

**Global Engagement**  
***International Work Opportunity Grant***  
***WUSC Corporate Volunteer Program***

Program Guidelines

***\*The following Program Guidelines apply to the Global Engagement - International Work Opportunity Grant, under which WUSC's Corporate Volunteer Program is offered as one application option. If you are interested in applying for a Grant to support an International Work Opportunity outside of the WUSC Corporate Volunteer Program, please see the applicable form on our website, here: <https://international.viu.ca/global-engagement/global-engagement-grants>.***

**Purpose**

The **Global Engagement *International Work Opportunity Grant*** is designed to engage VIU faculty and staff in high quality international workplace-based experiences that fulfill the following objectives set out in the International Education Strategic Plan to:

- Foster global literacy among VIU employees, building intercultural skills, and insight into international students' experiences.
- Deploy the skills of VIU employees to address a specific, carefully defined interest or opportunity put forward by an ongoing or new strategic partner, thereby contributing to the fulfillment of our partnership commitments.
- Further VIU's internationalization goals.
- Contribute to the objectives of VIU's Academic Plan, specifically to:
  - Attract and retain faculty with expertise that supports the institutional vision.
  - Promote awareness of global cultures, issues and conditions and the role played by the region nationally and internationally
  - Build relationships with local, national and international organizations, alumni and friends that contribute to the reputation and success of the University
  - Enhance support for faculty scholarship and professional development

**Eligible Activities**

Funding will be considered for proposals from VIU faculty and staff who seek to pursue short-term international work or volunteer placement opportunities that support development projects. The placements will take place in the workplaces of our partner organizations or institutions, or through a reputable international volunteer placement program, in which VIU is participating, including the WUSC Corporate Volunteer Program. Please consult with VIU's Global Engagement office for a list of current international project partnerships.

Eligible activities within the partner workplace may include:

- Instruction
- Administrative support
- Facilitation
- Assessment
- Monitoring and evaluation
- Sharing best practices
- Communications and Marketing
- Student Services
- Information Technology
- Other activities that the host organization requests

Prospective applicants are encouraged to consult with Global Engagement staff, who will facilitate communication with existing partners and seek out opportunities that are beneficial to the partner organization. Alternatively, VIU employees may apply for a volunteer position within the WUSC Corporate Volunteer Program, via the application below, or they can propose international workplace experiences that they initiate through their own networks.

Placements must be:

- Safe and accessible
- With a partner or organization identified as important to VIU, including the WUSC Corporate Volunteer Program
- A minimum of two weeks in duration
- Suitable for a candidate with expertise that would likely be available within the VIU community, including language and workplace skills
- An experience which is likely to be well supported by the host and result in benefits to the host and to the participant

### **Eligibility Criteria**

- Be a regular employee of VIU, with a CUPE, VIUFA, BCGEU, or ADMIN affiliation.
- Have a 0.5 FTE appointment at minimum. At this time we do not accept applications from temporary, casual, adjunct, retired or associate employees.
- Be a Canadian citizen or a permanent resident.
- Have no criminal record (Government of Canada requirement).
- Be in good health – to be eligible for WUSC's insurance program for short-term volunteers.
- Sign a Volunteer Commitment Letter and a Volunteer Contract with the WUSC Corporate Volunteer Program.
- Participate in a two-day pre-departure orientation session (normally occurs over a weekend).
- Undertake a volunteer assignment with a local partner organization in a developing country.
- Share your experience with your colleagues and the Canadian public, upon your return.
- Complete the application form and attach your CV.
- Applicants who have received an International Work Opportunity Grant in the past will be given a lower priority for funding.

## Application Deadlines

Round	Deadline	Eligible Travel Dates
1	September 30	November 1 - March 31
2	February 28	April 1 – December 31

## Grant Deferral

Grants must be used in the prescribed time period and cannot be deferred. Applicants who wish to travel at a later date outside the eligible travel dates must re-apply in a future round of funding.

## Cost-Sharing

VIU employees are expected to contribute their time through use of vacation, professional development or other approved leave during the placement. Pre-departure training, vaccinations, visas, flights, accommodation, and a per-diem for food and local travel required for work are covered by **VIU's Global Engagement International Work Opportunity Grant** and by WUSC for successful applicants.

## Application Process

Please complete an application form. Due to the volume of applications, **please respect word count limits and attach any supporting documents.**

\*NOTE: The WUSC Corporate Volunteer program guidelines and corresponding application form found within this document are different than the guidelines and forms that apply to other International Work Opportunity Grant applications.

Submit your application form (with your Dean or Director's signature and comments) and resume, to **International Education** (IEAVP@viu.ca), before the deadline. **Note:** Electronic signatures are permitted.

