

Electronic Training Course: Introduction to the Private Sponsorship of Refugees Program

IET101 Course Syllabus

Please ensure that you review this information carefully, and contact the course coordinator at etraining@rstp.ca if you have any questions. Please also **save or print this message**, as you may need to refer to it at a later time.

About the Course

The *Introduction to the Private Sponsorship of Refugees Program* electronic training is a ten week course that is designed to provide members of sponsoring groups, service providers and other interested community members a solid introductory understanding of the Canadian Private Refugee Sponsorship program and an awareness of the international context in which the PSR program operates. By offering this e-training free of charge to participants, the RSTP aims to strengthen the knowledge base and work of current and future refugee sponsors in Canada.

Who the training is for

While there is no prerequisite for enrollment in this e-training course, this course is intended for refugee sponsors, staff members of NGOs and inter-governmental agencies, settlement service providers, and those with an interest in refugee resettlement and sponsorship. It is assumed that participants have none to some pre-existing knowledge of the global refugee context and are taking this course to benefit their professional/volunteer work.

Course Format

This course is an online-based, self-directed study course with 8 modules. It is the responsibility of the student to familiarize themselves with the course content and structure. Students are expected to read the weekly reading materials and complete the corresponding quiz on time (please see course schedule). The readings and the quiz comprise the bulk of the course. Each week, a discussion question will also be posted in the course's discussion forum to engage students with the new material and topic. A final exam will test students' accumulated knowledge as based on the reading materials and discussions.

All quizzes and the final exam will be graded and are counted towards the final course grade. A minimum overall course average of 60% must be achieved to obtain a certificate upon completion of the course.

Course Components & Grading

COMPONENT 1: Reading materials

The reading materials for this course are divided into 8 units. Each of these units corresponds to a particular sub-topic. Each unit ends with a multiple choice quiz and a discussion question in the discussion forum.

COMPONENT 2: Quiz

There are a total of 8 multiple choice quizzes in this course. In order to take the next week's quiz, the previous week's quiz must first be completed.

Each quiz consists of 15 multiple choice questions and must be completed in order to meet the requirements for successful completion of this course.

Refer to the course schedule to find out when each reading unit's quiz is due. Generally, students have 1 week to read the unit's materials and complete the corresponding quiz. When you submit a quiz, you will be provided automatically with the correct answer and some feedback. It is your responsibility to review your scores and the feedback. At any time, you can also revisit your quiz (click on the course title > under 'administration panel' click on 'Grades' > You should be able to see your 'user report' now. Click on the quiz you want to review > click on '1' in the column 'Attempts').

Grading: One (1) point is awarded for each correct answer. All 8 quizzes make up 50% of the final grade.

COMPONENT 3: Final Exam

The course concludes with a final exam. It will be released automatically as per schedule once all previous quizzes have been completed. This final exam is cumulative and consists of 50 multiple choice and True/False questions. Please note that each page displays about 10 questions.

Please consult the course schedule for the due date of the final exam. As with the weekly quizzes, you will see correct answers for each question as well as your final exam score immediately after submitted your exam. Please note that there are two steps to submitting the exam. Students will be provided with an opportunity to discuss the final exam in a webinar discussion (please refer to course schedule).

Grading: The final exam is worth 50% of your final course grade.

COMPONENT 4: Discussion Forum

One discussion question will be posted each week on the discussion forum to engage students with the course material. The discussion questions correspond to the study units. While participation in the discussion forum is not mandatory, we encourage you to read and respond to the question in order to apply some of the learned material to real life scenarios. Please note that there are no wrong or right answers. Rather, the questions are meant to stimulate meaningful discussions and exchange of ideas.

Grading: 1/4 of a bonus point can be earned per participation in a weekly discussion question by posting a comment in response to the question in the weekly discussion forum. Students can earn up to 2 bonus points during the term, which will be added onto their final percentage mark (must already be passing the course).

COMPONENT 5: Webinars

Please consult the course schedule for webinar dates. You will receive an email with an invitation and a registration link to join a webinar in advance. There are total of four (4) webinar sessions scheduled throughout the course:

1. **Orientation webinar:** Students have an opportunity to 'virtually' meet each other and an RSTP Trainer/Course Coordinator at this live, web-based meeting. Participation in this

webinar is voluntary but encouraged.

- 2. Discussion webinars:** Two discussion webinars will take place mid-way through the course to revisit the discussion questions and answers which have been posted on the course forum. These sessions will be lead by an RSTP Trainer and are intended to provide a great opportunity for students to engage in a live discussion and ask questions.
- 3. Closing webinar:** This webinar will take place after the final exam. It provides students with an opportunity to discuss the final exam questions with each other and an RSTP Trainer. Participation in this webinar is voluntary but encouraged.

Please note that quizzes and the final exam must be completed and a minimum overall course grade average of 60% is required to qualify for a course certificate.

How to begin

You will need to self-register by entering your information and creating a username and password for your login account at <http://etraining.rstp.ca/login/signup.php>. Creating your own user account does not guarantee that you will be enrolled into the course. An RSTP Trainer will review your information and enroll you if you reside in Canada and have completed the self-registration form before the registration deadline.

You will be notified of your enrollment via email closer to the starting date of the course. Once you have received confirmation from an RSTP Trainer, you can log into the online course on the first day of the course (refer to course schedule). Using the username and password you have created, login to the course website at <http://etraining.rstp.ca/> to access the course materials.

If you have any questions please contact us at etraining@rstp.ca

Course Evaluation

The RSTP kindly asks that you take a couple of minutes to complete the course evaluation survey listed at the end of the course outline. Your input and feedback are very valuable and needed for the continued work of the RTSP team. We thank you in advance!

Terminology

If, during the study of the materials, you come across words or acronyms that are not familiar to you and that are not explained in the material, you can refer to the glossary at <http://rstp.ca/aetraining/>

Contact

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Please note that RSTP staff is only able to respond to inquiries Monday to Friday, during business hours (EST).