Scholarship of Teaching and Learning Handbook

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About ORI

At Humber College's Office of Research and Innovation (ORI), we aim to support and mentor researchers as they embark on their path to explore what they are passionate and curious about. Our purpose is to engage the research community with opportunities that are multidisciplinary, collaborative and inclusive. We pursue research by building bridges that connect faculty members with students and partners to solve real-world problems and bring exciting projects to life.

As part of the Humber ecosystem, we have identified the following five key research areas that will continue to support our shared objective to lead, transform and differentiate:

- **Social Innovation:** Research in this area aims to address social challenges by taking collective action and implementing solutions that thrive to improve the wellbeing of communities.

- **Industrial Internet of Things:** This area will allow researchers to explore wireless networks of interconnected machines, systems and devices that exchange and collect data between one another.

- **UX Design:** User Experience Design focuses on understanding the users' needs to build solutions that meet their expectations and enrich their interaction with different services and products.

- **Systems Integration:** Research in this area aims to understand how subsystems or components can be connected with each other to build a cohesive and integrated system that is more accurate and efficient.

- **Sustainable Architecture and Energy Efficient Construction:** This Research aims to minimize the negative environmental impact of developing new infrastructure.

Workshops

ORI is committed to supporting the research community with various resources that range from equipment or funding to mentorship and training. We work continuously to facilitate sessions that enrich the path of our researchers; this is why we invite you to stay connected with us for any upcoming events or workshops. For more information on workshops, please contact **researchworkshops@humber.ca**
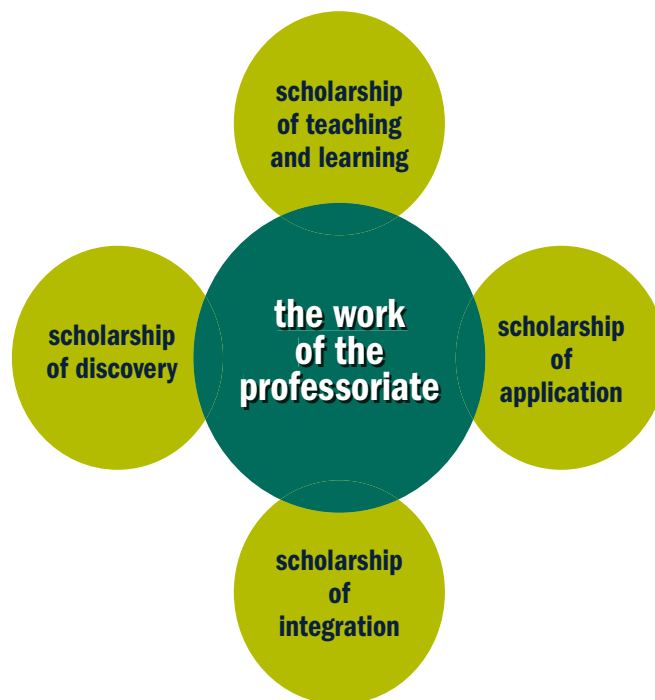
Our buffet of sessions include:

- **Qualitative research workshops:** Qualitative research is the process of finding, interpreting and analyzing non-numerical data. This type of research relies on insights obtained from first-hand observations and communication with individuals. It is mainly used to understand underlying motivations, emotions or thoughts. In these workshops, you will take a closer look at different qualitative strategies, methodologies and approaches such as Human-Centered Design, Creative Problem-Solving or Values-based Leadership.

- **Quantitative research workshops:** Quantitative research is the process of seeking, consolidating and analyzing numerical information. It is used to find patterns, predictions, correlations and cause-effect relationships between various factors. This type of research produces objective data that is derived from statistics. In these workshops, you will learn how to use multiple tools such as Advanced Excel or Tableau, which will be key to understanding and applying data analytics principles.

The SoTL Transformation

Based on Boyer's Model of Scholarship (Boyer, 1990), at ORI, "we pursue research for the discovery of new ideas and methods; for the integration of knowledge with innovative critical thinking; for the scholarship of application to life and our community; and for the scholarship of being current and mentoring within our role in student teaching", or as it is more commonly recognized, for the **Scholarship of Teaching and Learning** (SoTL).

