INTERNATIONAL FIELD SCHOOL FACULTY GUIDE WORKSHEET - 1

STEP 1: COURSE DETAILS, FACULTY APPROVAL WITH WRITTEN PROPOSAL

By completing this form including the written proposal, I am approving the offering of the listed course(s) taught by the named instructor(s) as described in the Course Details table to be offered as part of a TRU Field School Course.

A: COURSE DETAILS

<table>
<thead>
<tr>
<th>Faculty Lead Contact</th>
<th>Office:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Number:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

Please print clearly. Complete all course related information below to support the approval. Refer to the instructions below the table for each heading listed. This worksheet does not replace Curriculum Development and Approval stages.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>1. Instructor (Course instructor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name</td>
<td>2. Instructor (Trip instructor)</td>
</tr>
<tr>
<td>Credit &amp; Contact Hours</td>
<td>Course Description</td>
</tr>
<tr>
<td>Semester</td>
<td>Information Session</td>
</tr>
<tr>
<td>Prerequisites</td>
<td>Post-Travel</td>
</tr>
<tr>
<td>Departure Date:</td>
<td>Return Date:</td>
</tr>
<tr>
<td>Destination(s)</td>
<td>In Country Partner</td>
</tr>
</tbody>
</table>

Instructions:

1. Course code: as listed in the schedule - Course Name: brief title as found in the schedule
2. Credit and Contact Hours: total credits awarded on completion identifying contact hours for credit
3. Prerequisites: list applicable course and permission granted by departments
4. Instructor(s): list all names of instructors supporting field school. Course Instructor is delivery course material, with the Trip instructor supporting trip delivery.
5. Course description: indicate only yes or no to confirm information has been provided for
6. Information Session: yes or no to attending
7. Post-travel: students required to complete course work on return to TRU following trip.

B: FACULTY APPROVAL

By adding my signature to this form, I am approving the offering of this field school as part of the Faculty/School/Program international offerings for Thompson Rivers University students to participate.

Print Name of Approver: Signature of Approver: Date:

X 4/27/2018

A completed proposal must include: this coversheet with Course Details, Faculty Approval and written proposal, preliminary budget. Once all forms have been signed, please submit the original along with all electronic copies to studyabroad@tru.ca.
C: WRITTEN PROPOSAL

This proposal is to accompany the coversheet Course Details and Faculty Approval form. Note: this proposal does not replace the Course / Program Approval Flow worksheets (Course Sustainability Worksheet CSW)

<table>
<thead>
<tr>
<th>Title of Proposed Program (same as Course Title)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Authors of Proposal</td>
<td></td>
</tr>
</tbody>
</table>

**Program Rationale:** provide a brief outline of the rationale, benefits and scope of the program by addressing each of the criteria below for the approver to base their decision.

**Introduction/Preamble:** (limit of 300 words)

**Faculty Strategic Priorities potential:** (limit of 100 words) specific to faculty strategies

**TRU Strategic Priorities potential:** (limit of 100 words) alignment between Faculty and TRU Strategic Priorities

**Educational value:** (limit of 200 words) purpose to travel to destination in order to complement the academic purpose for the awarded credits.

**Potential popularity:** (limit of 200 words) must be cost recovery including award and travel, through tuition generation by student participation. Therefore, necessary to maximize student registration into the program to broadly target students in different program areas for success or cohort based.

**Target Participants:**

*Interdisciplinary or Cohort:*

**Financial viability:** (limit of 200 words) program to fall within student budget for success to recruit participants, meet wide audience need, consider tuition shortfall revenue if there are not enough participants.
Approximate Budget: (print budget sheet and include with this proposal)

Degree of Safety: (limit of 500 words) Recommend site visit for itinerary development including accommodation, institutional, demographic and infrastructure of facilities, transportation, meal planning. For all undergraduate student travel to a destination, it is important to remember if there is a HIGH risk rating for the destination(s) of your program, an explanation must be provided to why this particular location should be used in lieu of an alternate and more moderately rated.

Considerations for planning:

- Signed agreements in place (exchange partner versus no exchange partner)
- Alternate contingency planning based on risk management and safety issues
- Intercultural considerations for region and planning
- Political conditions as related to stability of the locations within the host destination the group will visit
- Any environmental/geographic risks or conditions. Any health or medical concerns to the location. Accessibility to sites and measures taken for safety. Will extensive medication and immunizations be required?
- Degree of risk for being injured or contracting a disease when participating on program, What are the personal security risks relevant to the location and how will they be managed Any other known potential risks that may impact the program

In the space below, provide detailed information based on the above considerations:

Safety details here:

Alternative itinerary (Plan B): (limit of 200 words)

Promotion and Recruitment: (limit of 200 words) budget item, print, social media, webpage, information sessions:

- Information Sessions to be delivered throughout Fall semester, Participation and promotion during key campus events
- Faculty champions along with program advisors
- Web based includes: Facebook, ACM, Newsroom MarComm, CCTV’s
- Paper based includes: posters, flyers, detailed information sheets, applications

Will the program attract students from the university campus and/or other universities and colleges?

Yes.....

Provide a marketing strategy for the activities you will undertake:
By adding my signature to this form, I am approving this proposal to offer this field school as part of Faculty/School/Program ____________________________ international offerings for Thompson Rivers University students to participate.

Print Name of Approver: ____________________________
Signature of Approver: X ____________________________
Date: 4/27/2018

A completed proposal must include: this coversheet with Course Details, Faculty Approval and written proposal, preliminary budget. Once all forms have been signed, please submit the original along with all electronic copies to studyabroad@tru.ca.