



FLIP into Action:
A Guide to Developing Faculty-Led International Programs

Introduction

As a college educator, you know the immense value of experiential learning as a complement to academic instruction. A global experience can take out-of-classroom learning to the next level.

Do you have an idea for an international hands-on project that gives your students the opportunity to think outside the classroom? Perhaps a chance to study culinary arts at an Italian ancient fortress built in the Middle Ages that is now an international centre for research on food excellence is in order. Or maybe you'd like your students to travel to Panama to complete field work and site visits with leading international development organizations. And how about those motive power students? Would they benefit from a trip to China to broaden their technical and mechanical aptitude and gain an understanding of daily operations and practices in Chinese automobile facilities?

There's good news – we can help you make it happen!

What is a FLIP?

A Faculty-Led International Program (FLIP) is a 10 to 14 day education abroad activity involving approximately 15 students under the supervision of one or more faculty members. FLIPs provide Centennial students with first-hand experience and practical knowledge that is relevant to their academic program within an international context. Developed through close collaboration with College faculty and the Services and Global Experience (SaGE) Team, FLIPs are embedded in academic programs and designed to enhance students' learning outside the classroom while allowing them to earn credit for their work overseas.

Student Participation

What will students gain from participating in a FLIP?

Students will gain first-hand experience abroad. More specifically, they will:

- Enhance learning by extending the boundaries of the classroom;
- Earn credit towards a Centennial course;
- Engage with academic, government and business leaders abroad;
- Grow their international academic and professional network; and
- Gain relevant international career experience.

Which students are eligible to apply for a FLIP?

The eligibility criteria for a FLIP vary depending on the nature of the academic program. In addition to the specific criteria set by the Dean, Chair and/or Faculty Lead(s), the SaGE Team has set baseline requirements. Students must:

- Be a registered Centennial student at the time of travel;
- Maintain a solid academic performance (minimum GPA of 3.0);
- Have demonstrated an interest in issues related to the specific program;
- Be registered in the applicable Centennial academic program;
- Be able to obtain the necessary travel visa/documentation;
- Be able to attend all pre-departure and in-country sessions;
- Have no security or behavioural contracts with the college; and
- Have no outstanding fees on student accounts.

Faculty Participation

How do I create a FLIP?

Faculty interested in leading a FLIP must complete the FLIP proposal and budget and submit these documents to the SaGE Team. While proposals do not need to be in final form, there should be enough information in the document to allow the SaGE Team to understand the intended goals, program activities and learning outcomes.

Who can propose a FLIP?

SaGE looks forward to receiving proposals from:

- Deans;
- Chairs; or
- Faculty members, with prior approval of their Dean and Chair. Full-time and part-time faculty members can apply, as long as the FLIP takes place during an active contract.

Voluntary Participation

SaGE welcomes faculty's voluntary participation in FLIPs. As such, the following applies to employees participating in a FLIP, including the pre-departure orientations and post-return debriefs associated with the FLIP:

- No compensation for participating in the FLIP beyond what is in the employee's terms of employment;
- No adjustments made to the Standard Workload Formula (SWF) assignment;
- No allowance for overtime or premium pay; and
- No substitutions for vacation days either as time off or paid.

I am interested in being involved, but not as a Faculty Lead

To learn more about FLIPs in your School, please contact your Chair or Dean, or the SaGE Team.

What are my responsibilities as the Faculty Lead?

According to John O'Niell of Academe (1995):

The roles and responsibilities of the Faculty Lead are many. It is perhaps the most demanding of teaching-learning scenarios, and the most rewarding, as students' understanding about themselves and the world grows significantly. Inherent to this type of program, the Faculty Lead dons many hats throughout the various stages, from proposal to preparation to implementation. The Faculty Lead is simultaneously a developer, recruiter, administrator, financial manager, adviser, facilitator, institutional representative and crisis manager.

Working closely with the SaGE Team, the Faculty Lead will be expected to:

Pre-Departure

- Develop, coordinate and oversee the academic components of the program (i.e. teaching the coursework abroad and/or coordinating with the partner that will provide instruction);
- Determine the academic deliverables and their credit value (i.e. the assignment, presentation, participation grades or even the full course);

- Coordinate and attend all program-related activities so as to enhance the learning of student participants, including any field trips included in the academic content of the FLIP;
- Collaborate with SaGE to develop and manage the program budget, including responsibility for tracking and handling program funds onsite and reconciling the budget after the program;
- Contribute to the logistical coordination of the program, including housing, excursions and onsite transportation;
- Hold at least three (3) academically-focused meetings prior to departure to discuss the academic program, including content, desired learning outcomes, expectations and deliverables;
- Work with the Dean and SaGE to identify an additional faculty member to travel with and support the Faculty Lead with the above;
- Participate in all pre-departure SaGE meetings (with and without students) to cover logistical, risk management and other operational aspects.

