

UBC Certificate in International Development

Program Handbook

extendedlearning.ubc.ca/cid



THE UNIVERSITY OF BRITISH COLUMBIA
Extended Learning

Contact Information

UBC Certificate in International Development

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Program Overview

Program Vision and Mandate

Continuing developments in technology and economic life mean that we now live in a more “developed” world, but also a world that is deeply unequal. The rapid pace of change imposed by processes of economic integration and trade, and financial liberalization are producing great wealth for a few, and a growing gap between the rich and those living in extreme poverty. This disparity exposes the limits of globalization and makes the search for global human security – security from hunger, disease and injustice as well as from fear – into a top political imperative.

Increasingly, individuals, national and international non-governmental organizations (NGOs), governmental agencies, educational organizations and institutions, religious organizations and professional organizations are recognizing that the world is small and interdependent. They are making commitments to respond to the human suffering and environmental damage caused by inequality, poverty and injustice.

The UBC Certificate in International Development (CID), offered by UBC Extended Learning, addresses the growing need for trained professionals with knowledge of international development issues and skills to work successfully in international environments. The certificate is designed for those working or planning to work in the field of international development, individuals interested in global issues and those considering future studies. Required courses provide an overview of international development and intercultural communication issues while elective courses allow for specialization in specific subject areas.

Unique to this program is a focus on intercultural issues and skills in international development. Courses provide practical skills in intercultural communication, and examine the many cultural challenges to international development including ethics, project planning and multicultural teamwork.

This 100% online, part-time program offers a comprehensive introduction to issues in international development, while allowing for specialization in specific subject areas through a series of elective courses. The curriculum combines specialist courses in international health, education, project planning, evaluation and migration. The program combines cooperative learning strategies online and in the classroom with opportunities for further independent study, facilitating shared learning and creating a dynamic learning community. This tried-and-tested structure ensures that learners at various skill and knowledge levels will have their learning needs addressed.

Program Approach and Objectives

The UBC Certificate in International Development offers participants multiple perspectives on issues within this field, together with practical communication and project design skills. The key program objectives encourage participants to:

- develop critical insights into core issues in international development work
- examine the effect of culture on people and institutions engaged in international development work.

Elective options within the program allow participants to:

- identify basic concepts of international health and apply problem-solving skills to the exploration of health issues
- develop effective project design and funding skills that are commonly used in international development work
- take a critical approach to the issues of education and international development
- consider the challenges of evaluating international development work
- consider how migration and displacement are linked to diverse issues surrounding development and underdevelopment in the world today.

Who Should Take this Program?

This certificate will be of interest to professionals in the areas of health care, education and training, engineering, project management, humanitarian assistance, disaster relief, nation building, post-conflict work, missionary work and others already working or planning to work with the developing world to reduce poverty and promote sustainable development. The certificate may also be of interest to individuals interested in global issues and will provide an introduction to the field for those who may be considering further graduate study.

Program Benefits

The UBC Certificate in International Development offers many advantages to participants who want to add international development knowledge and intercultural expertise to their skill set in order to contribute more effectively to development projects. The program features the following advantages:

- an integrated program developed in consultation with educators and professionals from international development and intercultural fields

- experiential learning methods incorporating varied activities to accommodate different learning styles
- a balance of theory and practice to support cognitive, interpersonal and practical skills development
- a flexible learning schedule that allows participants to take the program part-time or more intensively
- program electives that provide an opportunity for specialization
- small class sizes to maximize opportunities for contribution and feedback
- assignments that build on individual experience and expertise
- individualized coaching and feedback from accomplished facilitators
- references, materials and tools to support ongoing learning
- a venue for networking and alliance-building with other professionals.

The need for trained professionals with a combination of broad knowledge of international development issues and the skills to work successfully in new or multicultural environments and teams is central to this program. Graduates will have knowledge and skills that assist them in their work in international development.

