



BGLS

Bachelor of Global and
International Studies

International Experience Guide





BGInS International Experience Guide

This document is a guide to the BGInS International Experience Requirement (IER) component of your degree. It sets out the options available to you to complete the requirement. In this guide, you will find information which will help you to decide which option is most suitable to you. It will also provide you with the steps you need to take in order to apply to an option and to receive the IER bursary.

There are six unique options that are available to you to fulfill the IER. Each option is different, with different destinations, timelines, costs, travel arrangements, and academic requirements. There is an option for every student, no matter your circumstances. Read this brochure in order to discover which option is best for you. Completing your IER will not only satisfy an academic requirement of your degree, but will also be a life changing experience.



International Experience Options

Option 1: International Exchange.

The Carleton University Exchange Program allows students to attend one of Carleton's international partner institutions for a single semester or academic year for the equivalent of full-time study. This program is administered by the International Student Services Office (ISSO).

Option 2: International Placement.

This allows you to work as an intern in an organization that is focusing on international and global issues, while gaining academic credit. You can either secure a place in an organization that Carleton is already affiliated with or there may be the possibility of identifying an organization yourself that you would like to work in.

Option 3: Letter of Permission.

You can study abroad in a foreign university with which Carleton does not have a formal exchange agreement by getting a Letter of Permission. These are approved by the Registrar's Office.

Option 4: GINS 3200, Experiential Learning Abroad

This course will allow you to work with our partner organization in Belize on projects benefitting the local community. The course is offered in the early Summer term and involves a two-week field trip as well as four weeks of classroom preparation and reflection.

Option 5: Carleton Course Taught Abroad

This is a Carleton course, taught abroad by a Carleton instructor, to Carleton students. There are eight such courses listed in the Carleton Calendar, including our own GINS 3300, Global and International Studies Abroad. Not all of these courses are offered every year; check on the BGInS website for annual course availability.

Option 6: GINS 3100, Global and International Group Project

This course allows you to e-volunteer with an international partner on a development project. The course is facilitated by our partner, CUSO International. The course is offered annually in the Winter term.

"As a result of my internship in New York I feel uniquely qualified to pursue a career in this field. Indeed, my internship created opportunities for me that led to employment with the International Humanitarian Assistance Bureau at Global Affairs Canada. This wouldn't have been possible without the support and assistance provided by the Global and International Studies program."

Benjamin Bushell, International Placement, United State of America, Winter 2017



UNITED NATIONS



Choosing a BGIInS IER Option

Each IER option is different. Here are nine criteria that you may wish to consider when choosing your IER option. In the pages that follow, each IER option is presented, including an explanation of how each criterion applies to that option.

- **Term:** You may choose IER options in the following academic terms:

- Fall
- Winter
- Fall/Winter
- Summer



- **Duration:** You may choose IER options with the following duration:

- 3 weeks: Available early Summer term only
- 6 weeks: Available Summer term only
- 1 Term: Available Fall, Winter or Summer terms
- 2 Terms: Available Fall/Winter only
- 1 Year: Applies to GPOL 3100 only

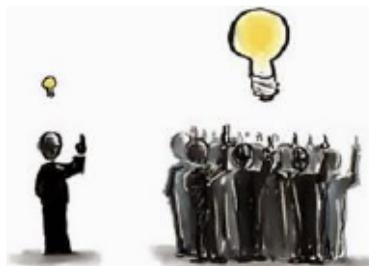


- **Cost:** All IER options require students to pay tuition. After that, costs vary according to destination and which expenses students are expected to cover. Estimated costs are given below; actual costs will vary. **Note: All BGIInS students are eligible to receive funding to support these costs from the IER Bursary.**

- Very low (< \$1,000): Tuition only
- Low (\$2,000-3,000): Tuition, plus airfare and food
- Medium (\$3,500-4,500): Tuition plus airfare, food and accommodation
- High (>\$5,000): Tuition plus airfare and full living expenses



- **Group vs. Individual:** Some IER options involve studying/working and travelling as a group, while other IER options require students to study/work and travel on their own
 - Study/work/travel as a group
 - Study/work/travel as an individual



