

Provision of an internationalisation programme for university staff

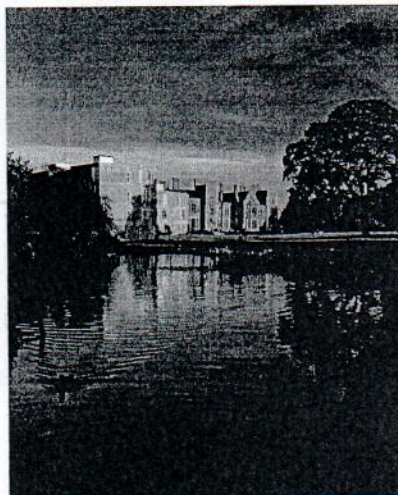
A proposal

The outstanding city of York and the beautiful lake-side university campus provide an ideal learning environment. A Russell Group university, we have extensive experience of managing successful intensive programmes as well as committed staff with wide-ranging experience.

INTRODUCTION

The University of York

Just minutes from the historic centre of York, the University currently has over 16,000 students with over 30 academic departments and research centres. Highly rated amongst UK Universities, it regularly ranks highly for teaching quality.

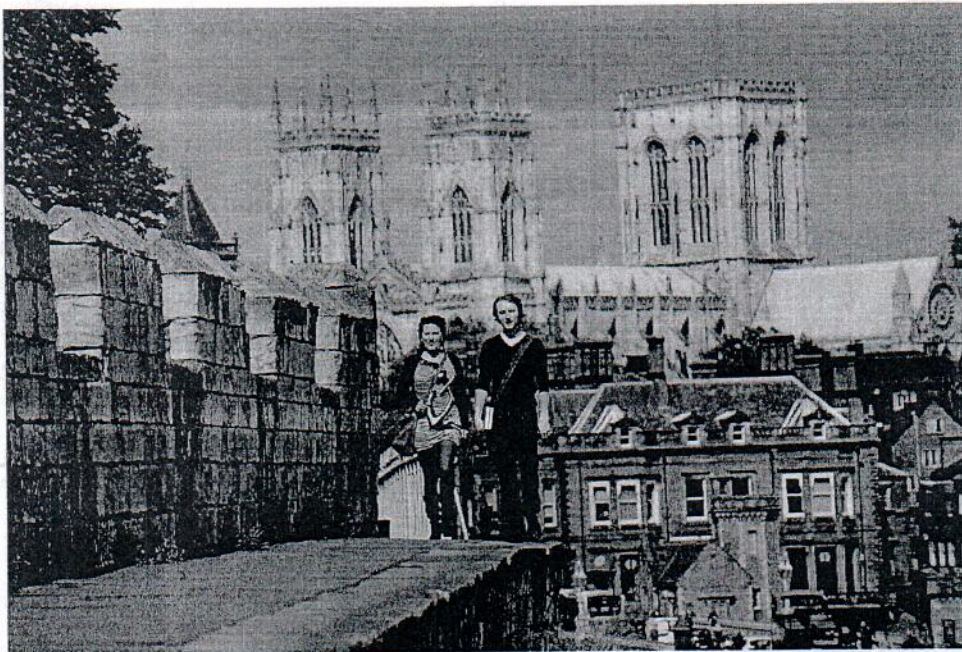


The Centre for Global Programmes (CGP)

Situated within the International Relations Department, the Centre for Global Programmes provides summer schools and year-round short courses both in York for partner universities, and at locations around the world for York students. The Centre also co-ordinates all York's study abroad and exchange programmes, overseas internships and international travel awards. All these programmes are designed to increase the participation of students and staff in international activity and connect York globally with partners around the world, many of which are also research partners.

As a dedicated centre, international cooperation and collaboration is a key part of our strategy and our teaching quality mirrors the first class teaching at the University of York.

CGP is a small and friendly centre. We get to know our participants and they get to know us.



STAFF PROGRAMME DETAILS

The following outline syllabus can be considered a basis for discussion. On receipt of your expression of further interest we will develop this descriptive account into detailed aims, syllabi and assessment plans in consultation with you.

