

International Field School Proposal Form

Briefly describe your proposed program proposal. You may need help from your Department Chair and your Faculty Dean when preparing the form; and both parties will need to sign the document to indicate their approval.

Once completed, submit the form to Global Engagement (GE): world@uvic.ca.

This form is the first step in the approval process. Once we have received it, GE will provide assistance putting together the formal proposal which is submitted to the Education Abroad Committee and approved by the AVP Academic Planning.

Program Name _____

UVic Faculty/Field School Director _____

City/ies, Country/ies _____

Academic term _____ Number of weeks/months _____

Proposed program dates _____ Ongoing One-time

Number of and type of credits _____
(undergrad/grad/both)

Minimum/maximum number of students _____
(for achieving course outcomes and simplifying logistics)

Contact(s) at overseas academic site _____

Contact(s) at overseas housing site _____

Contact(s) at overseas facilities site _____

Proposed program abstract:

Describe your proposed program including: course numbers and descriptions, evaluation method, and course pre-requisites; how it fits into your department; who will lead the field school initially and who might be considered for the future; how often will the field school run; an itinerary of activities including field trips; health/safety issues and risk management of them; host/foreign partner engagement; and a budget outline (let GE know if you need a sample template).

Program Rationale:

(How does this fit your department's needs; address student interest; how will this program positively or negatively affect the enrollment for your department's other study abroad programs; etc.)

Please describe to whom you will advertise this program and how you plan to meet the required number of students:

(Will this include current UVic students, non-UVic students, undergraduates and/or graduates, students in a specific year, students in other departments, etc.)

Proposal completed by:

Name and title

Signature

Date**UVic Department:**

Name of Department Chair

Signature

Date

Name of Dean

Signature

Date