## Selection Process

All applications received by the deadline will be reviewed by a committee chaired by International Education and made up of faculty and staff representing departments from which there are no applications. The committee will use the following criteria, supplemented from time to time with specific internationalization goals the university is pursuing at the time of decision. Short-listed applications will be forwarded to WUSC for interview and final selection, in consultation with VIU.

#### Priority Applications:

1. Applications from faculty or staff who have not to date been involved in the host project or partnership.
2. Applications from faculty or staff in areas or departments that have not to date been formally involved with internationalization.
3. Applications from faculty or staff who have not received other Global Engagement Grant funding recently (within the past three years).
4. Applications for programs or projects that can be replicated, and where project results will be shared within and/or outside the institution.
5. Applications from new faculty members or instructors.
6. Applications that support a department's internationalization goals.
7. Applications where clearly articulated expected outcomes are not only highly impactful, but likely to occur.

Applications with the following characteristics will be afforded a lower order of priority:

1. Applications from individuals who did not complete reports or participate in post-grant public engagement activities from previous Global Engagement Grant funding.
2. Applications from individuals who have received multiple allocations under this or other Faculty of International Education grant opportunities.

#### **Other Requirements**

In order to build their intercultural fluency and be successful in their international work opportunity as well as to share their learning and promote VIU's internationalization efforts across campus, successful applicants will be required to:

- Develop intercultural learning goals chosen by the applicant in consultation with International Education.
- Submit a written report of activities and outcomes to International Education within three (3) months of completion of grant activities. The report will describe the activities and evaluate the contribution to the host partner and to internationalization at VIU. This report will be uploaded to the Internet for public viewing.
- Share their experiences and learning with the VIU community during an activity that the recipient will organize in collaboration with International Education, most likely during WorldVIU Days in November or Global Citizens Week in February.
- Represent their employee group on a future grant selection committee, if requested.



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**Application Form**

**Instructions:** Please complete this application, sign it, and have your Dean or Director sign it (Note: Electronic signatures are permitted). The signed application and your resume must be received by International Education (IEAVP@viu.ca), by the deadline.

**Name:** \_\_\_\_\_ **Faculty or Area:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Home Address (including postal code):**

**Phone Number (work, home, and cell):**

**Email (personal and professional):**

**Do you have a valid passport? When does it expire?**

**Travel Availability Dates:** \_\_\_\_\_ to \_\_\_\_\_

**Employment Affiliation:**

BCGEU      VIUFA     CUPE     ADMIN

I am a regular employee of VIU (not term, temporary or casual) with at least a 0.5 FTE appointment.

**Current position:**

**How long have you worked for VIU?**

**Previous Funding**

I have received a **Global Engagement International Work Opportunity Grant** in the past.  I used the grant.

Year: \_\_\_\_\_ Purpose: \_\_\_\_\_

I have received a **Global Engagement Program Development Grant** in the past.  I used the grant.

Year: \_\_\_\_\_ Purpose: \_\_\_\_\_

I have received a **Global Engagement Travel Grant** in the past.  I used the grant.

Year: \_\_\_\_\_ Purpose: \_\_\_\_\_





10. Please visit the advertised positions online (<https://wusc.ca/volunteer/>), and indicate which three (3) specific assignments appeal to you most (by order of preference).

Please outline the professional skills, training, or education that makes you a suitable candidate (i.e. What are the specific skills or professional experiences that you can share with our partner organizations?). A small paragraph per position is sufficient.

\*If you do not see a position that matches your skill-set, we encourage you to apply anyways as new opportunities frequently become available. Please let us know what are the specific skills or professional experiences that you can share with our partner organizations.

**Commitment**

Once volunteers are selected, they must:

- Complete in a timely manner all administrative steps required to build their file.
- Sign a Volunteer Contract with WUSC.
- Participate in intercultural fluency and skills training as chosen in consultation with International Education.
- Take part in a 2-day pre-departure orientation and in a debriefing (by telephone or skype) after their return.
- Sign a Volunteer Commitment Letter with WUSC.
- Submit a written report of their activities and outcomes to International Education within three (3) months of completion. The report will describe the activities and evaluate the contribution to internationalization at VIU. Understand that this report will be uploaded to the Internet for public viewing.
- Share their experiences and learning with the VIU community during an activity that they will organize in collaboration with International Education, most likely during World VIU Days in November or Global Citizens Week in February.
- Agree to represent their employee group on a future grant selection committee, if requested.

I agree to the above terms and conditions.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dean or Director's Approval**

I have reviewed this proposal and support it.

Comments: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_