UBC Extended Learning

In addition to this certificate, UBC Extended Learning offers many other programs for professional and educational development. UBC Extended Learning has won numerous educational awards and is committed to providing leading-edge educational opportunities for local, national and international participants. For further information, please go to extendedlearning.ubc.ca.

Curriculum

The curriculum for the UBC Certificate in International Development was developed by the UBC Extended Learning Centre for Intercultural Communication in collaboration with faculty from the UBC College of Health Disciplines, the UBC School of Community and Regional Planning and other consulting professionals with experience in the field of international development.

The curriculum consists of two required and three elective courses. Required courses provide a foundation in the essentials of international development and intercultural communication. Elective courses allow participants to customize the program to their particular needs and special interests. Participants should allocate approximately seven hours of work per week to each course.

The UBC Certificate in International Development (CID) is awarded upon completion of the required and elective courses.

The two required courses are:

- Culture, Communication and Development
- Dimensions of International Development

The program begins with Culture, Communication and Development followed by Dimensions of International Development. These courses will be offered three times a year starting in order to accommodate participants' schedules. These two courses are prerequisites for all CID electives.

The program is delivered entirely online and features experiential learning methods such as group discussions, skills practice, case studies, readings, practical written assignments and online discussion/learning among the participants and course facilitators.

Participants should expect to log onto the online course every day (or at least every other day) for the duration of the course. The part-time format provides flexibility to participants completing the program while they continue working.

Please refer to the UBC Certificate in International Development website at extendedlearning.ubc.ca/cid for up-to-date course descriptions, times, and dates.

Participants are expected to complete the program within three years. Under exceptional circumstances, extensions may be granted. The curriculum and course schedule are subject to change.

Courses

| Course Title | Format | Hours |
|---|-----------------------|----------|
| Required Courses | | |
| Culture, Communication and Development ¹ | 100% online (6 weeks) | 40 hours |
| Dimensions of International Development (formerly Introduction to International Development) ² | 100% online (6 weeks) | 40 hours |
| Elective Courses: (choose 3) | | |
| Introduction to International Health and Development ³ | 100% online (6 weeks) | 40 hours |
| Issues in International Health Delivery | 100% online (6 weeks) | 40 hours |
| Project Planning and Proposal Writing ⁴ | 100% online (7 weeks) | 40 hours |
| Education and Development | 100%online (6 weeks) | 40 hours |
| Evaluating International Development Work ⁴ | 100% online (6 weeks) | 40 hours |
| Migration and Displacement | 100% online (6 weeks) | 40 hours |

1 Culture, Communication and Development is a prerequisite for Dimensions of International Development.

2 Dimensions of International Development is a prerequisite for all other courses.

3 Introduction to International Health and Development is a prerequisite for Issues in International Health Delivery.

4 Project Planning and Proposal Writing, and Evaluating International Development Work can be taken together as a suite of courses without the prerequisites if participants have at least 2 years of experience working in international development.

Required Courses

Culture, Communication and Development

Learn to recognize the effect of different cultural approaches on international development work and develop ethical strategies for increasing understanding and respectful collaboration. Examine how our communication style, what we value and how we define development are all affected by our culture. Appreciate the challenges of nurturing equal partnerships in view of our histories of privilege and oppression.

Dimensions of International Development

Explore key issues in international development including governance, poverty, gender, human rights, environmental sustainability and microfinance. Ask ‘what does international development mean, and from whose point of view?’ This course provides essential knowledge to implement international development projects in an effective and multidisciplinary manner.

Note: Culture, Communication and Development is a prerequisite for Dimensions of International Development and both courses are prerequisites for all other international development courses.

Elective Courses (Choose three)

Participants may focus their program on particular areas of international development by choosing three of the following elective courses. For the most current list of elective courses, check the UBC Certificate in International Development web site at extendedlearning.ubc.ca/cid.

Introduction to International Health and Development

Examine problems relevant to international health care management. Identify the basic concepts of international health and apply problem-solving skills to international health issues. Topics include intercultural issues, determinants of population health, primary health care strategies, and poverty and malnutrition from an international health perspective.

Note: Both required courses are prerequisites for this course.