SoTL-related projects are traditionally recognized by their ability to support reflective teaching and discovery through research in the classroom; however, after Humber's Scholarship of Teaching and Learning was incorporated into ORI's portfolio on April 1st, 2021, our team has discussed and defined a new vision that will expand its capacity to support the Humber community in their research journey.

The Scholarship of Teaching and Learning will now enhance the integration of *teaching as part of research and research as part of teaching*, having them as simultaneous roles that interconnect to systematically create knowledge, or in simple words, to encourage and focus on the learning. Taking this into consideration, **"Research, be it applied research, phenomenon-driven research, or research in the form of capstone projects and SoTL, is as much about learning as teaching. It is an accepted and celebrated aspect of SoTL."**

scholarship of teaching and learning

scholarship of discovery

the work of the professoriate

scholarship of application

scholarship of integration

Boyer's Model of Scholarship (1996)

COIL + SoTL

The Office of Research and Innovation is constantly looking for opportunities to collaborate with other Departments across Humber with similar research initiatives. In this opportunity, our team has connected with the International Centre through their **Collaborative Online International Learning** (COIL) program.

The COIL and SoTL collaboration aims to place Humber as a leading institution for global research on learning, recognized for building opportunities that enable an exchange of knowledge with peers around the world.

We invite you to reach out to **researchprojects@humber.ca** or **coil@humber.ca** if you have any research idea with the potential to be explored in an international context.

New Funding Opportunities

Our team works continuously to build an ecosystem that enables both experienced and emerging researchers alike and removes any possible barriers that may keep them from exploring their research passions freely. Having said that, we have decided to restructure the current Teaching Innovation Fund (TIF) so that our community can have a more accessible and flexible system to conduct research.

As of October 1st, 2021, The **Teaching and Innovation Fund** (TIF) will now be divided into the **Seed Research and Innovation Fund** (Seed) and the **Cultivate Research and Innovation Fund** (Cultivate).

A more in-depth description of these new funding programs can be found in the next section of this booklet; however, the following comparison chart summarizes the differences between the programs.

TIF, Seed, and Cultivate Comparison Chart

Item	New Seed	New Cultivate	Old TIF
Calls	Ongoing	Ongoing	3 times a year
Pre-requisite	ORI and LinkedIn workshops	Previous TIF or Seed and ORI and LinkedIn workshops	N/A
Funding amount	$1,500 per researcher up to $4,500	$5,000 per researcher up to $15,000	$1,500 per researcher up to $4,500
Funding period	3 to 6 months* *To be completed by February 28th	6 to 12 months* *To be completed by February 28th	No limit time
Eligibility	Full-Time, Part-Time and contract Faculty and Staff	Full-Time, Part-Time and contract Faculty and Staff	Full-Time, Part-Time and contract Faculty
Partner	No	Yes, optional	No

Eligible Expenses for TIF, Seed, and Cultivate

Expenses	New Seed	New Cultivate	Old TIF
Research Assistants	✓	✓	✓
Software License	✓	✓	✓
Participant Incentives (gift cards)	✓	✓	✓
Research tools and instruments	✓	✓	✓
Transcription services	✓	✓	✓
Stationery	✓	✓	✓
Conference fees	✓	✓	—
Events expenses	—	✓	—
Travel	—	✓	—
Hardware	—	✓	—
Design-related materials/ equipment	—	✓	—

Funding Programs

General overview

We encourage and celebrate the Journey of all our researchers, experienced or emerging; both will find in ORI a research environment that is accessible, and that will enable their path of exploration and discovery.

The new SoTL programs, Seed and Cultivate, will be the first step for emerging researchers who are willing to embark on the research journey. These programs will help them grow from having an idea or an unanswered question to building a robust and impactful applied research project.

The Researcher's Journey

We perceive research as a rich and massive greenfield yet to be explored. Emerging researchers and their projects are Seeds that are planted and are waiting patiently to grow. Once ready, they will transform and Cultivate into expert researchers who will keep the field healthy for new seeds to come. As part of the learning process, the students will be the 'gardeners', who will work together to embrace discovery and propagate the knowledge acquired into new unexplored fields in the professional world.

For further enquiries, reach out to the ORI team at **researchprojects@humber.ca**.

