



UNIVERSITY OF TORONTO
FACULTY OF ARTS & SCIENCE

INTERNATIONAL COURSE MODULE PROGRAM

Application for funding

Proposals should be submitted to your department chair, program director or designate for approval. A completed form forwarded from the chair/director/designate will be considered approved by your department or program. Submit proposals via email to fas.internationalprograms@utoronto.ca no later than **May 13, 2015**.

Proposals may be submitted by students or continuously appointed faculty members through the unit under which the course is given. *However, all proposals must include the full participation of a faculty member with a continuous undergraduate appointment to the Faculty of Arts & Science (St. George).* Funding is provided for one faculty member and Arts & Science degree students enrolled in the course(s) in which the ICM is proposed, plus possible planning and logistical support. All participants must be current Arts & Science (St. George) degree students in good standing.

To ensure equal consideration for all applicants, proposals over 5 pages (Parts I-III) will not be accepted. Please use a common 12-point font. No additional documentation will be considered.

In an effort to provide as many opportunities as possible, priority will be given to those who have not previously received funding from the Faculty of Arts & Science.

PART I – Applicant + course information

Name of applicant:

Name of continuously appointed Arts & Science faculty member leading ICM (if different from above):

Department/Unit:

E-mail:

Phone:

Alternate contact for correspondence (if different from above):

Alternate e-mail:

Alternate phone:

Course title(s) and number(s) (only students from courses listed may participate):

Total number of students enrolled:

Maximum number of students proposed to participate in ICM:

Location of proposed ICM:

Proposed travel dates:

Amount requested:

OFFICE OF THE DEAN

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PART II – International course module details

1) Brief description of the module.

2) What are the learning objectives of this module?

3) If participation by less than the total number of students in the course is proposed:

a) What procedures and criteria will be used to select ICM participants?

b) Describe how non-ICM participants will contribute to the ICM.

4) How does the ICM enhance students' (both ICM participants and non-participants) classroom learning for the course in which it is embedded?

5) How will the ICM be incorporated into the course evaluation and marking scheme? Please describe the assignments and marking scheme for the ICM.

6) How will participants share their experience with the wider Arts & Science community?

7) What are the preliminary plans for meeting UofT [Safety Abroad](#) guidelines? (All students are required to attend a Safety Abroad Workshop and be registered on the UofT Safety Abroad Database.)

8) If you are applying for additional funding for planning and logistics, describe how these funds would be used. (e.g. planning prior to the module, administrative support, on-site coordination, etc.)

9) If funding is requested for multiple years, how will the success of the module be measured?¹

PART III – Itinerary + budget

Please provide an approximate itinerary (briefly indicating daily locations and activities) and a budget in Canadian dollars. The budget should include expenses for students and one faculty member and should clearly indicate any contributions from other sources received or applied for.

SAMPLE BRIEF ITINERARY (list dates and daily activity)

Dates	Location	Activity
<i>February 17</i>	<i>Flight</i>	<i>Depart Toronto</i>
<i>February 17-19</i>	<i>Location 1</i>	<i>Interviews</i>
<i>February 20</i>	<i>Train to location 2</i>	<i>Travel</i>
<i>February 21-23</i>	<i>Location 2</i>	<i>Meetings, individual archival research</i>
<i>February 24</i>	<i>Flight</i>	<i>Arrive Toronto</i>

¹ For ICMs approved to run for more than one year, continued funding will be contingent on the success of the module as determined by the unit and the Dean's Office.

SAMPLE ESTIMATED BUDGET IN CANADIAN DOLLARS (list expenses for students, one faculty member, and any logistical support). Student contributions and fundraising efforts are welcome, but may only be a maximum of \$100 per student. If application is for multiple years, attach additional pages showing budgets for each year, if different from this year.

Item	Amount	x # of people	Total
Travel			
<i>Flight: Toronto – Country X - Toronto</i>	<i>\$1,000</i>	<i>11</i>	<i>\$11,000</i>
<i>Train: Location 1 to location 2</i>	<i>\$35</i>	<i>11</i>	<i>\$385</i>
Accommodation			
<i>Feb 17-19 (hotel, double occupancy)</i>	<i>\$100/day x 3 nights = \$300</i>	<i>6 rooms</i>	<i>\$1,800</i>
<i>Feb 20-23 (hostel)</i>	<i>\$40/day x 4 nights = \$160</i>	<i>11</i>	<i>\$1,760</i>
Food			
<i>Feb 17-24</i>	<i>\$25/day x 8 days = \$200</i>	<i>11</i>	<i>\$2,200</i>
Planning and logistics			
In Toronto			
<i>Travel planning (plane tickets, accommodation)</i>	<i>15 hours @ \$42/hour</i>	<i>1</i>	<i>\$630</i>
<i>Itinerary planning and field site coordination</i>	<i>20 hours @ \$42/hour</i>	<i>1</i>	<i>\$840</i>
On site			
<i>Flight for coordinator</i>	<i>\$1,000</i>	<i>1</i>	<i>\$1,000</i>
<i>Local expenses for coordinator</i>	<i>Accommodation and food</i>	<i>1</i>	<i>\$660</i>
SUBTOTAL			<i>\$20,275</i>
Contribution from other sources			
<i>Dept/Program</i>			<i>(\$5,000)</i>
<i>Student movie nights, other campus fundraising</i>			<i>(\$1,000)</i>
TOTAL REQUESTED:			<i>\$14,275</i>

Please ensure that this proposal is **no more than 5 pages** long (Parts I-III) and submit it to your department chair/program director or designate. Approved proposal should then be submitted by the chair/director/designate to fas.internationalprograms@utoronto.ca no later than **May 13, 2015**.