Issues in International Health Delivery

Explore international health issues among diverse population groups such as women and children in the developing world, displaced people, individuals affected by natural and man-made disasters, and Aboriginal people. With an understanding of these issues, begin to plan and manage international health programs in a more efficient, sustainable and holistic manner.

Note: Both required courses and Introduction to International Health and Development are prerequisites for this course.

Project Planning and Proposal Writing

Learn to plan and write international development project proposals using current tools and frameworks required by donors and funders. Get a solid and practical orientation in critical processes and methods that will get your project approved and funded. Suitable for consultants, not-for-profit administrators, program managers, students or other professionals who are seeking work, writing a grant proposal or needing to refine project planning skills.

Note: Both required courses are prerequisites for this course.

Education and Development

Explore the complex and rapidly expanding area of education in developing countries, including its history within the development framework, current global initiatives, policies and goals, and different approaches to and emphasis on various levels of education. Learn about key international players in education – their roles, their influences and their impact on approaches and opportunities for people in developing societies. Take a critical approach to the field by examining the debates surrounding past and present global policies and initiatives.

Note: Both required courses are prerequisites for this course.

Evaluating International Development Work

How can we know if international development work is making any difference? Create an inventory of evaluation and monitoring methods and tools for practitioners. Discuss the role of culture, colonialism, power, ethics and sustainability in the evaluation process from southern and northern perspectives. Analyze case studies and practise writing your own evaluation. Contribute your own ideas for "doing development" better by incorporating the beneficiaries' voices into evaluations.

Note: Both required courses are prerequisites for this course.

Migration and Displacement

Take a comprehensive look at migration as a form of displacement of peoples across the globe. Consider how contemporary migration is collapsing boundaries and changing how we think about the "First World" and the "Third World." Explore the root causes of forced migration and how this is directly linked to survival, including the livelihood and well-being of families, communities and remittance-dependent economies. Take a critical look at present global policies, initiatives and alternatives to forced migration.

Note: Both required courses are prerequisites for this course.

Program Fees

Fees are in Canadian dollars and are paid on a course-by-course basis as follows:

- \$975 per pre-requisite and elective course
- \$1,035 for Project Planning and Proposal Writing

Save \$100 per course if you register for all five courses at the same time. Or save \$50 per course if you register prior to the early bird deadline for each course. To register for all five courses at the same time, please call +1-604-827-4203.

Fees are subject to change and are listed on the website at extendedlearning.ubc.ca/cid. Fees may be paid by Visa®, MasterCard®, cash, money order or certified cheque. The fee includes all course materials.

Sequence of Courses

Participants begin the certificate with Culture, Communication and Development followed by Dimensions of International Development. These two courses are prerequisites for all subsequent courses.

In some cases, completion of an introductory elective course is required before registration in a later course – details are noted in course descriptions.

Online Learning

Courses in the UBC Certificate in International Development feature peer learning and are discussion-based. Participants are placed in small groups and assigned a facilitator. They respond to assigned questions by posting to an online discussion board where everyone has access to each other's postings. Participants' responses to each other and to the facilitator are the basis of weekly discussions.

Participants read and then relate what they have read to their own experience. They are not required to disclose beyond their comfort level, but they should be prepared to discuss and reflect upon their own intercultural learning with other participants and their facilitator. The process of taking part in the courses will itself be an intercultural experience.

Facilitators

Courses in the UBC Certificate in International Development are taught by experienced international development specialists located across Canada and around the world.