Your research ideas and passions are the Seeds

That will Cultivate into impactful projects

Nurturing the field for new researchers to build and share knowledge

The Researcher's Journey

SEED
Research & Innovation Fund

Program Information

The Seed program has been created for emerging researchers willing to get a closer approach to research. This is an investigation-oriented funding opportunity perfect for those who are willing to explore some of their unanswered questions or ideas. It acts as the first step to recognize and feel comfortable with the research process and self-reflect on their interests and passions.

Item	Details
Calls	Ongoing
Pre-requisite	ORI and LinkedIn workshops
Funding amount	$1,500 per researcher up to $4,500
Funding period	3 to 6 months* To be completed by February 28th
Eligibility	Full-Time, Part-Time and contract Faculty and Staff
Partner	No

Expenses	Eligibility
Research Assistants	✓
Software License	✓
Participant Incentives (gift cards)	✓
Research tools and instruments	✓
Transcription services	✓
Stationery	✓
Conference fees	✓
Events expenses	—
Travel	—
Hardware	—
Design-related materials/equipment	—

Apply today!

Notice of Intent:
https://ncv.microsoft.com/ZaxPYVLmBD

CULTIVATE
Research & Innovation Fund

Program Information

The Cultivate program has been designed for those researchers who want to expand their projects by building solutions that can further impact the learning process of their students and themselves. This design-oriented opportunity will support researchers by providing funding that will allow them to materialize their ideas into new programs, methodologies, services or products and who might be willing to onboard the support of a Partner organization.
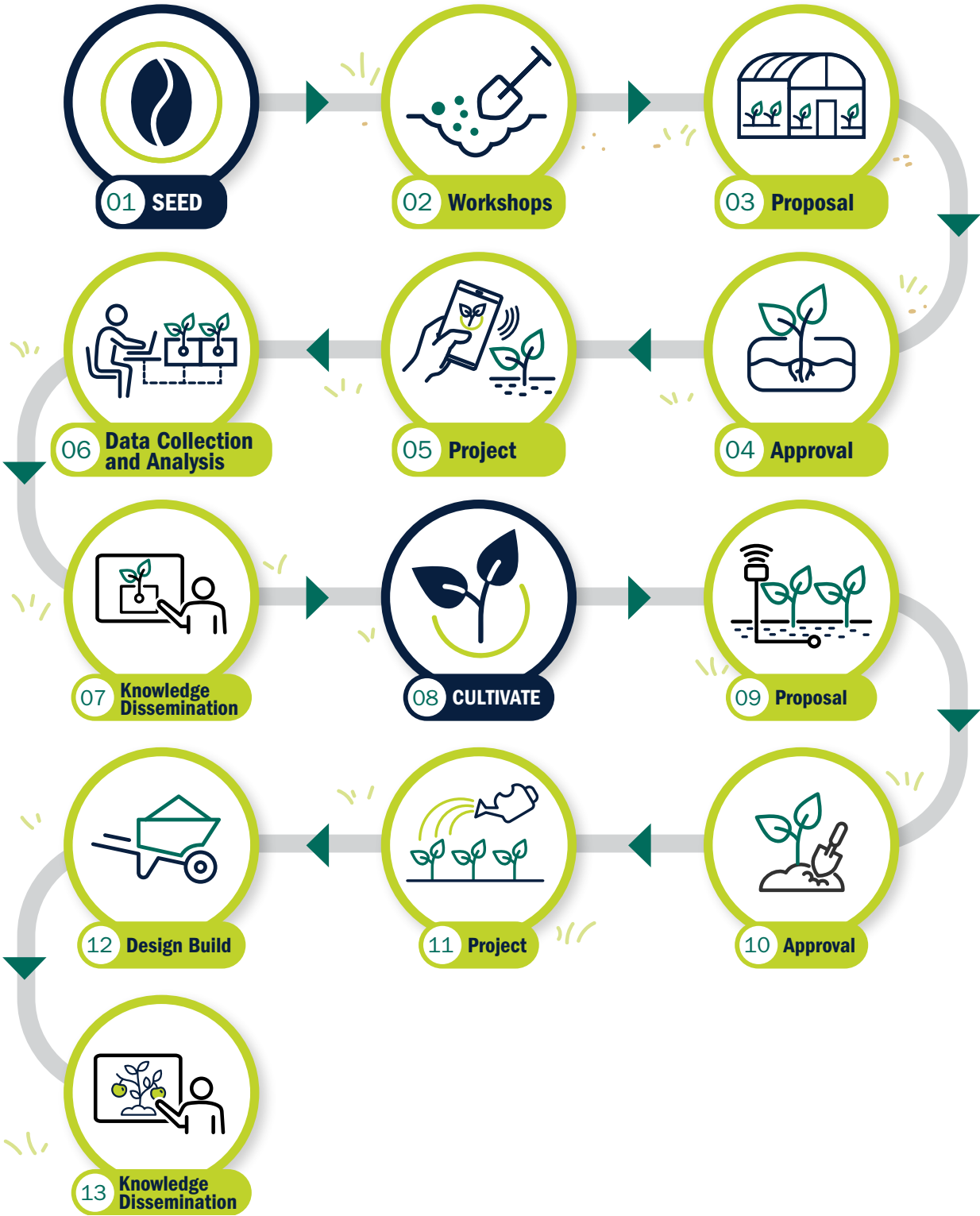
Item	Details
Calls	Ongoing
Pre-requisite	Previous TIF or Seed and ORI and LinkedIn workshops
Funding amount	$5,000 per researcher up to $15,000
Funding period	6 to 12 months* * To be completed by February 28th
Eligibility	Full-Time, Part-Time and contract Faculty and Staff
Partner	Yes, optional

