



Off-Campus Activity Safety Policy

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All OCASP Help! Documents are Works-In-Progress

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OCASP GUIDE FOR TEACHER CANDIDATES IN THE FACULTY OF EDUCATION WHO ARE PLANNING FOR AN ALTERNATIVE PRACTICUM

The Purpose of this Help document

- In an effort to try to solve some problems before they start, we offer the clarification below. Please take special notice of the changes/additions below.
- You must read this Help document completely and comply with the requirements of the *Queen's University Off-Campus Activity Safety Policy* [OCASP], AKA "*The Policy*," before you may participate in your International Placement. Under the Policy, your Exchange is not fully authorized until your OCASP Safety Planning Record has been completed, and Approved status gained.

Ref: <http://www.safety.queensu.ca/policy/activity/policy.pdf>

Key to completion of the Safety Planning Record

- Following is a key to the completion of the Safety Planning Record for *Teacher Candidates* who are preparing for an *Alternative Practicum*.
- You may have already started the process – and completed some of the fields correctly – but this Guide covers all of them. Make sure you have completed all fields accurately. There are only a very few fields that do not require significant data, and none that allow **None** or **Not Applicable**.

OCASP Guide for Teacher Candidates in the Faculty of Education, who are Planning for an Alternative Practicum Entering the OCASP Data Warehouse

- Go to the OCASP site ... <https://www.queensu.ca/safety/ocasp/>
- **Login**, if necessary
- **If you have not already created a Safety Planning Record:**
 - Read the information on the **Home** tab
 - Click on the **Planners** tab
 - Click on the **Create New Activity!** button.
- If you have already started a Safety Planning Record, after you have logged in:
 - Click on the **Planners** tab
 - Click on the [highlighted portion](#) of your Planners entry, to open the actual Record.

BASIC DETAILS

Planners Name (First, Last)

- This is your name of record in the Registrar's records. If it is incorrect, or if you are known by something other than appears here, you may change it. However, you should also follow up by asking the Registrar to update their records.
- However, **if this is not your name** at all, do not change it, as that would mean that you are trying to initiate a Safety Planning Record while logged in under someone else's NetID. Once the Safety Planning Record is created, it is filed by NetID, so you would not be able to access it through your own NetID.

Department Overseeing Activity

- This field *may* pre-fill by default to your Department as per the Registrar's records.
- If it is not already showing as such, change this to the **Faculty of Education**, the department that has responsibility for oversight and Approval of your Alternative Practicum.

Planners Queens eMail

- Enter your full Queen's eMail address
 - @QueensU.CA or @QLink.QueensU.CA
 - Alternative eMail addresses are *not acceptable* and are cause for rejection
 - e.g., Hotmail, GMail, Yahoo, etc.

Nature of Activity

- This is **the** key field, by which you access your record again ... enter something meaningful to you such as **Alternative Practicum Spring 2009 Guatemala**, etc.

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Geographical Site or Overseas University

- Enter the name of the University, School, Organization, or other site at which you will be undertaking your Alternative Practicum.

Distance to Nearest City

- 0 if it is in the core, otherwise distance to the centre of the nearest city, town, or village.

Commercial Carrier

- The **name** of the airline and any other commercial transport [train, bus, etc.?] that you are using to get to the location of your Practicum, e.g. Air Canada, Air France, Lufthansa, *etc.*

Training Required • Enter and ensure you have done:

- QUIC Pre-departure training
- Register with ESP through QUIC
- Register with the DFAIT ROCA
 - Department of Foreign Affairs and International Trade – Register of Canadians Abroad
 - F.Y.I.: **[Registration of Canadians Abroad](#)**

Emergency Procedures

- Queen's Emergency Contact 613 533 6111
 - This is the Queen's University 24x7x365 telephone number for Emergency Contacts
- The host country's/city's equivalent to our 9-1-1 Emergency Number
- The country's emergency contact information from DFAIT for the nearest Canadian Embassy or Consulate is found within the Travel Report for your host nation, which you will find here:
 - **http://www.voyage.gc.ca/countries_pays/menu-eng.asp**
- Click on the letter for – then on the name of – your host country then go to **5. CANADIAN GOVERNMENT CONTACTS**, and copy and paste the information for the closest Embassy or Consulate to your Activity location.
- *e.g.:* Consulate General of Canada
32B Malodetskosliski, Prospekt
St Petersburg, 198013 Russia
T: 7 (812) 325-8448
E: SPurg@International.GC.CA
- Are there a number of options, and you're not certain which one is closest?
Download Google Earth from **<http://earth.google.com/>** and have a look!

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Queen's University Contact – 1

- **Dr Peter Chin** 613 533 6000 x 74937
 - Dr Peter Chin is the Faculty Practicum + Exchange Co-ordinator, and in that position he has been appointed as the *Person-in-Authority* for Undergraduate Education [Teacher Candidates]
 - Peter has been designated by the Dean of Education to Review and either Approve or Reject your Safety Planning Record, on does so on her behalf.