Philosophy of Teaching and Learning

The facilitator's role is to support and challenge participants with the intention of fostering critical thinking and deepening and broadening the learning process beyond one's current knowledge, awareness and perspectives. Participants are expected to respond to and engage with the facilitator and other participants in the group using communication skills based on dialogue rather than debate.

| Dialogue vs. Debate | |
|--|--|
| Deliberative Dialogue | Debate |
| Collaborative | Oppositional |
| Common ground | Points of divergence |
| Listening to find meaning | Listening to find flaws |
| Listening to find agreement | Listening to find points to argue |
| Openness to being wrong | Determination to be right |
| Weighing alternatives | Winning |
| Assumes that others have pieces of the answer and all can find it together | Assumes there is a right answer and someone has it |
| Involves concern for the other person | Involves countering others |
| Seeks not to offend or alienate | Belittles or deprecates others |

Reference: Buchanan, Anne and Mary O'Neill (2001). Inclusion and diversity: Finding common ground for organizational action. A Deliberative Dialogue Guide. Canadian Council for International Co-operation (CCIC).

Everyone's participation in these discussions affects the learning of everyone else. Posting on time and engaging with other people's work every week is key to one's success and to the richness of the course for others.

Participants require access to the Internet course site for the duration of the course. If you anticipate not being able to check in online every day (or at least every other day) during the course, please consider postponing your registration until a time when you can be entirely present. Participants will also need to be able to download programs that will be used for the course.

Assessment Methods

Program participants are assessed in individual courses according to university assessment guidelines to ensure successful acquisition of required skills and concepts. Assessment is based on participation in online discussion forums and satisfactory assignment completion. Assessment criteria for each course are described in course materials. Assignments are graded as complete/incomplete by online facilitators.

Graduation Criteria

The UBC Certificate in International Development is awarded after successful completion of the two required courses and three elective courses.

To be successful in each course, participants must demonstrate the required level of competence for each online course assignment. The UBC Certificate in International Development uses a competency-based evaluation process, monitored by the online moderator of each course. Required competencies for each course are described in course materials and reinforced by the facilitators and online moderator.

Upon graduation, participants receive a UBC Certificate in International Development.

Changes to Curriculum

The learning objectives, subject areas, topics and assignments that make up the program will change over time to reflect the needs of program participants, new work in the field of international development, and the best use of university resources. The program may also change in duration, number of instructional hours or requirements for completion. As the curriculum changes, the total cost of the program may also change to reflect the actual costs of program delivery.

To receive the UBC Certificate in International Development, participants must complete the required curriculum and the number of instructional hours that are compulsory as of the date they are admitted to the program. As the certificate program evolves, participants who have completed courses that are subsequently removed from the program curriculum will receive credit for those courses. The most current information on program requirements is posted on the program website at extendedlearning.ubc.ca/cid.

Participants should choose all courses from the UBC Extended Learning website which has the most current information. In the event of major program changes, participants will be notified of options for completing under old or new program requirements.

UBC Certificate in International Development students can apply the prerequisite course Culture, Communication and Development towards obtaining the UBC Certificate in Intercultural Studies and do not need to complete the prerequisite course Strategies for Effective Intercultural Communication.

Online Participation Guidelines

UBC Extended Learning's online learning courses and programs are designed, developed and delivered in both 100% and blended (combining face-to-face and online components) formats. Our courses are based on adult learning principles, which state that adult learners:

- are self-directed

- show a keen interest in personal and professional development
- are motivated to learn
- bring prior learning experience into the environment
- learn by doing
- require relevant and realistic problems to solve
- benefit from specific and timely feedback from the learning community.

Our goal is to help foster a positive learning experience. To this end, participants are expected to have a “presence” online, and to become part of the learning community by contributing to the online discussion forums and participating in any interactive aspects of the course/program. In some cases, this contribution is subject to formal assessment; the specific grade attributed to this part of your course is outlined in the course overview. In addition to this formal (graded) participation, you can also contribute a presence in your course by paying attention to the following points:

- log into your online course at least twice weekly to ensure you are receiving updates and messages
- post a personal profile, and keep it updated as the course progresses
- use good etiquette when posting messages online
- manage your time effectively so that you give yourself time to reflect on postings from your peers
- use professional language in all of your online correspondence
- remember that peer-to-peer learning is one of the benefits of online learning; do not rely on your online tutor to provide all the answers.

Program Policies

Limited Enrolment

A limited number of applicants are admitted to each CID course. Meeting minimum requirements does not ensure admission to courses. Early registration is advised.