Expenses	Eligibility
Research Assistants	✓
Software License	✓
Participant Incentives (gift cards)	✓
Research tools and instruments	✓
Transcription services	✓
Stationery	✓
Conference fees	✓
Events expenses	✓
Travel	✓
Hardware	✓
Design-related materials/equipment	✓

Apply today!

Notice of Intent:
https://ncv.microsoft.com/ZaxPYVLmBD

Seed and Cultivate's Process Map

01 SEED

02 Workshops

03 Proposal

06 Data Collection and Analysis

05 Project

04 Approval

07 Knowledge Dissemination

08 CULTIVATE

09 Proposal

12 Design Build

11 Project

10 Approval

13 Knowledge Dissemination

01 SEED · 02 Workshops · 03 Proposal · 04 Approval · 05 Project · 06 Data Collection · 07 Knowledge Dissemination · 08 CULTIVATE

Seed Process Roadmap

1. **Think of an idea or unanswered question:** Complete your **Notice of Intent*** (NOI)

   ↪ **Meet the team:** Once we receive your NOI, our team will contact you to schedule an initial meeting to set up your goals

2. **Start the journey:** Complete our mandatory ORI and LinkedIn workshops to begin the proposal development

3. **Build your application:** Build your proposal and budget with the knowledge acquired from our workshops

   ↪ **Evaluate your progress:** Have continuous touchpoints with our team to address any questions you may have and receive feedback from our team

   ↪ **Evaluation:** Once completed, your proposal will be evaluated by an internal ORI panel who will provide you with feedback to refine your proposal

4. **Approval:** Once completed, you will require approval from the Dean of Research and Innovation (ORI) and your Associate Dean and the Research Ethics Board (REB)

   ↪ **Kick-start:** Once approved, our team will help you set up the project and will guide you on how to start

5. **Project development:** Collect and evaluate data, hire research assistants and process purchases as outlined in your approved application

6. **Completion:** Once finalized, report on the results of the project with our team. If required, a continuation request can be submitted

7. **Knowledge dissemination:** Connect with our team to share findings of your project with the community

8. **Next steps:** You can now apply for a Cultivate fund

*Notice of Intent: **https://ncv.microsoft.com/ZaxPYVLmBD**

01 CULTIVATE 02 Proposal 03 Approval 04 Project 05 Design Build 06 Knowledge Dissemination 07 Next Steps

Cultivate Process Roadmap

→ **Connect with a Partner (Optional):** Think of any organization that might benefit or is willing to support your research project

1. **Think of what you would like to build:** Complete your **Notice of Intent*** (NOI)

   ↳ **Connect with the team:** Once we receive your NOI, our team will contact you to schedule an initial meeting to set up your goals

2. **Continue the journey:** Build your application with the knowledge acquired from your previous project phase and our mandatory ORI and LinkedIn workshops

