

Introduction:

Field schools or other off site learning activities that are being organized for KPU students with the purpose of providing an experiential learning opportunity need to be approved by the Department Chair, Dean, Provost/VP Academic and AVP International. Proposals will be evaluated on the various dimensions that are presented in this document. Completed proposals shall provide an accurate and complete summary of all activities associated with the field school, including any non-traditional or experiential activities.

Instructions:

The proposal comprises the following parts:

- A. Quick Facts Sheet
- B. Proposal Narrative
- C. Partner Information (if applicable)
- D. Alignment with Vision 2018, the Academic Plan & the Faculty Plan
- E. Preliminary Budget
- F. Faculty Members' Information
- G. Risk Assessment/ International Off-campus and Safety Planning Record (this is a separate document, please contact KPU International if it was not provided together with this document).
- H. Letters of Endorsement

Note: For Sections A, B, C, D & E you can type directly into the spaces provided or attach separately. Before requesting letters of endorsement from the Dean & a Chair, please have all other sections completed and then set up a time to meet in person to go over together. Upon completing/securing all necessary documentation, please be sure to keep one copy of everything for your records, and submit the hard copy to KPU International (ATTN: Anita Hamm, Director, Partnerships & Pathways).

Upon approval from all signatories, this proposal and all attachments should be kept on file in the respective offices of the Dean(s) and AVP International.

Part A. QUICK FACTS SHEET

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|---|--|
| 1. Field School Name | |
| 2. Faculty member(s)' name(s) and workload assignment to the Field School | |
| 3. Term offered and program dates | |
| 4. Primary location(s) (cities and countries) | |
| 5. Number of credit hours for the Field School | |
| 6. Number of participants (minimum and maximum) | |
| 7. Component of a degree requirement (yes/no) | |
| 8. Language and other pre-requisites, if any | |

Part B. PROPOSAL NARRATIVE

1. Explain the rationale for the field school, its objectives and strategies for achieving those objectives (max. 250 words)
2. Describe the curriculum (courses, credits, methods of evaluation, activities/excursions, events, service learning etc.) and how the curriculum interacts with the field school location. Explain plans for pre and post-departure course work and preparation (max. 250 words)
3. Identify the Field School's learning outcomes (max. 250 words)
4. Describe how you will develop adequate language and cultural preparation (and assessment if applicable) (max. 100 words)
5. Outline methods of transportation including international and internal flights, bus, train or local transportation to be used (max. 100 words)
6. Outline the accommodation that will be used (hotel, homestay, hostel etc.) (max. 100 words)
7. Provide a sample itinerary with a listing of the cities/towns, historical sites/monuments etc. that will be visited as well as a description of any planned special events/cultural performances. Indicate how the itinerary informs the course content and links to learning outcomes (max. 250 words)
8. List the faculty members' contacts and linkages with proposed site(s) and suitability for leading the field school (max. 100 words)
9. Identify any fund-raising activities to be associated with the Field School (max. 100 words)
10. Outline the marketing plan for the Field School(max. 100 words)

Part C. LOCAL PARTNERS ON-SITE (IF APPLICABLE)

The partner organization(s) at the hosting location(s) should have clearly stated terms of engagement. Their involvement in the field school should be clearly stated along with any financial commitments that may be involved. Please identify the partner organization(s) that the field school will be involved with and the nature of the relationship. If there is any financial commitment, please state the Canadian dollar amount and the expected service rendered.

| Partner Organization | Nature of Relationship (\$ and services) | Benefits of partnership for KPU and partner organization | Date of signed agreement and signatories |
|-----------------------------|---|---|---|
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Part D. ALIGNMENT WITH VISION 2018, THE ACADEMIC PLAN & THE FACULTY PLAN

Please identify how this field school advances the goals of VISION 2018, the Academic Plan & your Faculty Plan (max. 250 words).

Part E. PRELIMINARY BUDGET

| Fixed Expenses | \$ |
|--|-----------|
| Faculty member(s)' Travel | |
| Faculty Members' Accommodation & Meals | |
| Independent Contracts: guides, contractors, professional fees, etc | |
| Facility Fees: room rentals, etc | |
| Communication Costs: phone, internet, etc | |
| Miscellaneous Costs: banking, first aid, etc | |
| <i>Sub-total Fixed Expenses</i> | |
| Variable Expenses | |
| Participant Travel (per person): ground transportation, etc | |
| Participant Accommodation & Meals (per person) | |
| Field Trips: entrance fees, tour packages, etc (per person) | |
| Program supplies (per person) | |
| Other | |
| <i>Sub-total Variable Expenses</i> | |
| Projected Program Fee per person | |
| plus \$150 per person Contingency Fund | |
| plus 12% Price variability fund | |
| <i>Total Anticipated Program Fee per participant</i> | |

Part F. FACULTY MEMBERS' INFORMATION

| Name of Instructor(s) | Faculty | Department | Email and phone number |
|-----------------------|---------|------------|------------------------|
| | | | |
| | | | |

Part G. LETTERS OF ENDORSEMENT

Please attach letters of endorsement from both the Chair and Dean of your department. These letters should explain how the field school fits within the academic and international strategies of the Department and Faculty and how this field school will complement and support those strategies. The letters of endorsement should acknowledge the Faculty's responsibility for costs associated with providing a faculty member(s) to act as the field school lead(s) (academic load, release time, etc.)

Part H. RISK ASSESSMENT AND SAFETY PLANNING

Please complete the *Field School Risk Assessment & Safety Planning Record* (See Appendix 12.1) and attach it to this proposal before submitting the entire package to the Chair, Dean, AVP International & VP Academic for approval.

SIGNATORIES PAGE (signed upon full review of this proposal/its attachments)

Field School
Name/Location: _____

Department/Faculty: _____

Faculty Member(s)
Leading the Field School: _____

Date Offered: _____

Course: _____

Approval from the Department Chair

| Name | Title | Signature | Date |
|------|-------|-----------|------|
|------|-------|-----------|------|

Approval from the Dean

| Name | Title | Signature | Date |
|------|-------|-----------|------|
|------|-------|-----------|------|

Approval from the Associate Vice President, KPU International

| Name | Title | Signature | Date |
|------|-------|-----------|------|
|------|-------|-----------|------|

Approval from the Vice President & Provost Academic

| Name | Title | Signature | Date |
|------|-------|-----------|------|
|------|-------|-----------|------|