INTERNATIONAL FIELD SCHOOL FACULTY GUIDE WORKSHEET - 1

STEP 1: COURSE DETAILS, FACULTY APPROVAL WITH WRITTEN PROPOSAL

By completing this form including the written proposal, I am approving the offering of the listed course(s) taught by the named instructor(s) as described in the Course Details table to be offered as part of a TRU Field School Course.

	A: CC	OURSE DETAILS		
Faculty Lead Contact :		Office:		
Contact Number:		Email:		
	ete all course related inform eading listed. This workshee			
Course Code		1. Instructor (Course instructor)		11 0
Course Name		2. Instructor (Trip instructor)		
Credit & Contact Hours		Course Descripti	on	
Semester		Information Ses	sion	
Prerequisites		Post-Travel		
Departure Date:		Return Date:		
Destination(s)		In Country Partner		
 Credit and Contact Prerequisites: list a Instructor (s): list a with the Trip instru Course description Information Sessio 	ted in the schedule - Course Hours: total credits awards applicable course and permis Il names of instructors supported actor supporting trip delivery : indicate only yes or no to con: yes or no to attending ats required to complete cou	ed on completion identify ssion granted by departm orting field school. Course /. confirm information has b	ing contact ho ents Instructor is een provided	ours for credit delivery course material, for
	e to this form, I am app			•
	m _ <mark></mark> n Rivers University stud			international
Print Name of Approver:	Signature of Approve	er:		Date:
	X			4/27/2018

A completed proposal must include: this coversheet with Course Details, Faculty Approval and written proposal, preliminary budget. Once all forms have been signed, please submit the original along with all electronic copies to studyabroad@tru.ca.

C: WRITTEN PROPOSAL

This proposal is to accompany the coversheet Course Details and Faculty Approval form. Note: this
proposal does not replace the Course / Program Approval Flow worksheets (Course Sustainability
Worksheet CSW)

Title of Proposed Program (same as Course Title)	
Name of Authors of Proposal	
•	ef outline of the rationale, benefits and scope of the program by elow for the approver to base their decision.
Introduction/Preamble: (limit of	300 words)
Faculty Strategic Priorities pote	ential: (limit of 100 words) specific to faculty strategies
TRU Strategic Priorities potenti	al: (limit of 100 words) alignment between Faculty and TRU Strategic Priorities
Educational value: (limit of 200 we purpose for the awarded credits.	ords) purpose to travel to destination in order to complement the academic
generation by student participation. T	words) must be cost recovery including award and travel, through tuition herefore, necessary to maximize student registration into the program to ogram areas for success or cohort based.

Financial viability: (limit of 200 words) program to fall within student budget for success to recruit participants,

meet wide audience need, consider tuition shortfall revenue if there are not enough participants.

Approximate Budget:	(print budget sheet and include with this proposal)
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Degree of Safety: (limit of 500 words) Recommend site visit for itinerary development including accommodation, institutional, demographic and infrastructure of facilities, transportation, meal planning. For all undergraduate student travel to a destination, it is important to remember if there is a HIGH risk rating for the destination(s) of your program, an explanation must be provided to why this particular location should be used in lieu of an alternate and more moderately rated.

Considerations for planning:

- Signed agreements in place (exchange partner versus no exchange partner)
- Alternate contingency planning based on risk management and safety issues
- Intercultural considerations for region and planning
- Political conditions as related to stability of the locations within the host destination the group will visit
- Any environmental/geographic risks or conditions. Any health or medical concerns to the location.
 Accessibility to sites and measures taken for safety. Will extensive medication and immunizations be required?
- Degree of risk for being injured or contracting a disease when participating on program, What are the personal security risks relevant to the location and how will they be managed Any other known potential risks that may impact the program

In the space below, provide detailed information based on the above considerations:

Safety details here:		

Alternative itinerary (Plan B): (limit of 200 words)

Promotion and Recruitment: (limit of 200 words) budget item, print, social media, webpage, information sessions:

- Information Sessions to be delivered throughout Fall semester, Participation and promotion during key campus events
- Faculty champions along with program advisors
- Web based includes: Facebook, ACM, Newsroom MarComm, CCTV's
- Paper based includes: posters, flyers, detailed information sheets, applications

Will the program attract students from the university campus and/or other universities an
colleges?

Yes.....

Provide a marketing strategy for the activities you will undertake:

Any additional comments, questions, concerns:		
y adding my signature	to this form, I am approving this propo	sal to offer this field school as part of
aculty/School/Program	1	international offerings for
hompson Rivers Unive	rsity students to participate.	
Print Name of Approver:	Signature of Approver :	Date:
	X	4/27/2018
completed proposal must	include: this coversheet with Course Details, Fa	aculty Approval and written proposal,
roliminary hudget Once all		
tudyabroad@tru.ca.	forms have been signed, please submit the original state of the state	ginal along with all electronic copies to