International & Indigenous

Course Module Program (ICM)
Application Form

# Section I: Applicant Information

## Primary Applicant Information

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| **Faculty Member Name** *(First Name / Last Name)* |  |
| **University of Toronto Email Address** |  |
| **Faculty Appointment Status** |  |
| **Department or Program** |  |

## Co-applicant Information (if applicable)

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| **Faculty Member Name** *(First Name / Last Name)* |  |
| **University of Toronto Email Address** |  |
| **Faculty Appointment Status** |  |
| **Department or Program** |  |

# Section II: Project Summary

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| **Course Title** |  |
| **Course Code** |  |
| **Course Weight** *(highlight applicable)* | H (0.5 FCE) | Y (1.0 FCE) |
| **Total Course Capacity** |  |
| **Maximum number of students proposed for ICM** |  |
| **Total funding (CAD) per year requested** |  |
| **Number of years funding is being requested \****(highlight applicable)* | 1 year | 2 years | 3 years |

\* Should you wish to offer the ICM opportunity over multiple academic years, you may apply for up to 3 years of funding.

1. Please provide a brief description of your proposed ICM. This will be shared with students on the ICM website. *(100 words)*

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1. Share a brief itinerary with the dates and locations for the proposed ICM. Two rows have been filled out as examples.

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| **Dates**  | **Location *(City, Country)*** | **Activity** |
| July 4 – July 9, 2022 | Montreal, Canada | Visit archive with XY documents; attend talk by local professor |
| August 1 – August 5, 2022 | Herod, USA  | Archaeological site visit to Millstone Bluff, Shawnee National Forest  |
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1. For proposals involving Indigenous communities, explain your relationship to the community and engagement process. Please include any key contacts and previous engagement.
*(150-300 words)*

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1. For proposals involving Indigenous communities, please be advised that there may be public health or safety-related protocols and restrictions in place at the time of the ICM being offered. Please confirm that participants in the ICM will respect these safety protocols and/or restrictions, and that, if necessary, you can and will modify the proposed activities of the ICM.

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1. For proposals involving international communities, please be advised that there may be public health or safety-related protocols and restrictions in place at the time of the ICM being offered. Please confirm that participants in the ICM will respect these safety protocols and/or restrictions, and that, if necessary, you can and will modify the proposed activities of the ICM.

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1. If funding is being requested for multiple years, please describe how the success of the module will be measured after each year.

*(150-300 words). Note: 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 Office of the Dean.*

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# Section III: ICM Objectives

1. Please describe how the proposed module will enhance the learning experience for students (both ICM participants and non-participants) within the course, the roles and responsibilities of the students who participate, as well as the academic outcomes and skills that students will gain from the experience.

(500 words). Note: Please use clear and simple language to support both the adjudication committee and prospective
students in better understanding the learning objectives of the ICM.

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1. Please describe how participants will share their ICM experience with peers in the course, as well as with the wider Arts & Science community.
(200 words)

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## Course Assignments and Assessments

Please share how the ICM will be incorporated into the course’s curriculum and marking scheme by describing all assignments and due dates for ICM participants. Please include a weight and due date for each assessmentand ensure that the total adds up to 100%.

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| **Learning Activity** | **Description of Assessment** | **Due Date (Day Month Year)** | **Weight (%)** |
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|  | 100% |

# Section IV: Budget

Using the itinerary you detailed in Q2 as a reference, complete the **pre-formatted ICM Budget Form** and list the costs of your proposed travel and activities. When filling out the form, please be aware that:

* All expenses must be listed in Canadian Dollars.
* The budget should include any additional sources of funding received or applied for. Contributions from other sources are encouraged.
* Students who participate in the ICM are expected to contribute $200 each to the funding of the trip.
* ICMs are typically funded in the range of $20,000 – $25,000.

Note: For support with budgets and travel planning, please consult with Jennifer Banh (j.banh@utoronto.ca.), International Programs Coordinator, Professional and International Programs (PIP) – Woodsworth College.

# Section VI: Submission Instructions and Final Reminders

**The Chair/Director (or designate) must review and approve the ICM application and budget before it is submitted to the Office of the Dean**. Please email your ICM application and budget to your Chair for review and forward their approval (along with the application documents) to experientialsupport.artsci@utoronto.ca.

The deadline for submitting an ICM Application and ICM Budget that has been approved by the Chair/Director (or designate) is **12:00PM (noon) on April 11, 2022**.

## Final Reminders

* ICMs provide an opportunity to incorporate an intensive international or Indigenous experiential module into an existing undergraduate course; students must be enrolled in the relevant course to participate.
* Upon completion of the ICM, the faculty member will submit a brief report describing the successes and challenges of ICM. A report template will be provided.
* ICMs take place over the November or February Reading Week.
* All ICMs must comply with and are subject to University of Toronto Safety Abroad guidelines. Faculty members will be supported by the Professional and International Programs (PIP) office at Woodsworth College to ensure safety abroad requirements are met.
* Departments are encouraged to offer multi-year ICMs; these may be taught by different faculty members each year.
* Faculty may choose to propose parallel ICMs, in which two separate courses with different course instructors participate in a joint-ICM that enriches both courses.
	+ For example, an Earth Sciences course and an Anthropology course might both elect to go to the same destination and share some common events in support of an interdisciplinary Arts & Science experience.