- **Travel Planning:** Some IER options require no travel; for some IER options Carleton University makes all the travel arrangements; for some IER options students are responsible for their air travel but Carleton handles the rest of the arrangements; and for some IER options students are responsible for making all their own travel arrangements



- No travel
- Travel planning by Carleton
- Travel planning shared by Carleton and you
- Travel planning by you



- **Work vs. Academics:** Some IER options are primarily work-oriented, though they include an academic component; other IER options are strictly academic courses

- Primarily work experience
- Academic course



- **Transfer Student:** Did you transfer into BGIInS with 5 or more transfer credits?
 - Yes: I did at least one year of study in another program, or at another university, before transferring into BGIInS
 - No: I entered BGIInS direct from high school, or I transferred into BGIInS with less than 5 credits

- **CPGA:** Some IER options have minimum CGPA requirements
 - No CGPA requirement
 - 7.0 minimum requirement
 - 9.0 minimum requirement (GPOL 3100 only)



- **Destination:** Different IER options involve travel to different parts of the world





APPLYING TO THE IER

On the page opposite is a flow-chart showing the main steps to follow in applying to each IER option. Consult the relevant office for more details on each option.

Travel Registry: All students going abroad must complete the Travel Registry on Carleton Central before travelling abroad. The steps are as follows:

- Log into Carleton Central
- Select **Travel Registry** under the Personal Information tab in the Main Menu
- Once in the Travel Registry function, select **Add Travel Record**
- In the **Travel Information** portion, enter in your departure and arrival dates
- In the Reason for my travel drop-down menu, select **BGInS IER**
- The six IER options will then appear in a new drop-down menu; select your chosen option
- Enter the remaining information in the **Travel Contact Information**
- Click **submit** once all information is entered

Documentation: Once students have submitted their information in the Travel Registry, they are then able to upload required supporting documentation. Students can refer to the BGInS website to determine which documents are required for their option (<https://carleton.ca/bgins/forms/>). Please note: the required documents vary based on each option, so be sure to submit only the documents appropriate to your chosen IER option.

Students will not be permitted to travel without complete and accurate submission of required documentation. It is not possible to upload the documentation prior to completing the Travel Registry. You will be redirected to the document upload page once you have submitted your travel record. All documents have to be in PDF format, and no larger than 2MB in size.

How to submit documents in the Travel Registry:

- **Step 1:** For each document, select the type, select the file from the source on your device, and then upload the document.
- **Step 2:** You will be able to review the documents for completion and accuracy before finalizing them to the Document Management system.

Documents with errors or missing components may require re-submission. All submitted documents will be reviewed and verified by the BGInS office.

International Experience Requirement

International Exchange

Visit <http://carleton.ca/xyexchange/> before you apply and research the program

Attend mandatory International Student Service Office (ISSO) briefing sign up via carleton.ca/xyexchange/xychange-information-sessions-exchange-information-sessions

Meet with BGS exchange coordinator in ISSO

Research which universities you would like to attend

Make application to ISSO (deadline early December)

International Placement

Meet with BGS Placement Coordinator to discuss your options

Apply to the Option (deadline October)

Interview with BGS

Preparatory Workshop (Career Service will host a workshop to prepare all applicants for their Internship)

Final Deadline for application (Early December)

Letter of Permission

Consult the Academic Advising Center or BGS IER Manager

For more details please review the Letter of Permission Guide <https://carleton.ca/register/wp-content/uploads/lop-1.pdf>

Identify the Institution and specific classes that you would like to take

Apply online through Carleton Central

Application deadlines:
Summer term: March 1st
Fall term: July 1st
Winter term: November 1st

GINS 3100

Register for course through Carleton Central

Course is offered in the Winter term

GINS 3200 Experiential Learning

Apply on the Student Experience Office (SEO) Website (deadline January)

