



## Memorandum

**Date:** 30 September 2009  
**To:** Council of Chairs, Principals and Academic Directors  
Coalition of Arts and Science Directors  
**From:** David N. Klausner, Vice-Dean, Interdisciplinary Affairs  
**Re:** **Internationalized Course Modules (ICM)**

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Based on the success of the ICM project over the past three years, Dean Meric Gertler has agreed to allocate a further \$140,000 from the remaining funds in the Student Experience Fund for the 2009-10 academic year. I am pleased to present details of the conditions and timelines for this fourth year of the Internationalized Course Modules program. The purpose of the ICM program is to assist units in incorporating intensive international experiential modules into the syllabi and the temporal framework of existing undergraduate courses.

Over the last three years, the fund has supported instructor-led international travel by twenty-three groups of undergraduate students to various destinations in Belize, Costa Rica, Cuba, Italy, Iran, Poland, Korea, Japan, Kosovo, Mexico and the US. In each case, the travel option was integrated into the course plan; in many but not all instances, travel was scheduled to coincide with Reading Week.

In encouraging your colleagues, course coordinators and program directors to develop proposals for the current academic session, please draw to their attention the following guidelines and criteria:

- Projects must provide added value to regularly-listed courses and conform to stated academic and programmatic priorities
- A budget breakdown, relevant to the number of qualified students the project might attract, must accompany each proposal; if there are other sources of funding, these should be noted

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- Procedures and criteria for selection of eligible participants must be clearly specified
- Appropriate coursework alternatives for those not selected, or otherwise unable to participate, must be thought through and referenced in the proposal
- Students will be required to sign a general release form as a condition of participation

The first filter for all such proposals is the administrative unit (department, college, EDU), which will review and endorse each project and its budget before sending it forward. In the case of multiple submissions from the same department, program or college, each project must be given a priority ranking. Projects should then be sent to my attention at the Office of the Dean (either by mail or electronically to [officeofthedean@artsci.utoronto.ca](mailto:officeofthedean@artsci.utoronto.ca)) where the final selections will be made by a small decanal committee.

Please note that this year's deadline for receipt of submissions in the Office of the Dean is **FRIDAY, NOVEMBER 13, 2009.**

Questions? Please give me a call (416 978-3390)