UFV Bachelor of Integrated Studies

Competency Requirement package Challenge Handbook

What are the BIS Degree Competencies?

The core competency requirements constitute the heart of the BIS program. Upon completion of their degree, each student should be able to elaborate on how they meet each of these competencies at a university-level and in conjunction with the Institutional Learning Outcomes (ILOs): http://www.ufv.ca/ilos/.

Demonstrated proficiency is expected in each of the six competency areas below:

1. Effective Communications
2. Use and Interpretation of Numerical Data
3. Scientific Literacy (Applied)
4. Digital
5. Intercultural Engagement
6. Professional

Some of these competencies can only be met in whole or in part by coursework. These include:

- Effective Communications:
    - CMNS 125 or ENLG 105 is required
    - One additional course in a communications-related field is required

- Use and Interpretation of Numerical Data:
    - One of STAT 104, STAT 106 or PSYC 110 is required
    - One additional course in quantitative learning or approved program with quantitative requirement is required

- Scientific Literacy (Applied):
    - A lab- or field-based course, or science-based Applied Technology program (e.g. Automation and Robotics) is required

The courses and non-course options that can be used to meet each of these competencies are identified within the UFV Calendar.

If you are uncertain about how to identify courses that are right for your program, set up an appointment with the BIS advisor.

What if I feel that I already can demonstrate proficiency in one or more of these competency areas?

BIS students can request a competency review, or 'challenge', in which they will be assessed on their proficiency in a given competency area, based on the presentation of a competency package and supplemental materials.

BIS students can challenge one of the following competencies:

- Digital
- Intercultural Engagement
- Professional

Before undertaking any competency challenge, a BIS student <u>must</u> meet with a program advisor. No competency challenges will be accepted prior to an advising appointment.

ⓘ On unique occasions, a student may challenge more than one competency requirement. **The student will require the permission of the Program Chair in order to pursue a second competency challenge.**

ⓘ **Only one competency may be challenged at a time, unless otherwise approved by the Program Chair.**

What's involved in challenging a competency requirement?

Each competency requirement is associated with a set of **specific learning outcomes**, and each of these must be met at level commensurate with university-based instruction in order for a challenge to be successful.

The challenge process requires the construction of a short competency package in which the applicant will provide evidence of having meet the learning outcomes. The content to be submitted as part of this package will vary, and will reflect the nature of the competency being challenged.

ⓘ **The competency package submitted for a challenge is not the same as that completed for PORT 398 or PORT 399.**

ⓘ **The instructor for PORT 398 or PORT 399 <u>does not review</u> competency packages. Competency packages are submitted for review to the Program Chair only.**

Who can challenge a competency requirement?

The competency challenge option is open only to enrolled Bachelor of Integrated Studies Degree students. General Studies Diploma students are not able to pursue the competency challenge option to meet diploma-level competencies. Due to resource limitations, we are also unable to provide a review to prospective Bachelor of Integrated Studies degree students. Prospective students may request an advising appointment so as to identify ways to meet competencies once that student is in the program.

When in one's program, can a competency requirement be challenged?

BIS students can request a competency challenge review after meeting with the program advisor, and in advance of registration for the last term of study. Each student should submit their competency package for review no later than 8-10 months prior to planned graduation date. This ensures that if a competency review is unsuccessful, enough time is provided to meet this competency through course-based learning.

- ✓ **Competency requirements cannot be challenged within the student's final semester.**

How will my competency package be evaluated?

Submitted competency packages will be reviewed for evidence that the student has met the specific learning outcomes for a given competency. These learning outcomes are listed on page 7 of this guide. It is up to each student who submits a competency package to ensure that they can demonstrate all of the learning outcomes. Submission of the package does not, in itself, meet the competency requirement.

The package will be reviewed by the program chair. The program chair may request additional information as required in order to complete an assessment. If a student does not successfully demonstrate that they have met the learning outcomes of the competency area, they will have the opportunity to revise once and resubmit. If, after that point, the competency package does not demonstrate that the student has met the competency requirements, then the student will be notified that they will be required to meet this competency area in another way.

- ✓ **After submission of the competency package, allow 3-4 weeks for evaluation.**

What kinds of experiences <u>might</u> be applied meet the competency requirement?