Carleton Course Taught Aboard

Attend information session(s) for the courses of your interests

Submit application to academic unit sponsoring the course

Fill out the Travel Registry on Carleton Central

Apply for the International Experience Bursary



Option 1: International Exchange at a Foreign University

The Carleton University Exchange Program allows students to pursue full-time study at one of Carleton's partner institutions. Students pay tuition to Carleton while on exchange and can transfer credits back to their Carleton degree. Exchange is available during the Fall and/or Winter terms. Student require a minimum of a 7.0 CPGA to participate in an exchange. The application deadline for outgoing exchange is early December of the preceding academic year. This program is administered by the International Student Exchange Office (ISSO). Refer to the ISSO exchange website for further information on available partner institutions, eligibility requirements, and application deadlines/procedures: <https://carleton.ca/myexchange/>



Exchange Considerations	Academic Requirements	Transfer Students	Financial Considerations
<p>Term: Fall, Winter, Fall/Winter</p> <p>Duration: One or Two Terms (12 or 24 weeks)</p> <p>Group vs. Individual: Individual</p> <p>Travel Planning: By you</p> <p>Work vs. Academic: Academic</p> <p>Destinations: Worldwide, must be outside of Canada</p>	<p>Status: Full - time undergraduate student</p> <p>Year Standing: Minimum of 3rd year standing (2nd year or higher standing during time of application) Must have completed one full academic year at Carleton (4.0 credits) at the time of application.</p> <p>CPGA: 7.0 or greater</p> <p>Note: Must have enough credits remaining to study full-time at a partner institution.</p>	<p>Transfer Students: May not be possible for transfer students to go on exchange within the normal 20 credits of the Honours degree</p>	<p>Tuition: For the term that you study abroad you will pay your tuition to Carleton</p> <p>Cost: High (>\$5,000) You will be responsible for tuition, travel, accommodation and living expenses</p>

Option 2: International Placement

A placement is a for-credit internship work option, which is normally unpaid. Placements must be global and international. Normally this means the placement is with an organization outside of Canada, but it could also mean interning with an organization based in Canada that works on global and international issues. There are two options for fulfilling this requirement:

- 1) **With partner organizations with which BGIInS has a signed Affiliation Agreement**
- 2) **With approved organizations identified by the student themselves**

Most students will register in GINS 3900 (0.5 credits) or GINS 3901 (1.0 credit). Students in the Global Politics Specialization only may also register in GPOL 3100 (2.5 credits), for which different timelines and academic requirements apply. The GINS 3900/3901 placements are normally available during the Summer term, although placements may be available in the Fall or Winter terms; GPOL 3100 is a year-long course commitment with placements during the Winter term.

“My experiences with my International Placement were no less than life changing. Exploring a new culture for 3 months while feeling the impact an organization can make in a developing country is truly remarkable. I gained contacts from all over East Africa in my direct field of study as well as more than relevant work experience. My placement taught me valuable life lessons and made me feel comfortable in a professional setting. I shared this experience with a tight group of students from all over Canada, making friendships that will last a lifetime.”

Kayley Lenders, International Placement, Uganda, Summer 2017

Placement Considerations	Academic Requirements	Financial Considerations
<p>Term: Summer (GINS 3900 or 3901), Winter (GPOL 3100)</p> <p>Duration: 6 weeks (GINS 3900), 12 weeks (GINS 3901), One year course activity, with 12 week placement (GPOL 3100)</p> <p>Group vs. Individual: Individual</p> <p>Travel Planning: No travel (for placement in Canada), by you (for placement outside Canada)</p> <p>Work vs. Academic: Primarily work, with academic assignments</p> <p>Destinations: Worldwide</p>	<p>Status: Full - time undergraduate student</p> <p>Year Standing: Minimum of 3rd year standing</p> <p>CPGA: 7.0 or greater</p>	<p>Tuition: For the term that you are on placement you will pay your normal tuition to Carleton</p> <p>Costs:</p> <p>For placement outside of Canada High (>\$5,000) You will be responsible for tuition, travel, accommodation and living expenses</p> <p>For placement inside of Canada Very low (< \$1,000) Tuition only</p>



