

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)**

Title of Proposed Program (same as Course Title)	
Name of Authors of Proposal	

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:

