

## West Virginia Council of International Programs

*“An international Professional Outreach Program Across Cultures and Disciplines, with People in Mind...”*

### Program Summary

Building bridges among cultures has been the heart of the WV CIP program since our inception. We strive to foster a better understanding of each other, our professions, and our communities. To help promote our mission, WV CIP has developed a fourteen-week professional development program which focuses on personal development, professional development, and community impact. In addition to fostering introspection and career development, the program aims to give participants the tools to better understand their host community in Morgantown, U.S. and to build a bridge to connect their home community and Morgantown internationally.

While in the program, participants will be placed at a training site (or sites) related to their field of interest for 32 hours a week where they will learn about the U.S. aspect of their profession through observation, discussion and some hands-on activities. For the remainder of each week, time will be put towards a research project, cultural/educational activities, and volunteerism. At the end of the program each participant will share what they have learned during their program with WV CIP and the host community.

Each program includes opportunities to:

- Meet colleagues in their profession and learn about their professional field first hand
- Research a professional related topic
- Explore educational and cultural institutions
- Volunteer at community events
- Understand another country’s culture and life through host family living
- Network with other international professionals

At the beginning of the program, newly arrived participants will participate in an orientation on life in the U.S., their local communities, and specific information on the program. During the orientation there will also be an Agency Lunch, and a Welcome Reception. WV CIP staff, WV CIP board and community members, and WVU faculty/staff will be available to assist participants, supervisors and host families throughout the program. WVU CIP staff will also touch base as often as needed for mandatory CIP participant meetings and host dinners. There will be a farewell reception at the end of the program during which each participant will receive a certificate of completion and an opportunity to formally say farewell to all involved.

## Program Elements

### Each program includes:

**Professional Training** – Participants will be placed at a training site in their desired field of training for 32 hours a week (approximately 4 days a week). While there, the participant will observe, network and learn through various activities or projects. If participants observe university classes, time spent in class is included in the 32-hour working week.

**Host Family Living** – Participants will live with 3 to 4 host families during the program. A private room, shared bath, breakfast and dinners will be provided. Participants should expect to pay for their own lunches. WV CIP believes that living in a quintessential American home and engaging with host families in their daily activities, allows for a greater understanding of each other. Host families volunteer for this program because they are given a chance to meet new people, who bring knowledge of life and customs of another country. This experience opens our host families up to the idea of sharing their home and time with participants. WV CIP expects participants to engage and interact with their host families, to foster a learning atmosphere.

**Wednesday Weekly Meeting** – Attend all scheduled weekly Wednesday Meetings and Wednesday dinners, during which the professionals participate in group discussions, support each other, and present on their home country and profession at one of the weekly dinners as well as listen to guest speakers on topics of general interest.

**Cultural/Educational Activities** – Participants will engage in local and educational activities. WV CIP will arrange trips and activities, such as a day trip to Pittsburgh and our annual Square Dance event. We expect participants to explore their host city on their own and with their host families. The Office of Global Affairs arranges trips for international students that the participants may join as well.

**Participant Project** – Each participant will come to the U.S. and use their time in the U.S. to think about, expand, and learn how to apply their experience after they return home. At the end of the program, participants will share their research and discoveries with WV CIP. Projects can be creative, from a typical typed paper to a photo collage, video, digital story or webpage.

**Travel Week** – Participants will be given a week off from work to travel within the U.S. If participants wish to travel to outside the U.S. during this time, they will need to consider visas, and travel permission prior to their departure.

**Networking** – Each participant will have opportunities to network with U.S. colleagues and international colleagues that are on their program. Participants will also have opportunities to meet with people from the local community. Various opportunities will be provided by WV CIP; however, it is up to the individual to take advantage of these opportunities.

**Alumni Forum** - After the completion of the program each participant will be able to join the WV CIP alumni network.

**Evaluations** – Participants, agencies and host families will complete the final program evaluations to provide WV CIP with the essential feedback that is needed to continue the program.

**Expectations**
**WV CIP will provide:**

- A training experience based on the application of the participant
- Room and Board through host family living
- Orientation to the U.S. local community and program

- Local transportation, Bus and Personal Rapid Transit (PRT) pass with WVU ID
- Opportunities to participate in culture, educational and volunteer activities
- Research project assistance
- Certificate of Completion
- Farewell Ceremony

**Participants will:**

- Have an open-minded attitude
- Engage in host family living
- Complete a research project and present at the end of the program
- Volunteer at an arranged activity
- Participate in all Wednesday meetings and dinners
- Complete required evaluations
- Be accountable to a supervisor for their actions, decisions, and expected results.

- Interact as often as possible with the staff and clientele
- Be active and participating members of the work community
- Participate as much as possible in goal setting and planning
- Be a WV CIP Ambassador and help WV CIP by sharing their experience with their colleagues

**Expectations for Agencies/Partnering Departments**

The Agency and the Agency Supervisor are one of the most important components to our program. WV CIP will be responsible for assigning a liaison from the Board of Directors to make periodic informal contact with the agency and the participant to ensure that the placement is successful.

**Partnering Agencies and Departments are responsible for:**

- A twelve-week, training and work-related placement equivalent to full-time regular staff, flexible and modified to fit the schedule of the participant. This is not to be confused with a student practicum of internship.
- A written agreement with specific participant responsibility jointly determined by director or supervisor and participant with a copy to be sent to the WVCIP Coordinator.
- Supervision by a person within the agency.
- Orientation to the agency and introduction to the staff
- A desk or workspace and materials/equipment essential to the assignment
- Involvement in professional activities such as conferences, seminars, and training workshops that are usually offered to regular staff.
- Consideration of the participant's time in attending university classes as well as preparing for any professional presentation within the community including: presentations to agency staff, students, and so on, as appropriate.
- Should the participant be expected to work in a camp or other setting or engage in overnight assignments away from the host family, the agency will provide room and board and transportation.

**Agency Agreement**

This document establishes a working relationship and clarifies joint responsibilities. The term “agency” is used to indicate an academic or research unit, human service agency, government unit, or business. In addition to signing this document the designated supervisor will communicate and collaborate with the WVCIP Coordinator and WVCIP Professional to develop an appropriate written training plan.

WVCIP enters into the following agreement with \_\_\_\_\_ in

\_\_\_\_\_ concerning the placement of

\_\_\_\_\_ for the length of the program,

August \_\_, 20\_\_ to November \_\_, 20\_\_.

**Termination of Agreement** – If dissatisfaction occurs on the part of the agency or on the part of WVCIP, discussion and joint efforts towards a resolution will take place as soon as possible. If differences cannot be resolved through negotiation, the agreement may be terminated by either party with at least one week’s written notice.

**WVCIP Manager Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Agency Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dean/Chair Signature\*** \_\_\_\_\_ **Date** \_\_\_\_\_

*\* If there is no Dean or Chair applicable to the department, please have the Agency Supervisor’s Director/Supervisor sign in this space. If there is no one who meets this criteria, Global Affairs’ AVP can sign in this stead.*