Option 3: Letter Of Permission For A Foreign University

This option allows you to take courses at an international university with which Carleton does not have an exchange agreement. You may only take a course at such a foreign university and have it count towards your Carleton degree if you have received prior approval in the form of a Letter of Permission (LOP) from the Registrar's Office. Students must take a minimum of 0.5 credits to satisfy the IER. Students doing an LOP pay tuition at the university that they are attending. You may take courses on a Letter of Permission in any academic term; there are different application deadlines relevant to each term:

- **March 1: Summer term LOP deadline**
- **July 1: Fall term LOP deadline**
- **November 1: Winter term LOP deadline**

LOP Considerations	Academic Requirements	Transfer Students	Financial considerations
Term: Fall, Winter, Summer Duration: One term Group vs. Individual: Individual Travel Planning: Student Work vs. Academic: Academic Destinations: Worldwide, must be outside of Canada	Status: Good academic standing, full or part time status Year Standing: Minimum of 3rd year standing CPGA: 6.5 or greater	Transfer Students: Students must have completed at least 4.0 credits at Carleton before being able to apply for an LOP.	Tuition: For the term that you study abroad you pay your tuition to the host institution. Cost: High (>\$5,000) You will be responsible for tuition, travel, accommodation and living expenses

Option 4: GINS 3200, Experiential Learning Abroad

In this course students engage in a service learning project for academic credit. Students work with indigenous communities in Belize, facilitated by our local partner organization. This is an experiential learning opportunity in a structured academic environment, combining a two-week field trip with pre- and post-travel classroom instruction on campus. This course is offered annually in the Early Summer term. The course is coordinated by the Student Experience Office (SEO), with the instructor supplied by BGLnS.

"This experience has forever changed me in so many ways, my eyes have been opened to a whole new perspective"

Antonio Tieri, GINS 3200, Belize, Summer 2017



Course Considerations	Academic Requirements	Financial Considerations
<p>Term: Early Summer term</p> <p>Duration: 6 weeks, including 2 week field trip to Belize</p> <p>Group vs. Individual: Group</p> <p>Travel Planning: By Student Experience Office</p> <p>Work vs. Academic: Primarily work, with academic assignments</p> <p>Destination: Belize</p>	<p>Status: Good academic standing, full- or part-time status</p> <p>Year Standing: Minimum of 3rd year standing</p>	<p>Tuition: Pay your normal tuition to Carleton for course</p> <p>Cost: Medium (\$3,500-4,500) You will be responsible for tuition, travel, accommodation and food.</p>



Option 5: Carleton Course Taught Abroad

Some units offer courses taught abroad, i.e. academic courses taught by Carleton instructors to Carleton students, outside of Canada. Carleton courses taught abroad are normally offered in the Early Summer term. GINS 3300 is offered annually. Please note that not all of the courses from other units are offered each year; consult the BGI's website for course availability. The full list of courses taught abroad is below:

GINS 3300 [0.5]	Global and International Studies Abroad: Selected Topics
AFRI 3100 [0.5]	African Studies Abroad: Selected Topics
ARTH 3701 [0.5]	Art and Architecture on Site
ARTH 4701 [0.5]	Art and Architecture on Site
CLCV 3400 [0.5]	Greek and Roman Studies Abroad
EURR 4302 [0.5]	European Study Tour
GEOG 3030 [0.5]	Regional Field Excursion
RELI 3850 [0.5]	Topics in the Study of Religion Abroad

"I chose to take this course because I have a desire to learn as much as I can in my university career, and know that study abroad courses are an excellent way to see first-hand what is going on in the world, and gives more meaning to the readings assigned for the class."

Annika Van Drunen, AFRI 3100, South Africa, Summer 2017

Course Considerations	Academic Requirements	Financial Considerations
<p>Term: Normally Early Summer term</p> <p>Duration: Normally 2-3 week field trip abroad</p> <p>Group vs. Individual: Group</p> <p>Travel Planning: Shared between Carleton and student</p> <p>Work vs. Academic: Academic</p> <p>Destinations: Various</p>	<p>Status: Good academic standing, full- or part-time status</p> <p>Year Standing: Minimum of 3rd year standing</p>	<p>Tuition: Pay your normal tuition to Carleton for course</p> <p>Cost: Low (\$2,000-3,000): Tuition, plus airfare and food</p>

Option 6: GINS 3100, Global and International Group Project

This course allows you to e-volunteer with an international partner on a development project. Through the use of technology, students work with community organization overseas creating a development project. The course is facilitated by our partner organization, CUSO International. The course is offered annually in the Winter term.