While Away:

- Ensure the smooth operation of the program on behalf of the College;
- Become the primary resource for student issues and the initial responder to logistical, medical, behavioural issues and any emergencies;
- Act as in-country liaison for the program to provide updates to the SaGE Team throughout the program.

Upon Return:

- Provide the SaGE Team with a brief program report during a debrief meeting;
- Follow-up and grade all academic deliverables;
- Coordinate the post-program engagement activity to promote the program and showcase learning to the Centennial community;
- Within one week of return, provide the SaGE Team with any additional questions you would like included in SaGE's post-program evaluation survey;
- Within one month of return, submit all expenses to the SaGE Team for reimbursement and record-keeping.

SaGE Participation

This seems like a lot of work! Is there any help available to build my FLIP?

Yes! The SaGE Team is available to help guide you through the process of developing and running your FLIP. Our team will help to build your program and budget and then work alongside you to operationalize the project. In short, SaGE will:

- Support the development of the FLIP;
- Manage the recruitment and selection process of students;
- Work with you to facilitate and deliver the pre-departure program;
- Oversee the risk management of the project;
- Facilitate post-return follow-up.

That's great, but what about funding?

Each year, SaGE allocates funds to support global experience programs, including FLIPs. Those interested in developing a FLIP are encouraged to complete the budget template along with the application form before connecting with SaGE. While funding is limited, the SaGE Team may be able to provide support in identifying other sources that may be available.

Recruitment and Selection

How will students learn about FLIP opportunities?

Once the planning is underway, the SaGE Team will set up the application site and prepare the appropriate promotional materials to be shared through a variety of promotional channels, including:

- Email
- Engage with SaGE bi-weekly newsletter
- SaGE website
- Information sessions
- Social media

While SaGE does its best to promote opportunities to students, survey feedback shows that students are more likely to apply when a faculty member has discussed a global experience opportunity in class. With this in mind, we encourage FLIP Faculty Leads to promote programs with the students in their classes wherever possible.

How do students apply to participate in a FLIP?

Interested students will be asked to submit an application via the online SaGE Portal (a link will be provided in all promotional materials) prior to the established deadline. After the deadline, the SaGE Team will prescreen the applications to ensure students:

- Meet minimum qualifications as outlined in the eligibility criteria;
- Do not have any holds on their student accounts; and
- Do not have any security or behavioural contracts with the college.

After reviewing applications and shortlisting the candidates, SaGE will coordinate the interview process. In addition to a SaGE representative, the FLIP Faculty Lead will be expected to participate in the interviews to ensure the candidates' academic backgrounds and goals align with the program objectives; others may be invited to participate on the interview panel, depending on the nature of the program.

Once the final (and waitlisted) candidates have been selected, SaGE will communicate the decisions with all of the candidates and work with the successful students to:

- Collect the appropriate documentation, including medical and health forms, participation confirmation, and other waivers and releases;
- Post relevant information to their SaGE Portals; and
- Complete pre-departure orientation.

More information on student selection can be found [here](#).

Preparation

How do we prepare students for the trip?

Each FLIP will involve mandatory SaGE-hosted pre-departure orientation sessions with the Faculty Lead and students which will cover all trip logistics, including the following:

- How to navigate the SaGE Portal and the important documents therein;
- Staying safe and healthy while abroad;
- Guard.me health insurance policy;
- Money matters;

- Accommodation details;
- Travelling tips;
- Mental wellness, culture shock and coping tips;
- Staying in touch – daily with their Faculty Lead and regularly with SaGE; and
- What happens upon return.

Additionally, Faculty Leads must hold at least three academically-focused meetings with their group prior to departure to discuss the academic program, including content, desired learning outcomes, expectations and deliverables. The first meeting should follow selection of students, the second should occur at least one week prior to departure and the third should take place one to two days prior to departure for any last minute questions. It will be important to schedule these meetings early in the planning process to ensure that participants have adequate time to prepare.

