

INTERNATIONAL FIELD SCHOOL FACULTY WORKFLOW

OVERVIEW

The following workflow has been designed as a tool to assist faculty interested in developing a new or update an existing short term group study abroad programs, known at TRU as “international field schools”. The information provides step-by-step direction to assist with initiating the development, planning, delivery and monitoring, and reporting management of a TRU field school.

These worksheets have been developed using the International Field School Faculty Guide_Draft recommendations and principles. This guide draft can be provided from the Study Abroad Office.

IDEA TO REALITY

How to start the process for developing a new or existing International Field School

1. Connect with TRU Study Abroad studyabroad@tru.ca

Discuss idea and concept

Approval Forms

Agreement?

NEW SIF _ Local to Global Faculty Funding

FS development, research, existing course

2. Planning

Marketing and Recruitment

Student Off-Campus Policy "paperwork"

Pre-Departure Workshops

3. Delivery and Monitoring

Departure

Incountry Program Delivery

Unforeseen Issues

4. Reporting

Student Assessment

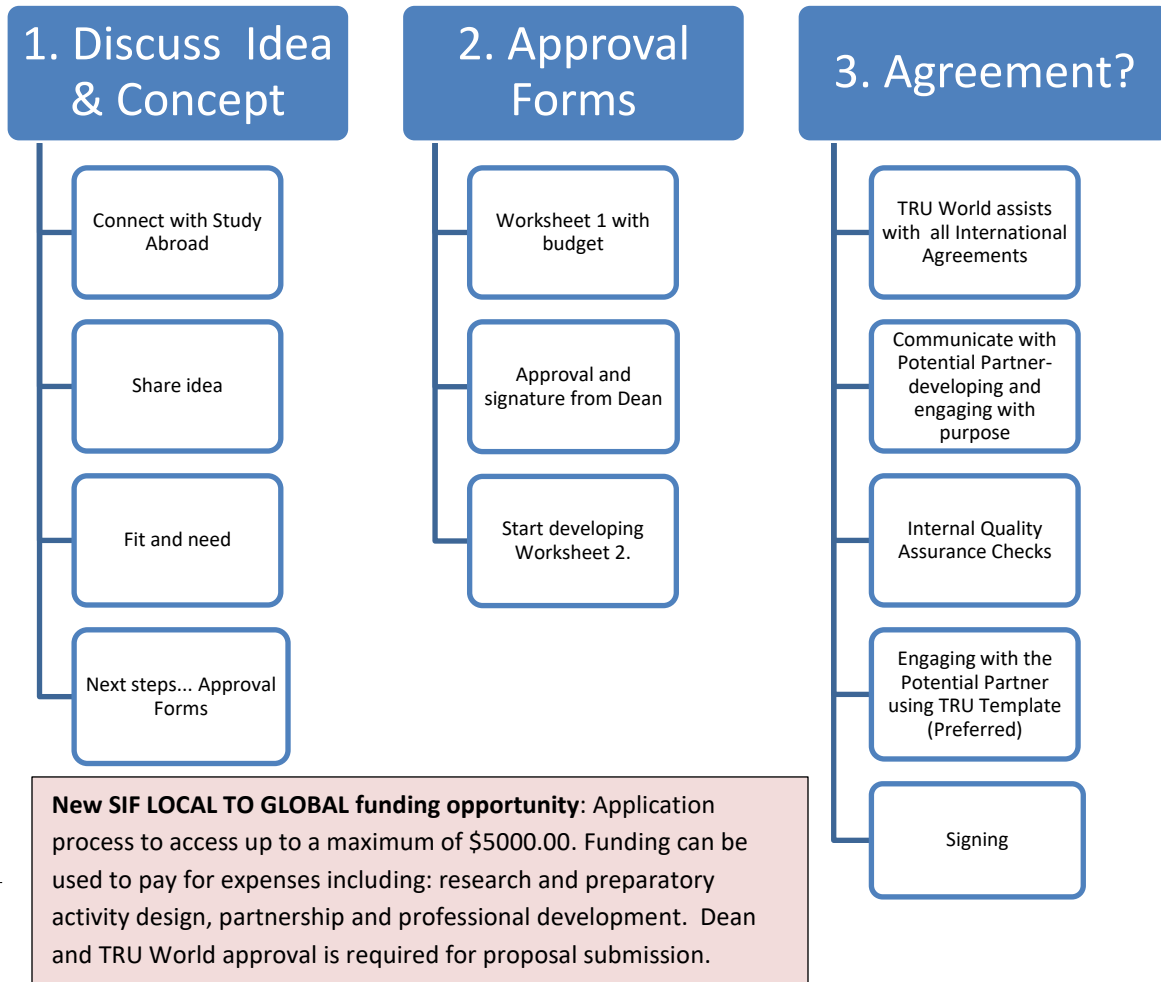
Trip Report

Faculty Quality Assurance

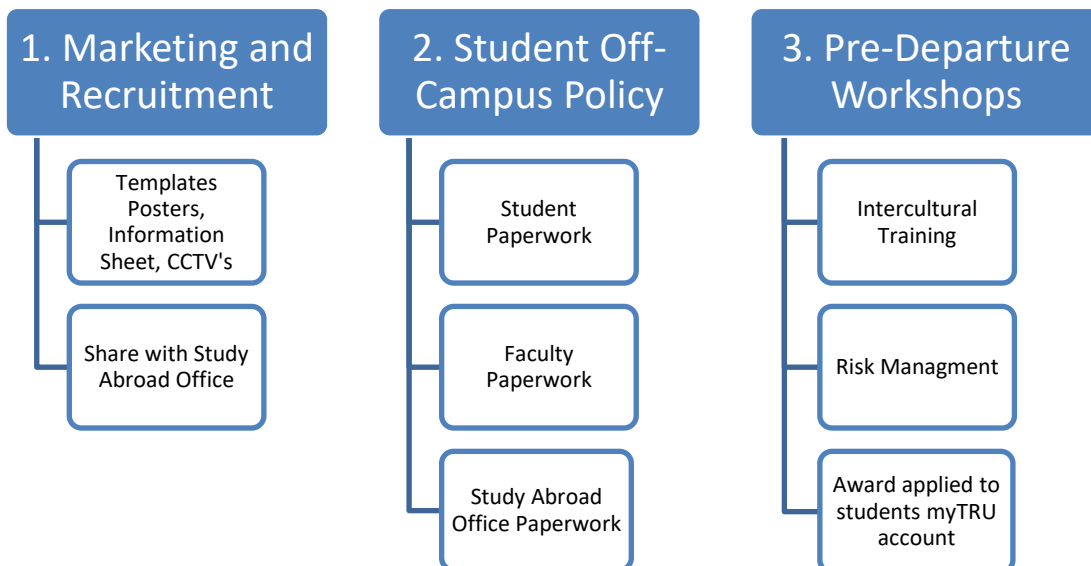


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1. CONNECT WITH TRU STUDY ABROAD