   ↳ **Evaluate your progress:** Have continuous touchpoints with our team to address any questions you may have and receive feedback from our team

   ↳ **Evaluation:** Once completed, your proposal will be evaluated by an internal ORI panel who will provide you feedback to refine your proposal

3. **Approval:** Once completed, you will require approval from the Dean of Research and Innovation (ORI) and your Associate Dean and the Research Ethics Board (REB)

   ↳ **Kick-start:** Once approved, our team will help you set up the project and will guide you on how to start

4. **Project development:** Build your design, hire research assistants and process purchases as outlined in your approved application

   ↳ **Completion:** Once finalized, report on the results of the project with our team. If required, a continuation request can be submitted

5. **Knowledge dissemination:** Connect with our team to share findings of your project with the community

6. **Next steps:** You can now apply for a government-funded grant

*Notice of Intent: **https://ncv.microsoft.com/ZaxPYVLmBD**

What's Next?

Have you completed both a **Seed** and a **Cultivate** program and are looking for more? We got you! We invite you to reach out to us if you want to continue your research journey. We have various applied research funding opportunities that will help you grow your project even more; the sky is the limit!

Contact **camila.perezpena@humber.ca** for further information.

Policies and Procedures

ORI is constantly supporting and collaborating with all of Humber's six faculties and five Centres of Innovation, and the growing Humber research community. In our efforts to facilitate a research journey that is feasible and achievable, ORI continues to cooperate with Humber's operational departments, including, but not limited to, HR, Finance, IT, and we are mindful and take into consideration their procedures, processes and timelines, which we do not influence. Faculty and research participants are also encouraged to recognize the collaborative work that makes research materialize.

- Hiring Process

- Purchasing Procedures: Seed and Cultivate Projects

- Gift Cards and Incentives SOP: SoTL

- Ethical Research Project Do's and Don'ts

- Library Resources

- Templates and Resources

Hiring Process

PRE-HIRING: Project agreement fully executed. The number of research assistants, hours and weeks must be identified in the budget. **Please note Humber's HR team can take up to three weeks to process any contract.**

1. Principal Investigators identify research assistants/faculty that will be hired for their research project and will send the following information to the Project Coordinator:

   • Full name of student to be hired
   • E-mail address
   • Contract start and end date
   • Hours per week
   • Total contract hours
   • Humber status: Current student (and expected graduation date i.e. June 2022)/ graduate/partial-load faculty/part-time faculty
   • Whether the student currently has another contract with another department (and which one), or if they are planning to get another contract

2. If the Principal Investigators have not defined the research assistant to be hired, the investigator might request support to post the opportunity to all Humber programs or receive candidates from the Research Analyst Program.

3. Contract offer is reviewed and approved by ORI's Resource Manager. Offer is extended to candidate via e-mail to start the onboarding process.

4. Candidate's HRMS profile converts to active employee and they can now enter and submit timesheets. Mandatory new hire training requirements to be sent to candidate to complete BEFORE the new hire begins official project work.

5. Bi-weekly reminders to enter timesheets will be sent to all project staff. Timesheets must be entered by specified due date in order to avoid delays in payment. A screen shot of submitted timesheets must be sent to the Principal Investigators with a copy to **research@humber.ca**.

6. **These guidelines must be followed or the expenses will be sent to the Principal Investigator's Faculty or Department.**

Hiring Process continued...

Contract Work Hours Guidelines

Active Student

Semester	Status	Contract Hours
Fall	Part-Time	Maximum of 24 hours per week
Winter	Part-Time	Maximum of 24 hours per week
Summer	Part-Time	Maximum of 37.5 hours per week (must be returning in the Fall)

Graduate/Non-Student

Semester	Status	Contract Hours
Fall/Winter/Summer	Part-Time	Maximum of 24 hours per week
Fall/Winter/Summer	Full-Time	Hires that are required to work between 25 hours and 37.5 hours per week require specific HR approval. These hires must be identified to REB & Resource Manager in advanced, in order to coordinate HR approval process.

Notes:

1. Students may require more than one contract if the duration of their work extends over various semesters.

2. Contracts may take up to 3 weeks to process depending on response times and volume of Humber's HR team.

3. Contract extensions require a new contract to be drafted and approved, therefore please request extensions 4 weeks in advance.

