

Student Trips – Proposal Form

Last updated May 3, 2022

Please review the information on the GLO website before you fill out this form.
www.mohawkcollege.ca/GLO

1) TRIP LEADER INFORMATION

*This section is not scored.

TRIP LEADER

Full Name	
Ext.	
Email	
School/Department	
Program	
Title/Position	
Have you led or co-led any student trips before? If yes, when and where?	

☐ Check this box to confirm that you (trip leader) have read and accept the terms and conditions outlined in the [GLO Framework](#) and [GLO FAQs](#).

CO-LEADER (if applicable)

Full Name	
Ext.	
Email	
School/Department	
Program	
Title/Position	
Have you led or co-led any student trips before? If yes, when and where?	

☐ Check this box to confirm that you (co-leader) have read and accept the terms and conditions as outlined in the [GLO Framework](#) and [GLO FAQs](#).

Experience/Skills

Do you have experience living, working, or traveling in the trip location(s)?

Yes. Describe your experience in 2-3 sentences.	No. List any relevant skills that relate to this experience (e.g. travel to other international locations, language skills, cultural knowledge, etc).

2) TRIP DETAILS

Overview

Provide a high level description of the global learning opportunity and activities to take place during the trip. (5-7 sentences)

Trip Type

☐ **Curricular/Experiential Learning** (for credit)
Examples: student placements, applied research, industry projects, service learning, field trips, studies

☐ **Co-Curricular** (non credit)
Examples: volunteering, non-credit placement or work experience

Dates

It is recommended trips take place during the winter 2023 break week.

Leave Canada (date)	Return to Canada (date)	Approx. trip length

Location(s)

Country/countries	
City/cities	
Town(s)/region(s)	

Number of Participants

Approximately how many students would participate in this trip?	
How many staff/faculty would accompany the students? *Recommended ratio: 1 trip lead per 8-10 students	

Programs & Courses

This trip will be open to students in which program(s) and course(s)?

	Program Area 1	Program Area 2 (if applicable)	Program Area 3 (if applicable)	Program Area 4 (if applicable)
Name of program				
Course(s)				

Student Selection

Describe how you will select which students will be eligible to participate in this experience. How will you advertise the trip to students and notify them of the process? (3-5 sentences)

3) TRIP OUTCOMES

Purpose Statement

What is the main purpose of the trip? (2-3 sentences)

Outcomes & Activities

Describe 2-4 key learning outcomes of the global experience.

Describe the activities that will be undertaken to achieve those outcomes.

Learning Outcomes	Activities

Global Competencies

All global learning experiences must contribute to at least one of the global competencies listed below. Which global competency/competencies will be achieved via this global learning experience? Select at least one:

- ☐ **Cultural Self-Awareness:** Demonstrate self-awareness within the context of global communities. Describe how the experiences, perceptions, practices, and behaviour of people from around the world may differ from one's own.
- ☐ **Intercultural Communication & Adaptability:** Adapt behaviour and communication style within multi-cultural environments to function effectively in group/teamwork, employment, community, and global contexts.
- ☐ **Global Perspectives:** Demonstrate ability to understand and appreciate multiple world perspectives. Identify how one's field of study may be practiced differently worldwide.
- ☐ **Global Engagement & Responsibility:** Demonstrate understanding of ethical, social, and environmental issues in local and global systems and culturally diverse populations. Show how action can be taken toward positive change.

How will the global competency/competencies be achieved? Describe the activities that will enable this. (3-5 sentences)

United Nations Sustainable Development Goals (required for all trips)

Describe how the experience will contribute to the achievement of 1-2 of the United Nations Sustainable Development Goals. (3-4 sentences)

If the trip is for credit, complete section A. If the trip is co-curricular (not for credit), complete section B. If you would like assistance filling out this section, please contact the [Centre for Teaching & Learning](#).

Section A: Curricular/Experiential Learning (for credit)

All curricular trips must include course learning outcomes and assessments. If the trip will include students from more than one program area, please complete a section for each program. If there are more than two programs, please add the remaining programs in Appendix A.

Program 1			
Course			
Course Learning Outcomes	Assessments	% of total grade	

If applicable

Program 2		
Course		
Course Learning Outcomes	Assessments	% of total grade

Section B: Co-Curricular (not for credit)

Institutional Learning Outcomes (ILOs): All co-curricular trips should include activities that will contribute to the achievement of at least one of Mohawk's Institutional Learning Outcomes. Please identify the ILO(s) that will be achieved on this trip and the activities/assessments that will be used to show achievement.