Programme aims

The programme aims are to:

- Develop an understanding of global issues around Higher Education and how universities internationalise.
- Develop an understanding of current issues within Higher Education in the UK, with particular focus on the issue of internationalisation. The University of York is a clear exemplar of these issues.
- Help develop an international ethos through a genuine, balanced and equal exchange with University of York staff and students.
- Develop classroom and front-of-office skills required in an internationalised university.

Course content

We can offer the following components:

1. Keynote lectures and discussion on different internationalisation issues in Higher Education
2. Communication workshops
3. Work shadowing/interviews

1. Key note lectures and discussion

This will be based on talks given by key figures engaged in internationalisation on both a practical and theoretical level plus group readings in the areas of HE in the UK, Internationalisation of HE, and Internationalisation as it effects specific group members.

2. Communication workshops

These will be practical sessions on the international interactions that the participants are involved in and aim to develop the skills that they need. For staff involved in teaching, this could include assistance with lecturing in English, giving student feedback and teaching large groups, for example.

These sessions will also serve to prepare and reflect on the work shadowing and interview opportunities.

3. Work shadowing/interviews

Shadowing, discussion and interviews will take place with a range of University staff members related to the participants' field of work and expressed interests. This can involve time with professional and administration staff as well as time with York academics who have some responsibility for internationalisation.

STAFF PROGRAMME DETAILS

Before the start of the programme, participants are asked to set objectives and submit questions for the interviews, which will be worked on and developed with our staff. This will also provide information which will be used to tailor the programme to the participants' needs.

Deliverables

Participants will be expected to complete two deliverable tasks on the programme:

Journal

Participants will be asked to complete a daily reflection journal.

Presentation

At the end of the programme, participants will be asked to deliver a presentation reflecting on their experiences and learning over the course of the week. They should also consider their future plans and how this can be disseminated to colleagues.

Our approach to training

We aim to provide active and experiential learning with participants involved and engaged intellectually and affectively. Trainers will be responsive to participant needs and our programmes are designed to flexibly allow participants opportunity to pursue their own personal and professional interests. We encourage and facilitate participants to use the university, their host families and the city of York as resources in order to stimulate their use of English in practical situations.



Programme evaluation

The programme will be evaluated both formatively and summatively.

Formative evaluation

Typically we use one-to-one tutorial meetings as a vehicle for mid-course formative evaluation. Tutors will continually monitor issues that arise in the delivery of the programme through reading individuals' journal entries and through regular contact with participants.

Summative evaluation

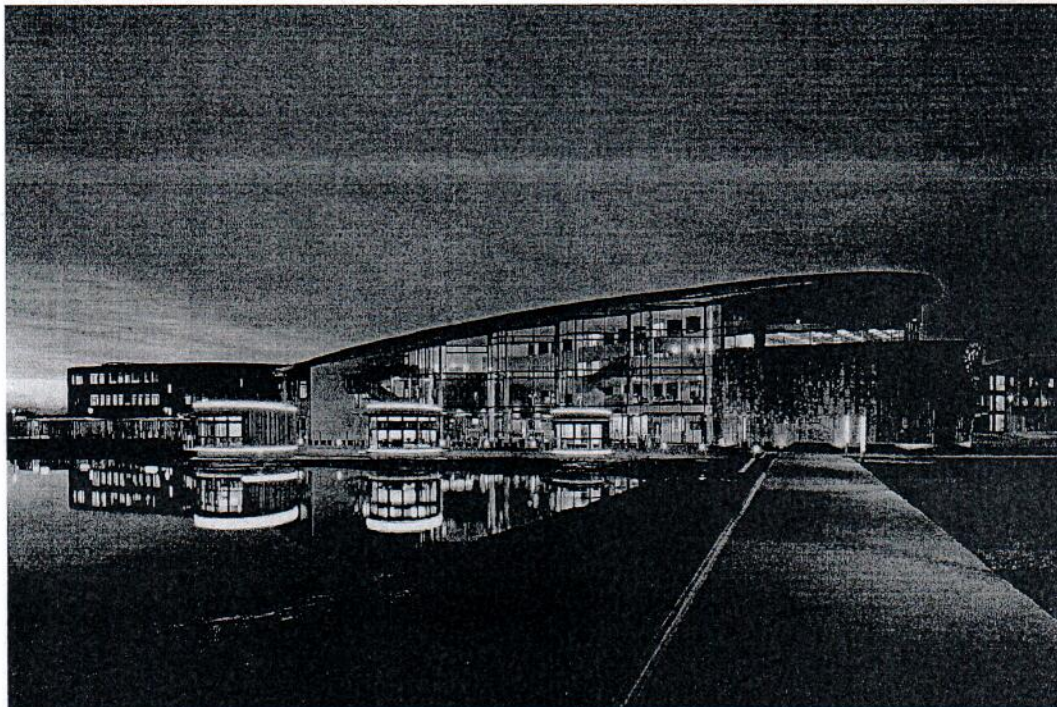
An on-line end-of-course written evaluation will inform us of revisions and adjustments to be made for future groups. A post-programme tutors' meeting will assess the effectiveness of the course structure, materials and activities, and generate action points to guide programme development. These will be followed up in a pre-course planning meeting for any further cohort. A programme report and evaluation will be sent to after the programme along with participant grades and reports, as appropriate.