4. Students are not allowed to start working prior to having their contract signed.

5. Please contact your Project Coordinator to report any questions or inconveniences with the contract or hours submission.

6. **Any expenses that may emerge as a result of not following the guidelines above will need to be covered by the Principal Investigator's Faculty.**

Purchasing Procedures: Seed and Cultivate Projects

The information below is a quick reference of Humber's Purchasing and Reimbursement procedures, for more in-depth information, please refer to the **Expense Reimbursement Procedure** (https://humberital-my.sharepoint.com/:b:/g/personal/n01283196_humber_ca/EV85sropJWxHown1DNXnXU0Blw1M6n8Ju9v98H3qsPG2tw?e=QWI4D9)

Once a project has been awarded and the Project Agreement has been completed and signed, the purchasing of desired research-related items can begin with the support of your designated Project Coordinator.

- Please send the link of the product or service you require to your Project Coordinator and ORI shall purchase the item via a corporate credit card. Please note this must align with your approved budget. Any new items that were not included in the original budget will require approval from ORI.

- If the item is over $3,000, please send a copy of a quote or invoice to your Project Coordinator and ORI will handle the payment via a Purchase Order.

- If vendor is not on Humber College's vendor system, ORI will let you know and have you complete and submit a 'New Vendor Request Form'.

- The following items must be purchased by Humber's Information Technology Services team:
  - Mobile devices
  - Laptops
  - Tablets
  - Phones

- **Expense Report:** Can be completed and submitted for reimbursement on Chrome River. This includes travel, meals and low dollar value items of a maximum of $200. Before purchasing any item or service, please reach out to your Project Coordinator for approval. Once an 'Expense Report' is submitted through Chrome River, a copy of that report must also be sent to your Project Coordinator.

- **Travel:** Humber College will reimburse employees $.50/km for project related travel in a personal car. Other ways to get reimbursed for travel is to submit original receipts for taxi services or public transportation.

Purchasing Procedures: Seed and Cultivate Projects continued...

- **Meals:** Kindly submit original 'itemized' receipt for any project related meals. Keep in mind, any alcoholic beverage will not be reimbursed. The per diem rates can be found below:

  - Breakfast: $10
  - Lunch: $20
  - Dinner $30
  - Daily total maximum: $60

- **Low Dollar Value Items:** Smaller items can be purchased and claimed through a reimbursement claim. For example, for small purchases made in Walmart, Home Depot etc., please obtain original receipts and have them uploaded to Chrome River and submit with an 'Expense report'.

- Whenever possible, accumulate expenses for $50 CAD before submitting a claim or before the end of the fiscal year.

- **NOTE:** If for some reason, original receipts were not obtained or were lost, kindly complete and submit a 'Lost Receipt Affidavit Form' to your Project Coordinator.

Reimbursement will not be processed for items that were not approved by your Project Coordinator.

Gift Cards and Incentives SOP: SoTL

1. Please notify your Project Coordinator that you require gift cards for your Project. Humber's Finance Team takes 2-3 weeks to process gift card requests.

2. Gift cards must be purchased in bulk through our approved vendor: BlackHawk.

3. $250 is the maximum amount per month for gift card purchasing via a corporate credit card.

4. The maximum amount per gift card is $20 and can only be used at the bookstore or for food-related services.

5. Appropriate token gifts of appreciation including gift cards or certificates, valued up to $30, may be offered in exchange for gifts of service or expertise to people who are not engaged in work for the College. Gifts valued over $30 must have prior approval from the ORI team.

Gift Cards and Incentives SOP: SoT continued...

6. Principal Investigators are responsible to track the distribution of gift cards. The Project Coordinator will provide you with our standard template for tracking. Principal Investigators are responsible for maintaining comprehensive records of who received the gift cards for auditing purposes. Tracking sheets must be returned to your Project Coordinator within 5 business days of gift card distribution.

7. The supporting documents for incentives include:
   - The researcher's application to the REB, detailing the incentive plan
   - Amount of incentive
   - Number of participants
   - Method of distribution
   - The REB's letter approving the ethical acceptability of the research
   - Receipts for purchase of non-monetary incentives
   - The records submitted in the tracking template including all the information or coded information of each recipient.