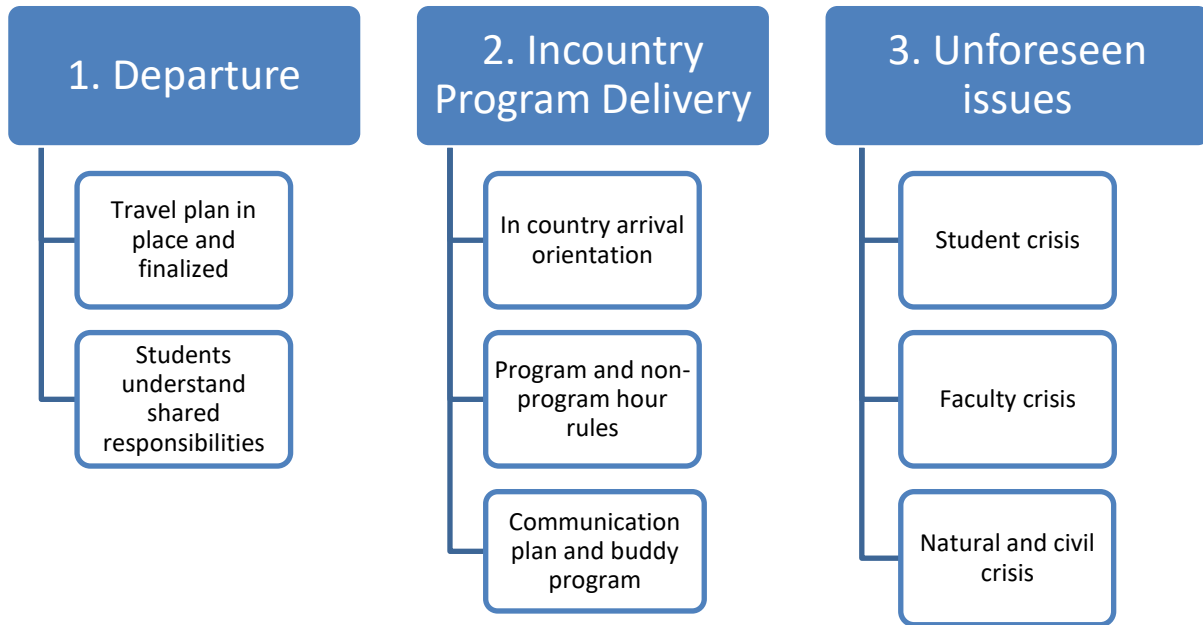


2. PLANNING



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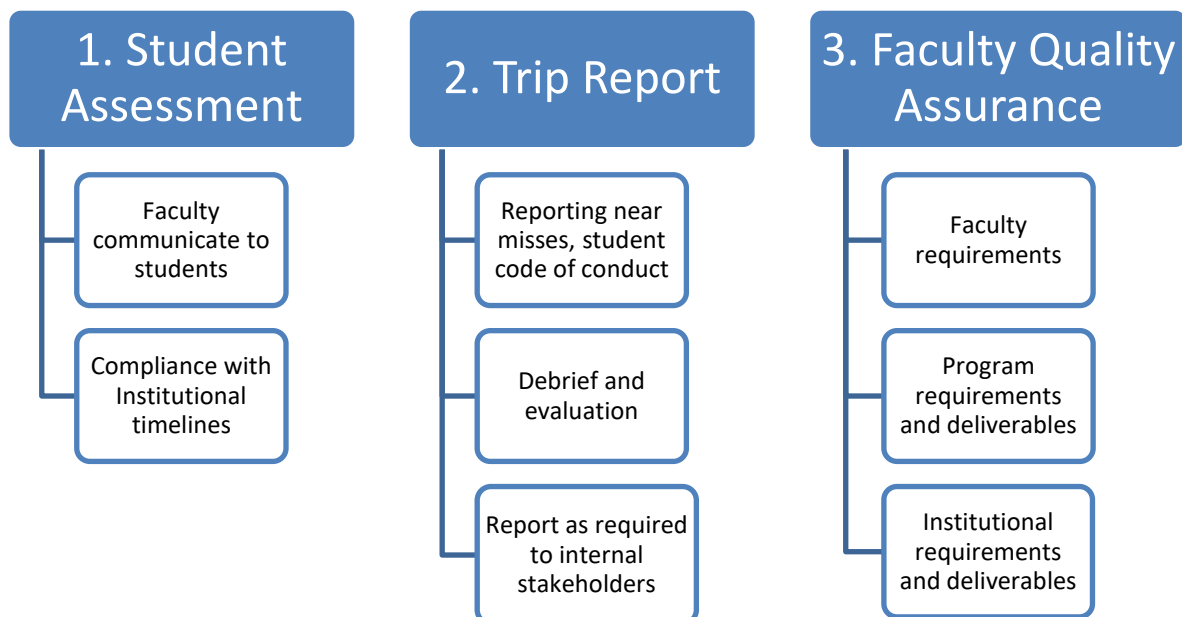
3. DELIVERY AND MONITORING



Worksheet 2: Daily Itinerary Travel Arrangements –This document contains all logistical details and planning steps including the trip itinerary, flight and ground arrangements, site visits, accommodation, emergency services and financial planning. Plus, required Student Off-Campus Safety and Travel policy Adm 22-1 requirements, timing for awards and overall general workflow from fruition to completion.



4. REPORTING



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SUPPORTING DOCUMENTS AND INFORMATION

Documents can be found www.tru.ca/studyabroad/programs/field-school.html and by contacting:

Study Abroad Office | Karie Russell, Mobility Officer

T: 250-377-6053 E: krussell@tru.ca Location: IB 3058

1. CONNECT WITH TRU STUDY ABROAD	
APPROVAL FORMS	
<ul style="list-style-type: none"> Worksheet 1: Course Details, Approver, Proposal Field School TRIP Budget Form to accompany Worksheet 1 Worksheet 2: Daily Itinerary _Travel Arrangements 	
AGREEMENTS	