End of Programme Report

A full evaluative report will be prepared within a reasonable time after the end of the programme. It will summarise and assess the main components and include individual participant reports.

Certificate

On successful completion of the programme, participants will receive a University of York certificate of attendance.



PROGRAMME MANAGEMENT AND ADMINISTRATION

A Programme Manager will be appointed to oversee all aspects of programme design, delivery and evaluation, and will be the main point of contact. A Programme Administrator will handle all aspects of travel, accommodation and participant welfare and will be the participants' main point of contact while they are at York.

Accommodation and catering

Accommodation for staff could be provided in local hotels or campus accommodation based on availability.

Travel

We recommend arrival at either Manchester or Leeds-Bradford airport to minimise travel time after a long flight.

Class size and maximum numbers

The minimum number for a closed is 10 participants. However participant number can be discussed at a later time.

TESTIMONIALS FROM PREVIOUS PROGRAMMES

The following comments are taken from the evaluations of previous cohorts:

- *"It has been such an experience! I enjoyed every bit."*
- *"Shadowing sessions were my highlight."*
- *"It was challenging yet very much rewarding."*
- *"It was very interesting and helpful! It's interesting to see the project of Internationalisation strategy of York University"*
- *"I could learn the policies and strategy of university of York. I'd like to adopt some of them to my university. I will keep the word 'internationalisation' in my mind daily. I will process my introspection and reflection based on the experience I had here."*
- *"The programme helps to develop open mindset, to learn more about the UK, to learn the British experience of higher education internationalisation, to improve personal skills."*

STAFFING

Teaching will be carried out by qualified and experienced staff. All teachers have specialist qualifications in English Language Teaching. Senior staff involved in this programme would include the following:

Matt Smelt-Webb (Head of York Courses, Centre for Global Programmes) studied Economics at the University of Manchester, holds a post-graduate certificate and diploma in English Language Teaching and has a Masters in Management from the University of Durham Business School. He has 20 years' experience of teaching English for General, Specific and Academic Purposes and he has taught and developed courses in professional communication skills to managers and diplomats in the UK and overseas. After training in Oman, he worked in Turkey, The Czech Republic and Portugal and became a Director of Studies at International House, Lodz, Poland and trained teachers in the Baltic States before returning to the UK to work as a Business English and Communication Skills trainer for York Associates. He managed and developed bespoke specialist programmes at the Centre for English Language Teaching for fourteen years before he and his team joined with the Study Abroad Office to form the new Centre for Global Programmes. His publications include a business grammar pack and teacher's books for business English course books.

Dr. Andrew Kerrigan (Associate Lecturer) has been researching and teaching English language, linguistics and culture for over 12 years and has worked in a range of universities and language schools in the UK and in continental Europe. As an independent scholar he holds a doctorate in English Studies from the University of Strathclyde, Glasgow specialising in critical discourse analysis and cognitive theory of metaphor. As an educator, he specialises in creating and delivering tailor-made professional development courses for international students and academics. He is also responsible for the integration of CGP students with the York student body.

Helena Kang (Associate Lecturer) has been teaching and developing curriculum in the field of ELT and methodology for over 10 years. As an educator, she has taught English language in a range of educational contexts and as a teacher trainer, she has trained international in-service teachers of English from countries across Asia and Europe. Helena specialises in developing and delivering bespoke courses for international students, government institutions and education professionals.