8. As per the TCPS2 Interpretations on the Privacy and Confidentiality, researchers have an ethical duty of confidentiality to participants which includes safeguarding their information. Participants must be notified of who has access to their identifying information and must consent to having their information shared upon request

9. Researchers must submit a coded list of the participants who received incentives. The code (e.g., a sealed envelope containing participant initials or signatures, and dates and amounts of incentive distribution) will be made available upon request.

10. No gift cards or gift certificates shall be issued to Humber Employees.

11. Gift cards are a taxable expense for the recipient.

12. **These guidelines must be followed or the expenses will be sent to the Principal Investigator's Faculty or Department.**

Ethical Research Project Do's and Don'ts

As a SoTL researcher you have a dual role as both a teacher and a researcher. Each of these roles have different, and sometimes conflicting goals. This means that as a teacher it's important to be careful not to coerce your students into participating in your research project, and as a researcher it's useful to keep data quality in mind. Some do's and don'ts for SoTL research are:

- ✓ Complete the TCPS2 ethics training
- ✓ Be clear that students' participation in your research will not impact their standing in the course
- ✓ Get informed consent from participants
- ✓ Allow students to decline participation, or withdraw consent when possible
- ✓ Provide incentives that are proportionate with the time and effort that is being asked of students
- ✓ Maintain privacy of data when appropriate
- ✓ Avoid accessing research data until after final grades are submitted
- ✓ Have a third party de-identify data if possible
- ✓ When possible have student contributions remain anonymous
- ✓ Inform students of plans for dissemination of results

- ✗ Do not recruit your own students
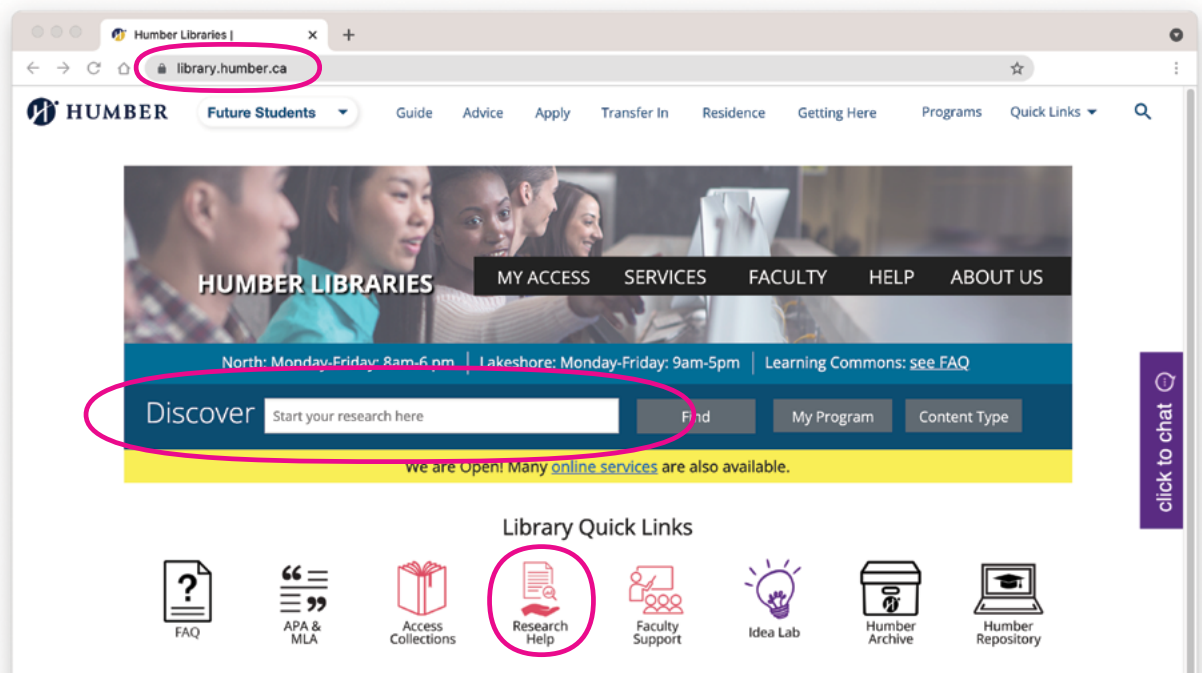- ✗ Do not provide incentives for agreeing to include coursework in research

