

CONCORDIA FACULTY-LED FIELD SCHOOL PROPOSAL FORM

- I. Please fill in the application form below to participate in field school organization
- 2. Kindly provide the required information in all the areas
- 3. Please answer questions completely and provide appropriate attachments

CONCORDIA FACULTY APPLICANT INFORMATION

Title:	Last Name:		First N	Name:			
If "LTA", please indicate the end date of your current contract Faculty: DD/MM/YYYY Department:Assistant/Technician required as part of the field school: Yes No FIELD SCHOOL INFORMATION Field School title: Destination Country: Name of Institution/Organization: Destination Country: Proposed Departure Date: Destination Country: Proposed Departure Date: Proposed Return Date: Pre and/or post course participation on Concordia campus: Yes No	Title:						
Faculty: DD/MM/YYYY Department:	Position:	Full-time ETA	Full-time LTA				
Department:	• If "	LTA", please indicate the end d	ate of your current contra	act			
Assistant/Technician required as part of the field school: Yes No FIELD SCHOOL INFORMATION Field School title:	Faculty:			DD/MI	1/YYYY		
FIELD SCHOOL INFORMATION Field School title: Name of Institution/Organization: Destination city: Proposed Departure Date: Proposed Departure Date: Pre and/or post course participation on Concordia campus: Yes No • If "Yes", please specify the number of days prior/following program: Has the host institution/organization confirmed their willingness to host this field school? Yes No • If "Yes", please attach proof of confirmation (ex. e-mail communication, official letter of support) Minimum Required Enrolment: Maximum Enrolment: HOST INSTITUTION/ORGANIZATION CONTACT Do you have a collaborative (research or other) relationship with the host institution/organization? Yes No If "yes", please specify the type of collaboration:	Department						
Field School title:	Assistant/Te	echnician required as part of the	e field school:	Yes	No		
Name of Institution/Organization:	FIELD SCHO	OOL INFORMATION					
Destination city:	Field School	title:				_	
Proposed Departure Date:	Name of Ins	stitution/Organization:					
Pre and/or post course participation on Concordia campus: Yes No • If "Yes", please specify the number of days prior/following program:	Destination	city:	Destination Co	ountry:			
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Minimum Required Enrolment: Most INSTITUTION/ORGANIZATION CONTACT Do you have a collaborative (research or other) relationship with the host institution/organization? Yes If "yes", please specify the type of collaboration:	Has the hos	t institution/organization confir	med their willingness to h	ost this field so	hool? Yes	No	
HOST INSTITUTION/ORGANIZATION CONTACT Do you have a collaborative (research or other) relationship with the host institution/organization? Yes No If "yes", please specify the type of collaboration: Contact's name: Contact's position:	• If "	Yes", please attach proof of co	nfirmation (ex. e-mail com	nmunication, c	fficial letter of suppoi	rt)	
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If "yes", please specify the type of collaboration: Contact's name: Contact's position:	HOST INST	TUTION/ORGANIZATION	CONTACT				
Contact's position:	Do you have	e a collaborative (research or o	ther) relationship with the	host institutio	n/organization?	Yes	No
Contact's position:	lf "	yes", please specify the type of	collaboration:			-	
	Contact's na	ame:					
Contact's email:	Contact's po	osition:					
	Contact's er	mail:					

Contact's Phone: _____

FIELD SCHOOL LOGISTICS

Can the host institution/organization provide accommodation	s? Yes	No	
If "Yes", please specify type:			_
If "No", please specify what accommodations are ava	ailable:		
Are meals included with accommodations?	Yes	No	
If "Yes", please specify what is included:	Breakfast	Lunch	Dinner
If "No", please indicate what options are available for	r food:		
Do you plan to offer excursions as part of the program?	Yes	No	
If "Yes", please indicate site visits, events, tours, etc			

 How will students travel to/from site visits/events during field school?

 Public transportation
 train
 van/bus rental
 other (please specify) ______

 Please attach all relevant documentation regarding logistics here (information pamphlets, quotes...etc.).

PRELIMINARY FIELD SCHOOL BUDGET

Please include a preliminary budget for the program, taking into account the number of days of the field trip. Please attach all relevant documentation regarding the preliminary budget (preliminary host quotes, estimates of airfare, local transportation...)

ITEM	EXPLANATION	AMOUNT FOR TOTAL DAYS
Local institution/organization fees	Use of space/Classrooms/ Studio space	
Airfare	Round trip airfare in economy class	
Accommodation	Host accommodation	
	Hotel / guesthouse	
Meals	Breakfast	
	Lunch	
	Dinner	
Local transportation	Public transit	
	Train	
	Van/bus/rental	
	Other	
Excursions	Site visits, events, tours	
Other (please specify)		
	TOTAL	-

DEPARTMENT APPROVAL

Do you have approval from your Department Chair to teach the course proposed here as a field school? Yes No

Please attach a letter of support from your Department Chair indicating how the course will be applied to your course load. Please send a copy to Maral Abajian, Coordinator of Field Schools at the following email address: maral.abajian@concordia.ca . From there, we will collect all documents, meet with Dean's Office (Associate Dean, Academic), and review for final approval. In addition, the consultation with faculty member and department chair may be required.

ACADEMIC INFORMATION

Start semester	Fall	Winter	Summer		
	YYYY	YYYY		YYYY	
Will this field school be offered as a Concordia course? Yes No					
 If "Yes", what is the course code/number (if known)? 					
Is this course available to undergraduate, graduate or both?					
Undergraduate	Gradua	ate L	ndergraduate/Gra	aduate	
Do you plan to cross-listed this course with another Concordia course? Yes No					
 If "Yes' 	', please specify dep	artment/faculty and	course:		

If the students are taking a host institution course, please indicate course title/code and number

How does the proposed international location(s) and activities impact the course's learning objectives and content? How does the course content inform the itinerary?

Please attach the course syllabus, which should include a short course description that outlines the concept of this field school, the main student activity (conference...etc.), and the learning outcomes. Provide an explanation regarding location / institution (event) and how it relates to field school curriculum.

Will field school lead to any public facing outcomes (exhibitions/ presentations/performances)? Please specify:

STUDENT ELIGIBILITY REQUIREMENTS/RECRUITMENT

What is the minir	num GPA required for participation	n in this field school?	
Are there additio	nal application requirements?		
Portfolio	letter of motivation	Interview	Other
List all relevant p	rograms whose students might be i	nterested in participating in	this field school

Will the field school be open to students from other institutions? Yes No

Please attach any additional information relevant to the field school (ex. description of the institution/organization, additional information on itinerary, information on your previous work/research with host institution/organization)