

RYERSON INTERNATIONAL WORK EXPERIENCE FUND (RIWEF)

2017-18 GUIDELINES¹

Ryerson University is providing this fund to encourage students to undertake an international work experience. International experiences provide participants with a global outlook, enhanced intercultural and language skills and an opportunity to become increasingly self-reliant. It is anticipated that this competitive program will expand opportunities for students' involvement in international work experience activities that contribute to their academic, professional and personal development. The fund will be administered by Ryerson International (RI) in consultation with the academic departments.

VALUE OF GRANTS

Fifty (50) grants of \$1,000 will be provided to students in support of an eligible international work experience (internship or placement). Ten grants will be made available for each of the Fall 2016 and Winter 2017 terms, thirty grants will be available for Spring/Summer 2017 term. Any unused funding will be carried over.

SUBMISSION DEADLINES (LATE APPLICATIONS WILL NOT BE CONSIDERED)

Fall 2017 – Friday, October 6, 2017

Winter 2018 – Friday, February 2, 2018

Spring/Summer 2018 – Friday, March 23, 2018

ELIGIBILITY

Eligible applicants must meet the following:

- Have completed the equivalent of at least one full year of study at Ryerson (i.e. eight (8) one semester units, or equivalent) and have a minimum cumulative grade point average (CGPA) of 2.5 and clear academic standing
- Be participating in an unpaid work experience that:
 - takes place outside of Canada
 - is approved by the school or department
 - is eligible for academic credit or which fulfills, in whole or in part, an academic requirement
 - is of at least 4 weeks duration

PROPOSAL GUIDELINES

Students are encouraged to seek opportunities in environments that will expose them to new cultures, languages and values. Typed proposals (maximum of 3 pages) should include the following:

- a. A detailed description of the internship or placement duties proposed
- b. A brief description of the internship or placement provider, its mandate and history
- c. A description of how an international internship will affect your academic, professional and personal development
- d. A clear and achievable plan for the sharing of information with Ryerson students following the applicant's return
- e. A detailed budget indicating expected costs and sources of funding

Be sure to include your name, student number, program and contact information in your proposal.

HOW TO APPLY

Applications are to be submitted through the [RIWEF ONLINE APPLICATION FORM](#)* by the deadline listed above. (<https://goo.gl/forms/zhASbvt97DRx4qFI2>). Please submit your proposal document in Word or PDF format, labelled as follows: 'RIWEF-Term-LastName-Program' (for example 'RIWEF-Fall2017-Wong-ECS')

SELECTION CRITERIA AND PROCESS

Applications meeting the eligibility criteria outlined in section 3 will be considered by a committee composed of selected faculty and RI staff. Faculty representatives will be drawn from academic units featuring internships and placements in their curriculum, but will not be directly involved with the administration of the work experience programs.

- 50% - Demonstrated academic, professional and personal benefit to the applicant
- 20% - Clarity of the overall proposal
- 20% - Demonstrated linkages to applicant's program of study
- 5% - A clear and achievable plan for the sharing of information with Ryerson students following the applicant's return
- 5% - A clear and realistic budget for the proposed activity

Applicants will be informed of the committee decision within two weeks of the application deadline. Students who have not previously received an award administered by Ryerson International will be given priority

REVENUE CANADA

Successful applicants should be aware that under the Revenue Canada Income Tax Act, travel/research grants are considered taxable income. A T4-A form will be issued to recipients involved in such activities.

RESPONSIBILITIES OF APPLICANTS

Successful candidates must:

- Complete Ryerson's [mandatory pre-departure process](#)
- Submit a one-page summary of their international experience within four weeks of their return.
- Conduct an information-sharing activity, in keeping with their proposal

Failure to meet these responsibilities may result in the fund being withdrawn.

NO FUNDING WILL BE DISBURSED TO STUDENTS WHO DO NOT COMPLETE RYERSON'S PRE-DEPARTURE REQUIREMENTS IN ADVANCE OF THEIR TRAVEL. STUDENTS WHO DEPART CANADA WITHOUT COMPLETING THE REQUIREMENTS WILL HAVE THEIR FUNDING REVOKED.

See <http://www.ryerson.ca/ri/global-learning/risk-management-steps/> for details regarding the pre-departure process.

For further information please contact rihelp@ryerson.ca.

Personal information in connection with this application is collected under the authority of Freedom of Information and Protection of Privacy. This information is used to process your application and decide on your eligibility for the International Conference & Research Support Fund. Once an award has been granted, Ryerson University may disclose certain information to the donor of the award, provincial funding organizations and/or Ryerson University academic Faculties or departments/schools.

This program will be subject to ongoing review and revision to reflect Ryerson's international strategy and available resources.

Last revised: October 11, 2017