to a country which doesn't have a system of ethics review, you will be expected to have connections with a local university or NGO – some reputable organization which can offer you advice primarily about how to ensure that your research is culturally sensitive.

**Can I go to any country and do research?**

Students may not be able travel to countries which have an official travel warning issued by the Canadian government.

All students travelling outside Canada on a program in connection with their academic work, research or any other activity officially organized under the auspices of the University of Guelph must complete an on-line pre-departure orientation called DepartSmart. To register for DepartSmart go to <https://www.uoguelph.ca/cip/guelph-students/preparing-student-travel/pre-departure-orientation> and follow the instructions.

All students conducting research abroad are bound by the University's Safe International Travel Policy which can be found here <https://www.uoguelph.ca/cip/guelph-students/preparing-student-travel/safe-travel-information>

## When do I have to get ethics clearance?

You must have clearance in place BEFORE YOU START TO RECRUIT PARTICIPANTS OR COLLECT DATA. If you are going overseas, the final clearance can occur while you are there, but be aware that internet service can sometimes be unreliable, particularly when you are emailing large documents, so it's best to obtain clearance before you go. Ethics clearance is never given retroactively. If you do the research without ethics clearance, you will not be able to use it in your thesis or publish it. This also applies to undergraduate students who may be wanting to do research for publication or academic credit. You must obtain ethics clearance BEFORE YOU LEAVE.

## How do I get ethics clearance?

Submit an **REB Application to Involve Human Participants in Research**. Here are some tips:

- Get your application in early. It can take anywhere from 2 to 6 weeks or more to obtain clearance.
- Include any other documents you might need such as lists of questions, recruitment documents, consent form(s), information letters etc.
- It is actually your faculty supervisor who submits the application, so work closely with him/her in filling out the forms.
- You will receive a reply from the REB requesting changes. Communications will always be addressed to the faculty supervisor, and copied to the student. If you are confused, annoyed, baffled, or otherwise troubled by the response you receive, call or email the ethics office for clarification. It is more than likely a communication problem.
- Be prompt in responding to REB emails – we try to be prompt in addressing your revisions. Be patient, but feel free to ask questions and seek clarification.
- Once your project is ready for clearance, you will receive an emailed copy of an approval certificate. Your faculty advisor will receive the signed hard copy in the university mail. You will receive ethical approval for the period of one year. Once your project is complete (you are no longer interacting with human participants) then you or your faculty supervisor can submit a completion report – these are available on the website.

## Contact Information:

### Research Ethics

University Centre Room 437 (please make an appointment)  
X58024

[reb@uoguelph.ca](mailto:reb@uoguelph.ca)

Office of Research Ethics website: <http://www.uoguelph.ca/research/services-divisions/ethics>

Forms Webpage: <http://www.uoguelph.ca/research/services-divisions/ethics/forms-procedures-policies-guidelines>

TCPS2: [http://www.pre.ethics.gc.ca/pdf/eng/tcps2/TCPS\\_2\\_FINAL\\_Web.pdf](http://www.pre.ethics.gc.ca/pdf/eng/tcps2/TCPS_2_FINAL_Web.pdf)

Centre for International Programs (CIP): <http://www.uoguelph.ca/cip/>

Remember, ethical research is more than just filling out forms and getting signed consent. Feel free to discuss any concerns you may have about the ethics review process or any aspect of your research with the Director, Research Ethics or your faculty advisor.