Course Considerations	Academic Requirements	Financial Considerations
<p>Term: Winter term</p> <p>Duration: One term</p> <p>Group vs. Individual: Group</p> <p>Travel Planning: No physical travel</p> <p>Work vs. Academic: Academic</p>	<p>Status: Good academic standing, full- or part-time status</p> <p>Year Standing: Minimum of 3rd year standing</p>	<p>Tuition: Pay your normal tuition to Carleton for course</p> <p>Cost: Very low (< \$1,000): Tuition only</p>



International Experience Requirement (IER) Bursary

BGInS students undertaking their IER are eligible to apply for financial assistance to meet their educational costs. This bursary is managed by the Awards & Financial Aid Office. Bursaries, valued at \$500 - \$2500, will be awarded to provide undergraduate students with financial support for their IER. The intent of the bursary is to supplement, not replace, the student's primary source of funding. All students are eligible for funding, but the amount of funding will vary according to need. For the purpose of this award, special consideration will be given to students who are in receipt of student financial aid, either from government student financial assistance (OSAP or other province) or from a financial institution, and continue to demonstrate financial need in order to finance their education and international opportunity.

How need will be determined:

As part of the application process the student will be required to complete a budget document declaring expenses (educational and living) and all financial resources (income, savings, scholarships, bursaries, student loans, student line of credit).

The Personal Budget should demonstrate financial need greater than \$500.

"The Internship Program was a wonderful opportunity, and I would recommend it to all Carleton students. Over the duration of my internship, I developed a valuable network of contacts that could help me progress in my future career goals on an international level. Not only did I get a chance to gain professional experience, but I also got the chance to travel during and after my internship, due to geographical proximity of countries in Europe."

Kateryna Pashchenko, International Placement, Ukraine, Summer 2017

IMPORTANT INFORMATION

BGInS guarantees that sufficient IER options will be available for all students. It does not guarantee that space will be available in your first choice option, though we will make every effort to accommodate your preferences.

Academic Requirements: Students applying to complete the International Experience Requirement must:

- Have at least 3rd year standing at Carleton University
- Meet the minimum CGPA of their chosen option (please see individuals options for details)

Timelines and Deadlines: It is vital that you take note of and meet the specific deadlines required for the International Experience Requirement option of your choice.

Costs and Payments: Costs will vary depending on where you go and the duration of your travel. Each option has a different set of costs and fees. You should investigate these closely before making your choice.

Insurance: You will be responsible for obtaining your own insurance and/or services package for any travel abroad. You will be required to provide proof of insurance before departure.

Health: Some countries require travelers to provide proof of vaccinations. Students are required to obtain the necessary vaccinations and information about the medical risks of their destination.

Travel Arrangements: For most options, you are responsible for making your own travel arrangements. The exception is GINS 3200, where air travel will be arranged by the Student Experience Office on your behalf.

Liability: BGInS will make every effort to support students undertaking an IER; however, students assume final responsibility for all costs and risks associated with the IER.

Passport and Visas: You must obtain your own passport, which must be valid for at least six months beyond the last day of the IER. You may also have to obtain a visa to travel. It is your responsibility to research the visa requirements of the country you plan to visit. Please note that visas can take a long period of time to obtain; be sure to apply well in advance of travel.

Travel Registry: All student are required to complete the Travel Registry through Carleton Central before participating in the IER.

Documentation: There are different documents required for each IER option. Please consult the BGInS website for the required documents for your chosen option. Student will not be allowed to participate in the IER until they have completed the necessary documentation.



BGIaS

Bachelor of Global and
International Studies

Do you want more information?

**Please contact us at
The Bachelor of Global and International Studies**
2404R Richcraft Hall
1125 Colonel By Drive
Ottawa, ON, K1S 5B6
bgins@carleton.ca
Phone: 613-520-7575



Carleton
UNIVERSITY