Call for Proposals:

University of Guelph Field Schools 2020

# Summary

This is a call for proposals for three to six-week courses to be offered in locations outside Canada. Courses will run in Summer 2020 (May/June preferably) and may be an internationalized offering of an existing course or a new course with international content.

**Deadline: May 17, 2019**

Completed proposals should be submitted to Lynne Mitchell, Director, Centre for International Programs, Level 3, U.C. [lmitchel@uoguelph.ca](mailto:lmitchel@uoguelph.ca?subject=Field%20School%20Proposal)

For questions regarding this proposal, please contact Lynne Mitchell.

# Background

A survey of Guelph students in in 2014 indicated that many would prefer study abroad programs outside of the fall and winter semesters that can provide them with additional credits, without risking lengthening the time to complete their degrees. In order to meet students’ diverse interests and needs concerning study abroad, CIP developed the concept of *International Summer Field Schools* in 2015.

Fields schools are based on a collaborative partnership which brings faculty expertise and collegial connections together with CIP’s experience in financial and risk management, and central on-line application system. Essentially, departments provide the academic content and teaching and CIP assists with logistics and some supportive funding.

The Field Schools have continued to grow and be very popular with students, with five Field Schools being held in summer 2018. For information on Field School programs that have been offered in the, please see: <https://www.uoguelph.ca/cip/guelph-students-study-abroad-options/fields-schools>

# Call for Field Schools Proposals for Summer 2020

**As we continue to expand and diversify the Field School offerings, CIP is interested in partnering with academic departments who wish to develop intensive three-to-six-week courses abroad to be offered in the Summer semester 2020. This is an opportunity for departments to internationalize an existing course, or develop a new course, based on existing academic and research partnerships abroad.**

**Please note that with the increased popularity of field school offerings, some colleges may wish to pre-screen departmental proposals to ensure offerings are equitably supported across the college and meet the needs of students while best using University resources. Check with your Associate Dean Academic to determine if there are internal requirements prior to submitting a proposal to CIP.**

## Successful Proposals Will:

* Clearly address the University’s *global understanding* learning outcome[[1]](#footnote-1)
* Provide opportunities for intercultural interaction among students and partners abroad.
* Be either an existing course adapted to be offered in a location outside of Canada, or a new course developed specifically to take advantage of an international setting.
* Demonstrate how the international setting contributes to the course content and student learning.
* Have a course credit weighting from 0.5 to 1.5 credits (1.0 credits preferred).
* Be related to any subject area or discipline and preferably provide more than one disciplinary perspective. Cross-department collaborations are encouraged.
* Range in length from 3 - 6 weeks abroad and be able to be offered in the summer semester, preferably in May /June of the academic year following the submission of this proposal (however, courses in July or August can be considered). A portion of the course can be offered on campus at Guelph, either before or after the international component. Note that 4 weeks of study is required for students to be eligible for OSAP.
* Be designed with an eye to reducing costs to both students and the institution.
* Be offered in a location in keeping with the University’s [Safe International Travel Policy](https://www.uoguelph.ca/cip/sites/uoguelph.ca.cip/files/public/Safe_Travel_Policy_2006-3_0.pdf) and address issues of risk mitigation in terms of student activities and location.
* Demonstrate respectful and ethical relationships with local partners and residents.
* Have the financial support of the offering department, including the cost of instruction.

**To support the delivery of the selected Field School courses, CIP will provide:**

Five stipends of up to $5,000 to help offset the travel and living costs of the University of Guelph course instructor[[2]](#footnote-2).

1. Administrative support including program planning, international money transfer, assistance with logistics, waivers, emergency response and other non-academic support.
2. Assistance with promotion, student applications and selection.
3. Pre-departure orientation for students.
4. An intercultural learning module design to maximize intercultural learning outcomes.

**The Academic Department and/or Course Instructor will provide:**

1. Course development, including the determination of a course name and number and any academic approvals required.
2. Academic oversight, course outlines and instruction.
3. Collegial connections or partnerships in the host country.
4. Funding to run the Field School course, including the cost of course instruction, less the CIP contribution.

Application Form – University of Guelph Field schools

**Summer 2020**

|  |  |  |  |
| --- | --- | --- | --- |
| Course Title |  | | |
| Instructor Name |  | | |
| Instructor’s email |  | | Ext: |
| Academic Department |  | | |
| Department Chair |  | | |
| Chair’s email |  | | Ext: |
| By signing below the department chair, dean and instructor agree that appropriate resources, including instructor time and the cost of instruction, will be made available to offer the course described in this application in the Summer of 2018. | | | |
| Instructor’s signature: | | Date: | |
| Chair’s signature: | | Date: | |
| Dean’s signature: | | Date: | |

1. Provide a course outline using the standard course outline template in use by your department. Please attach it to this form.
2. Please outline how the international location will used to maximize learning.
3. Please outline any previous connections or partnerships that will be used to support the program abroad with respect to student learning and/or trip logistics.
4. Describe the experience and expertise of the instructor in relation to the course content and the ability to supervise a group of students for 3-6 weeks abroad.
5. Please indicate the budget required and estimate costs to both the student and the University using the chart below.

|  |  |  |
| --- | --- | --- |
| Item | Description | Amount |
| University Costs | | |
| Cost of instruction |  |  |
| Instructor’s travel |  |  |
| Instructor’s accommodation |  |  |
| Instructors in-country travel |  |  |
| Instructor’s entrance fees or admission to field trip venues (museums etc.) |  |  |
| Payments to in-country partners (describe services provided) |  |  |
| Classroom space rental |  |  |
| Visa |  |  |
| Other |  |  |
| Other |  |  |
|  | **Total University Costs:** |  |
| Student Costs | | |
| Travel to Field School destination |  |  |
| Accommodation |  |  |
| In-country travel |  |  |
| Entrance fees or admission to field trip venues (museums etc.) |  |  |
| Travel health insurance (Approx. $1.60/day) |  |  |
| Visa |  |  |
| Food |  |  |
| Other |  |  |
| Other |  |  |
|  | **Total Student Costs:** |  |

Please indicate the amount of funding that can be provided by the department to cover university costs – this should be equal to the Total University Costs (from the above chart) minus the $5000 contributed by CIP:

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CIP will provide a stipend of $5000 to successful Field School applications to help offset the costs of instructor travel and living costs.

1. **Global Understanding***Global Understanding* **∙** *Sense of Historical Development* **∙** *Civic Knowledge and Engagement Intercultural Competence*   
   Global understanding encompasses the knowledge of cultural similarities and differences, the context (historical, geographical, political and environmental) from which these arise, and how they are manifest in modern society. Global understanding is exercised as civic engagement, intercultural competence and the ability to understand an academic discipline outside of the domestic context. – University of Guelph 2012, Undergraduate Learning Outcomes  
    [↑](#footnote-ref-1)
2. 3 While funds are available to support 5 courses, courses that do not require these funds to operate may still be chosen as part of the field school cadre. [↑](#footnote-ref-2)