Examples of evidence that a student may draw on may include:

- **Digital** Competency: Professional, educational, or comparable experience in the use of a full software package and/ or in computer coding, hardware management, or the like, and in which these skills were subject to or part of some type of formal evaluation process (from supervisor, peers, board, customers, or mentor, for instance).
- **Professional** Competency: Completion of a professional program or apprenticeship from outside of UFV that is in line with recent or future career goals, e.g. specialized training as a first responder, law enforcement, practical nursing, educational assistance, trades, etc., or comparable levels of skill and responsibility developed through volunteerism. May include Continuing Education programs.
- **Intercultural** Engagement: Professional or comparable experience in which formal or and/or continued engagement with culture groups other than your own was core to the experience. Examples include prior study in other countries or at post-secondary institutions where the language of instruction was not your primary ('first') language; volunteer or paid experience working with and in support of cross-cultural engagement* and in a non-judgmental way; and business collaboration that meaningfully tackles questions of cross-cultural exchange in ways that a beneficial to multiple parties.
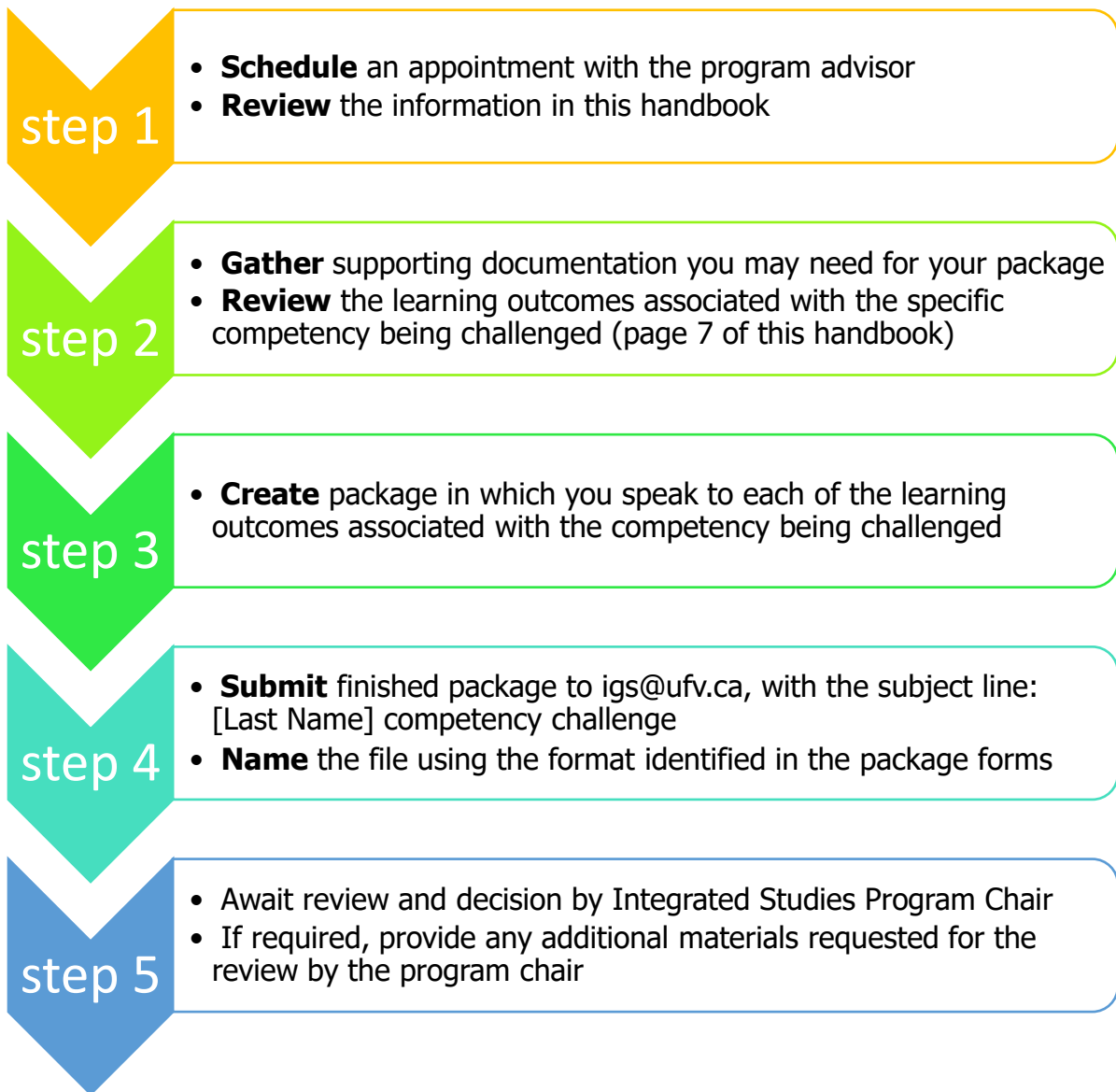
   > *Overseas volunteer work done with non-profit and/or religious organizations does not automatically qualify, as these types of positions vary in obligations to self and the communities with which one is working.