Nick Milner (Associate Lecturer) has over 25 years of experience working in ELT as a teacher, teacher trainer and manager. He worked in Spain for 10 years teaching both General and Business English, including work as a Cambridge Examiner. He then worked in Cambridge and York as a Director of Studies before spending 6 years working as Head of the International Department at a private secondary school. As well as a BA in English and a postgraduate certificate in teaching, Nick holds a diploma in ELT Management and specialises in professional development and teacher training.

PROGRAMME COSTS

Guideline costs for the proposed programme per participant are as follows:

Staff programme tuition	£500 per week
Development fee	£1500
Accommodation	£20 - £100 per night (tbc)



INTERNATIONALISATION PROGRAMME FOR STAFF

18 - 22 September 2017

York, UK

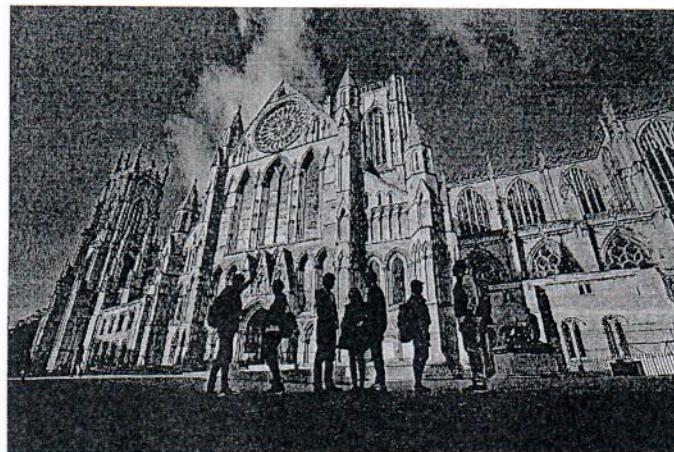
No time to think at EAIE?

**Come to the beautiful historic city of York and share
and hone your ideas for practical outcomes and
dissemination.**

Timed to dove-tail with the end of EAIE conference in Seville, this programme will help participants to explore issues of internationalisation, discuss best practice and develop ideas for how to disseminate information about new internationally-focused initiatives.

Exclusively for York's partner universities, this programme allows you to:

- ❖ Spend time at York, a top global university
- ❖ Mix with international professionals facing the same issues as you
- ❖ Form new partnerships in a focussed environment
- ❖ Develop your skills and professional understanding



Who is it for?

Aimed at staff involved in global engagement and study abroad, this programme will facilitate conversations with other experienced practitioners at every level.

Programme aims

The programme aims are to:

- Develop an understanding of current issues within HE in the UK, with particular focus on the issue of internationalisation. The University of York is a clear example of these issues.
- Help develop an international ethos through a genuine, balanced and equal exchange with University of York staff and students.
- Develop practical skills required in an internationalised university.
- Discuss and develop your ideas from EAIE
- Share best practice

Course content

We can offer the following components:

1. Discussion on internationalisation issues in Higher Education
2. Communication workshops
3. Work shadowing/interviews

1. Discussion

This will be based on group readings in the areas of HE in the UK, Internationalisation of HE, and Internationalisation as it affects specific group members.

2. Communication workshops

These will be practical sessions on the international interactions that the participants are involved in and aim to develop the skills that they need.

These sessions will also serve to prepare and reflect on the work shadowing and interview opportunities.

3. Work shadowing/interviews

Shadowing, discussion and interviews will take place with a range of University staff members related to the participants' field of work and expressed interests.

Deliverables

Participants will be expected to complete two deliverable tasks on the programme:

1. Journal

Participants will be asked to complete a daily reflection journal.

2. Presentation

At the end of the programme, participants will be asked to deliver a presentation reflecting on their experiences and learning over the course of the week. They should also consider their future plans and

how this can be disseminated to colleagues.



Places are limited to 15 only so book early to secure your participation.

We will consider applications from up to 3 members of staff from the same university.



Contact Matt Smelt-Webb on matt.smelt-webb@york.ac.uk for further details.

Guideline Cost: £500 per week per participant

Accommodation: from £50 per night