<ul style="list-style-type: none"> All documents shared during initial meeting with Mobility Officer 	
NEW - SIF_LOCAL TO GLOBAL FACULTY FUNDING OPPORTUNITY	
<ul style="list-style-type: none"> Application period April to June - Deadline June 30th 	
2. PLANNING	
MARKETING TEMPLATES	
<ul style="list-style-type: none"> FS_Posters_11x17 TEMPLATE word file FS Poster_letter Information Sheet TEMPLATE word file FS_DigitalScreen CCTV TEMPLATE PowerPoint file 	
STUDENT OFF_CAMPUS SAFETY AND TRAVEL POLICY FORMS	
Student Paperwork	<ul style="list-style-type: none"> _Off-Campus Individual Participant Form
Faculty Paperwork	<ul style="list-style-type: none"> STAR – Student Travel Abroad Registry excel file Risk Assessment word file TRIP Plan word file
PRE - DEPARTURE WORKSHOP	
<ul style="list-style-type: none"> Mobility Officer to assist with planning Intercultural Training and Risk Management workshop Mobility Officer will communicate to Awards Office 	
3. DELIVERY AND MONITORING	
<ul style="list-style-type: none"> Daily trip log capturing daily events, logistical concerns, student behavioral challenges, supplier, etc. 	
4. REPORTING	
<ul style="list-style-type: none"> Trip Report word file provided by the Mobility Officer 	