Library Resources

Discover Search

Humber Libraries > Discover search bar > enter search terms (https://library.humber.ca)

Basic Research Steps

Humber Libraries > Research Steps (http://library.humber.ca/research-steps)

Popular Areas of Interest

Business

- **Liaison Librarians:**
  Najeeb Ahmed (North)
  najeeb.ahmed@humber.ca
  Caleb Domsy (Lakeshore)
  caleb.domsy@humber.ca
- **Key resources:** IBISWorld, Passport, SimplyAnalytics

Health

- **Liaison Librarian:**
  Fiona Inglis
  fiona.inglis@humber.ca
- **Key resources:** CINAHL Complete, MEDLINE, Embase, PsycInfo

Sociology

- **Liaison Librarian:**
  Janet Hollingsworth (Lakeshore)
  janet.hollingsworth@humber.ca
- **Key Resources:** Academic Search Complete, PsycArticles, SocINDEX

*Databases can be searched alphabetically at Humber Libraries > Content Type > Database Links (https://library.humber.ca/atoz_landing)

Copyright

For copyright questions, contact
copyright@humber.ca

Sample Research Guides

Faculty Library Guide
(https://libguides.humber.ca/newfaculty)

Indigenous Research Guide
(https://libguides.humber.ca/Indigenous-Research-Guide)

Statistics and Data
(https://libguides.humber.ca/statistics)

Sustainability Education Research Guide
(https://libguides.humber.ca/sustainabilityed)

2SLGBTQ+ Education Guide
(https://libguides.humber.ca/2SLGBTQ)

*See all Research Guides at **Humber Libraries** > My Program
(https://library.humber.ca)

Templates and Resources

Below are links to our downloadable templates and resources.

- **Journal of Innovation in Polytechnic Education (JIPE) Submissions Handbook**
  https://issuu.com/humber_research/docs/jipe_handbook

- **Notice of Intent**
  https://ncv.microsoft.com/ZaxPYVLmBD

- **Student Learning and Classroom Assessment Techniques**
  https://humberital-my.sharepoint.com/:b:/g/personal/n01283196_humber_ca/EfN0X-UKUaVEgtxTFja_OO0Bqpvw_vex6g2Lvk5Xldjmwg?e=1qK2Bl

- **Seed Application Form Template**
  https://humberital-my.sharepoint.com/:w:/g/personal/n01283196_humber_ca/EYcd70ic2YJPlmdTmprBF-wBXt8CEpOcS-Y6ASJT3p-wdw?e=lk6a39

- **Seed Project Agreement Template**
  https://humberital-my.sharepoint.com/:w:/g/personal/n01283196_humber_ca/ET3iwbbt2IFBqoKnH5SOMtcBhzU7ozUYLpYmJAh8vLwudA?e=BEIiRK

- **Seed Continuation Form Template**
  https://humberital-my.sharepoint.com/:w:/g/personal/n01283196_humber_ca/EfJ4IeiROIhDq_v1N488uWwBWaZkhMrNdu2xi17MaVywvA?e=rUlWco

- **Cultivate Application Form Template**
  https://humberital-my.sharepoint.com/:w:/g/personal/n01283196_humber_ca/EQdOPXE5rvBDs-oavrMVQqkBMulzMhx7U41XOIJQscs2JA?e=MkXDrs

- **Cultivate Project Agreement Template**
  https://humberital-my.sharepoint.com/:w:/g/personal/n01283196_humber_ca/EXgEWtB13xRLsmW_M5aH9AcB2flzKD9rfSqk_h-gPvZj5g?e=ngiHag

- **Cultivate Continuation Form Template**
  https://humberital-my.sharepoint.com/:w:/g/personal/n01283196_humber_ca/EfnntleyYytNg1DJndJPbkEBD9xVXNY1m2u3MJyp7CQ2tg?e=ALl2JO

- **Research and Ethics Board (REB) Website**
  https://www.humber.ca/research/reb

Contact Us

For workshop information
Researchworkshops@humber.ca

For project information
Researchprojects@humber.ca

For hours submission
Research@humber.ca

For ethics information
REB@humber.ca

For international opportunities
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