Queen's University Contact – 2

- **Director, QUIC** 613 533 2604
 - QUIC is the Queen's University International Centre

Off-site/Field Contact – 1 and Off-site/Field Contact – 2

- At least one **official** contact at the location where you will undertake your Exchange.

Emergency/Family Contact – 1 and Emergency/Family Contact – 2

- These fields are used by the University *only* in the case of an emergency of such a dire nature that you are personally unable to contact home ...
- For the Contact in #2, it is strongly suggested that you consider someone at a location other than that of #1 – a relative or family friend who could help locate Contact #1 if they could not be contacted at the time, either by phone or by a knock at the door.
- Ensure that the Street Address is fully completed for both Contacts.

Ensure that you click on the *Save Changes!* Button

CHAIN OF RESPONSIBILITY

- Enter your own name and particulars - select **Sole Participant ...**

ITINERARY

- The Itinerary covers your time from your departure from Queen's to your return to Queen's.
- Enter your travel details, including flight numbers
 - an example is provided for your guidance on the Itinerary page.
- Remember to **include an entry** for the time you will be **undertaking your Practicum**
- In addition, you must include entries to cover any travelling elsewhere that you will do before, during, or after the time of your Activity.

IMMUNIZATIONS

- You **must** select **All Routine Canadian Immunizations** as the base line
 - Refer to the details of this category that are spelled out on that page, below the selection area
 - Do not repeat individual immunizations that are included in this grouping.
- It is not put in by default as your action in clicking on the *Save Item!* button indicates both:
 - that you understand that it is a requirement that your immunizations are up-to-date
 - that if not, you undertake to ensure that they are prior to your departure.
- Ensure that everything else is covered for your Activity host country, **AND** for any other place[s] you plan to travel during this time ...

HAZARDS

- This is the major item for all International Exchange programs, and the one that causes the most rejections.
- Please refer to these:
 - Department of Foreign Affairs and Industrial Trade [DFAIT] Country Travel Reports
 - http://www.voyage.gc.ca/countries_pays/menu-eng.asp
 - World Health Organization
 - www.who.int/en/
 - Health Canada
 - [Travel Health – Know before you go!](#)
- You **MUST** address every one of the Hazards indicated in the DFAIT and WHO pages for your host country **AND** for any other country that you intend to visit during your Exchange ... and any other countries must also be listed in your **ITINERARY**.
- If there is a Hazard indicated here that you think does not apply to you, **do not ignore it**, but put it in your Risk Management with a comment that indicates that, *e.g. I will not be travelling in that part of [country] during my Exchange, so this hazard does not apply in my case.*

NOTES

1. See in particular the comments in the DFAIT Travel Report, section 11. Travel Medicine Program, with regard to Avian flu, which is becoming more and more of a concern in many parts of the world
2. As various of the Persons-in-Authority have said many times, they are not mind readers, especially with intervening oceans, so they cannot guess which of the Hazards will apply to you or not, and they must know that you have addressed them all in order to approve your Record.

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APPROVAL

Now you will be ready to go for Approval, and if you have done your work well you may get through the first time ... *It is possible!* 😊

- Click on **2 approval** in the menu at the right, below the coloured bars.

Part I -- Off-Campus Activity Leader

- Read through **Part I**, noting your responsibilities at the top of the inside box, then click on **Accept Terms!**
- There will be a **short pause** as your selection is entered into the database ...

Part II -- Principal Investigator/Activity Coordinator

- Once control returns to you, scroll down to **Part II**

Read your responsibilities ... then click on the check box adjacent to the words

[] **Check here to indicate that you agree with and accept these statements.**

Part III -- Select or Indicate Person-in-Authority

- A drop-down menu is being prepared for this page.
- If a drop-down menu is available to you, select **PIA [Faculty of Education - Alternative Practica]**
- If the drop-down menu is not yet present, enter this OCASP-specific eMail address:
 - OCASP.Education.Placement@QueensU.CA
 - **NOTE:** You *can not* gain Approval with any other address
- Click on **Submit Request!**

Post Activity Report

When you have received the eMail message indicating that your Safety Planning Record has been **Approved**, you are free to forget about the OCASP preparations – *but not the safety lessons!* – until after your return to Queen's.

At that time, you will receive a further eMail message from the OCASP system, requesting you to file your Post-Activity Report – along with an Incident Report, if applicable – as required under *The Policy*. More about that later, in your Approval message!

Best wishes from The OCASP Team for your Alternative Practicum!

Difficulties? Please click here and tell us the details about your problem:

OCASP.Coordinator@QueensU.CA?subject=Help_For_Faculty_of_Education_Alternative_Practica