Length of Program

Participants must complete all requirements for graduation within three years of admission to the program. Extensions may be granted under exceptional circumstances.

Withdrawal and Cancellation Policy

Many of our expenses are incurred within the two-week period before the course begins. Our cancellation policy reflects the fact that few of these expenses can be recovered in the event of late cancellations.

- Up to 10 business days prior to course start date - 100% refund less \$50.00 administration fee OR full fee transfer to another CIS/CID course.
- Within 10 business days of course start date – No refund

UBC Extended Learning may sometimes cancel courses due to insufficient enrollment or other reasons. If this occurs, a full refund is processed and sent to you automatically. UBC Extended Learning does not guarantee that a particular course will be offered at a particular time.

Academic Integrity

UBC Extended Learning is committed to academic integrity and takes academic misconduct seriously. Penalties for cheating, plagiarizing or other academic misconduct may include dismissal from the program or course with a failing grade and no refund of fees. For information about UBC's policy on this matter, see universitycounsel.ubc.ca/files/2015/08/policy85.pdf

Professional Conduct

UBC Extended Learning fosters positive learning environments that respect the diversity of individuals and apply standards in keeping with appropriate conduct in professional workplaces. Students are expected to adhere to professional standards of behaviour. In particular, the ability to work respectfully in a team environment and with other students, instructors and staff is essential. UBC Extended Learning reserves the right to require a student to withdraw from a program at any time for unsatisfactory professional conduct. In such cases there will be no refund of tuition.

Use of Information Technology

Participants must abide by the UBC Responsible Use of Information Technology guidelines. For details, see it.ubc.ca/service_catalogue/information_security/security/security_policies.html.

Admission Information

To accommodate participants from a variety of backgrounds, the admission requirements for the UBC Certificate in International Development are fairly broad. However, all applicants must have the following:

- at least six months of international or intercultural work or living experience
- post-secondary education (significant life and work experience may satisfy this requirement, please call +1-604-827-4203 or email us: int.development.exl@ubc.ca to discuss this)
- English language proficiency
- the academic, interpersonal and communications skills to support active participation in this dynamic program
- approximately seven hours a week to devote to each of the online weeks of a course.

Technology Requirements

Broadband or wireless Internet connection is required to take this program, including the ability to play audio as some courseware includes voice lectures.

Computer operating systems must meet the following minimum specifications:

PC: Windows XP SP2 Home/Pro

Mac: Mac OS x 10.4.

Application Process

Applicants should read and thoroughly understand this CID Program Handbook before applying to the program. To discuss eligibility, prior experience and program relevance, call the CID admissions and registration clerk at +1-604-827-4203 or email int.development.exl@ubc.ca.

Here are the steps involved in applying to the program and courses:

1. Pay the \$175 non-refundable application fee by calling +1-604-827-4203 or online at extendedlearning.ubc.ca/cid. Note the invoice number found on the receipt.
2. Complete the online application form at extendedlearning.ubc.ca/cid. You will need to include a letter of intent (maximum 500 words). This should include personal and/or career goals, interests and program expectations.

Acceptance into Program

UBC Extended Learning will confirm receipt of each application and will inform the applicant of the timeline for the review process. Once applications have been reviewed, applicants will be notified as to whether they have been accepted into the program. The Acceptance Letter will include information about the next available prerequisite course.

Course Registration and Payment

Register online at extendedlearning.ubc.ca/cid for each course. The prerequisite courses, Culture, Communication and Development and Dimensions of International Development, must be taken first before registering for elective courses.

Accessing the First Online Course

Once the course registration and fee have been received, an email is sent with the following information:

- welcome letter: details about the course dates, instructors, facilitators, and moderators
- instructions to log in to the course: step-by-step instructions for accessing the online course.

Once admitted to their first course, participants may register for subsequent elective courses as they become available throughout the year. The UBC Extended Learning maintains records of course completion and will notify graduates when they have completed the requirements for the certificate.

Contact Us

For more information about the program or the application process, please contact us:

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