While You're Away

SaGE is never far away – even when you are overseas. In fact, SaGE will be the go-to partner in case of questions or concerns with students or the partner institution, and with any emergencies during your time abroad. It will be important to remain in regular contact throughout the FLIP so that the SaGE Team can provide the necessary supports

Following the Program

Home again – where does it all go from here?

Upon return to Canada, the SaGE Team will work with the FLIP faculty to complete the final phases of the program.

SaGE:

- Set up and send the final FLIP program evaluation survey to students;
- Coordinate a post-FLIP debrief with the FLIP faculty team;
- Work with the FLIP faculty team to reconcile budget and expenses; and
- Follow-up with any student issues that require attention.

The Faculty Lead(s):

- Ensure students have completed and submitted mandatory requirements to receive the academic credit;
- Organize a Centennial community engagement activity to showcase the learnings to colleagues across the College; and
- Confirm with SaGE, through the SaGE Portal, that students have completed both the academic requirements and the community engagement activity.

Students:

- In addition to the mandatory academic requirements and community engagement activity, each student is required to choose one of the following “Global Experience Givebacks”:
 - Vlog;
 - Blog;
 - e-Portfolio; or
 - Build-your-own-giveback.

Instructions on “Global Experience Givebacks” can be found in students’ SaGE portals.

Faculty-Led International Program (FLIP) Proposal

A Faculty-Led International Program (FLIP) is a 10 to 14 day education abroad activity involving approximately 15 students under the supervision of one or more faculty members. FLIPs provide Centennial students with first-hand experience and practical knowledge that is relevant to their academic program within an international context.

Submit your FLIP proposal online at sage.centennialcollege.ca under **Faculty-Led International Program Proposal**.

Part I: Just the Facts, Please!

<i>About You</i>	
Name	
Position	
Academic School	
Supervisor Name	
<i>About the Program</i>	
Dates	
Location (city, country)	
Number of students	
Number of staff/faculty	
Partner (if applicable)	
Is there an MOU/MOA?	
Please provide an overview of the proposed FLIP.	
What are the learning outcomes of the FLIP? Connect the FLIP learning outcomes with the course/program learning outcomes.	
<i>About Eligibility</i>	
Which programs/semesters are eligible?	
Any special experience/requirements?	
<i>About Academics and Community Engagement</i>	
What are the academic deliverables?	
What are the co-curricular deliverables?	

What academic credit will students receive?	
What community engagement assignment will students do?	

Part II: Pre-Departure/Post-Return Program

Activity	Theme	Outcomes
Meeting #1	Welcome & Overview (SaGE/Faculty)	-Students learn about the program -Students will learn academic expectations -Faculty leads pre-work
Meeting #2	Academic Pre-work (Faculty)	-Students will be introduced to material covered overseas
Meeting #3	Academic Pre-work (Faculty)	-Students will be introduced to material covered overseas
Meeting #4	Build Your Pitch (SaGE/Marketing/Careers)	-Students will learn to present themselves and the college effectively in both academic and professional settings
Meeting #5	PDO & Final Planning (SaGE/Faculty)	-Students will experience the in-person PDO training -Students will learn behavioural expectations
Meeting #6	FLIP	
Meeting #7	Debrief & Making Your FLIP Work for You (SaGE/Faculty/Careers)	-Students/Faculty will debrief about experience -Students will gain understanding how to leverage themselves with potential employers
Meeting #8	Centennial Engagement	-Students will showcase their learning through an event/meeting/activity

Part III: Daily FLIP Itinerary

Date	Theme/Activities	Outcomes
Day #1		
Day #2		
Day #3		
Day #4		
Day #5		
Day #6		
Day #7		
Day #8		
Day #9		
Day #10		
Day #11		
Day #12		
Day #13		
Day #14		

Part IV: FLIP Budget Template

Destination	
Number of students	
Number of faculty (max 2)	

Budget Line	Recovery	Rate	Pax	Expenses	Priority	Notes
Revenue						
FLIP Project Budget						College Funding - TBD
Expenditures						
Flights						Based on fare/person
In-country transportation						Airport transfers, in-country transit
Visas						For entire team
Accommodation						For entire team
Meals						For entire team
Program Fees						(Also includes supplies, field trips, etc.)
Travel Health Insurance						\$1.95/day/participant
Contingency Funds						
				\$0.00		
				\$0.00		

Notes:

1. The expenses listed are samples only; your FLIP may include but may not be limited to these expenses.
2. Funds should be listed in CDN\$.
3. Please indicate priority level as 'High' = required expense, 'Medium' = recommended expense, 'Low' = nice to have.