In general, experiences developed as part of or during one's secondary school/ high school education will not be usable in a competency package.

Can I challenge any of the three remaining competencies?

The other three competencies—effective communications; use and interpretation of numerical data; and scientific literacy—are to be met through coursework or professional programs, as listed in the UFV calendar. However, in <u>exceptional</u> circumstances only, waivers for other competencies may be granted for <u>part</u> of a competency requirement by the program chair. An example of this would be a mid-career professional working in the same field as one of the competencies (e.g. professional writers, bookkeepers, lab technicians, etc.).

Step-by-Step Competency Package Development and Review Process

step 1
- **Schedule** an appointment with the program advisor
- **Review** the information in this handbook

step 2
- **Gather** supporting documentation you may need for your package
- **Review** the learning outcomes associated with the specific competency being challenged (page 7 of this handbook)

step 3
- **Create** package in which you speak to each of the learning outcomes associated with the competency being challenged

step 4
- **Submit** finished package to igs@ufv.ca, with the subject line: [Last Name] competency challenge
- **Name** the file using the format identified in the package forms

step 5
- Await review and decision by Integrated Studies Program Chair
- If required, provide any additional materials requested for the review by the program chair

What happens if my competency challenge is:

- **successful?** You will be notified of the status of your competency challenge. The program advisor will then enter a waiver into the degree management system.
- **unsuccessful?** You will be notified of the status of your competency challenge, with explanation of why the challenge was deemed unsuccessful. You will be encouraged to schedule a follow-up meeting with the program advisor to identify other ways to meet the competency.

Do I have the ability to appeal unsuccessful challenges?

Yes. If, based on your package submission, you were deemed unsuccessful in demonstrating competency in a given area, then you will be provided with options for appeal at that time.

If I am successful, does my competency package meet the program requirement for PORT 398?

No. The two packages are separate. PORT 398 is a full course with additional components that requires that students demonstrate <u>institutional</u> learning outcomes (ILOs). The ILOs are linked to the BIS competency requirements. Because of this, students completing a competency package will likely find that parts of it will be useful in the PORT 398 course.

- ⓘ **The instructor for PORT 398 or PORT 399 <u>does not review</u> competency packages. Competency packages are submitted for review to the Program Chair only.**

Core Competencies Learning Outcomes

Digital Competency

- Demonstrate appropriate use digital technology and communication tools in order to complete increasingly complex tasks
- Use digital technologies to access, manage, integrate, and evaluate information
- Use digital technologies in the process of constructing new knowledge and communicate with others in order to participate effectively in a professional or community context
- Analyze the capabilities and limitations of current and emerging technology resources and assess their potential to address personal, social, lifelong learning, and career needs
- Model legal and ethical behaviours when using information and technology by properly selecting, acquiring, and citing resources
- Configure and troubleshoot hardware, software, and network systems to optimize their use for learning and productivity

Intercultural Engagement

- Identify one's own cultural norms and biases
- Articulate characteristics and features of another culture
- Interpret intercultural engagement through more than one perspective
- Articulate similarities and differences between cultures in a non-judgemental way

Professional Competency

- Elaborate on how one's experience in a given placement (professional, volunteer, work-placement, etc.) has utilized core skills and knowledge developed college, university, or specialized training
- Identify the transferable skills developed through the experience(s) that will assist in continuing in the same field or moving towards new opportunities for employment in the future
- Demonstrate how one's own role in the organization involved increasing complexity and responsibility
- Articulate the limitations of one's ability relative to the demands of the profession, given experience and training

How do I demonstrate that I have met the learning outcomes for a given competency area?

A template for the package (distributed separately) is to be used for each competency challenge. This template includes:

1. Student Identification Information
2. Areas for discussion and reflection on each of the learning outcomes
3. List of supporting evidence required

The form itself is not long. Each package will be between 4-8 pages, not including supporting evidence.

The package and supporting evidence needs to be submitted digitally. No hard copies will be accepted. If you have paperwork for which you do not have a digital copy, please scan these and include them with your package this way. If you are unable to do so for legal reasons, please indicate so at the time that you submit your package, and the program chair will follow up with you to discuss the matter.

I have more questions about the process. Who should I talk to about them?

You can speak with a program advisor or with the program chair if you have any additional questions.

- ⓘ Kulwant Gill, program advisor: http://ufv.ca/advising/
- ⓘ Michelle Rhodes, PhD, program chair: michelle.rhodes@ufv.ca
- ⓘ General Inquiries: igs@ufv.ca