Institutional Learning Outcomes	Activities/Assessments
1) Communication	
2) Collaboration	
3) Critical Thinking	
4) Continuous Learning	
5) Responsible Citizens	

4) TRIP LOCATION(S)

Location Safety

What is the current travel advisory for the trip location(s)?

<https://travel.gc.ca/travelling/advisories>

	Country/Region	Travel Advisory
Location 1		
Location 2 (if applicable)		
Location 3 (if applicable)		

Location Rationale/Benefits

Describe the rationale and benefits for the learning experience to occur in this location/these locations. Why did you choose this location? (2-3 sentences)

Intercultural Learning

Describe some of the intercultural learning opportunities available at this location/these locations that are not available in Hamilton/Ontario/Canada. (2-3 sentences)

[illegible]

Website

Provide a link to the accommodation's website (if available).

On-Ground Transportation

List any safe transportation options to and from the partner institution/work site (e.g. walking, bus, train, subway).	Approximate commute time

5) PARTNER ORGANIZATION/HOST INSTITUTION

If there is a partner organization, please answer the questions below.

☐ If there is NO partner organization, check this box and go to section 6.

Partner type	<input type="checkbox"/> Education (college, university) <input type="checkbox"/> Government <input type="checkbox"/> For-profit/business <input type="checkbox"/> Non-profit/charity/NGO <input type="checkbox"/> Other:
Name of the partner organization/ host institution	
Address	
How did you select this Partner? (3-5 sentences)	

If known, who is the main contact you will be working with?

Name	
Title/Position	
Email	
Telephone	

Website of Partner

Provide a link to the partner's website (if applicable).

Partner Background

Describe the partner organization/ host institution. (4-6 sentences)

For example: their goals or Mission Statement, how long they have been in business, any prior experience you have had with them, their experience in the region, their accomplishments or areas of expertise, etc.

Partner Assistance with Logistics (if applicable)

If you are working with a partner organization that will be assisting with the trip logistics, please list the activities for which they will be responsible. (Point form is fine.)

Benefits

Describe how the partner (or other external people) will benefit from this experience/partnership.
(3-5 sentences)

Positive Impacts

Describe how this experience will support the interests of the partner organization/host institution and/or the local community. How will they benefit from this project/partnership? How will you address any inequities in the partnership (if applicable)? (3-5 sentences)

Negative Impacts

In the chart below, identify 1-2 possible unintended negative outcomes that the trip/project may have on the partner organization/host institution/local community (e.g. environmental degradation, changing local culture/norms, bringing/donating items that could be procured locally, etc.), if any. Describe any mitigation strategies you will put into place.

Possible Negative Impacts	Mitigation Strategies

6) ESTIMATED BUDGET

Provide estimates for the following items (where applicable).
Use the blank rows to add additional items, if needed.

Item	Cost for one student (CDN)
Transportation	
Airfare (roundtrip)	
Getting to/from Pearson airport	
In-country transportation (bus/train/taxi)	
Medical	
Guard.me emergency medical insurance (required)	
No travel advisory (normal): \$1.65/day	
Travel advisory: \$2.05/day	
Vaccinations/medications	
Other Expenses	
Accommodations (for whole trip)	
Food (for whole trip)	
Activities/outings	
Program fees (if applicable)	
Tuition/course fees/school supplies (if applicable)	
Incidentals (e.g. passport, visa, international cell phone plan, country entry/exit fees, etc.)	
Intercultural Development Inventory (IDI) cost	
\$15 x 2 (1 pre-trip, 1 post-trip)	
Subtotal	
+ 10% of subtotal for contingency funds	
Total cost for ONE student	
Total cost for ALL students	

External Funding (optional)

Are there any grants or other funding sources that could contribute financially to the trip? **Visit the GLO website** to see some suggested external funding sources.

Grant name / funding source	Amount	Application deadline	Have you applied? Y/N

7) RISK ASSESSMENT

Fill out the chart below (and on the next page) using the Government of Canada's [Travel Advice and Advisories website](#). Include any risks (e.g. security issues or medical risks) that have a high probability of impacting this project. Rate the impact and provide a mitigation strategy.

Risk	Impact (Minor, Moderate, Major)	Mitigation Strategy

Accommodations

**In terms of safety, describe the accommodations and neighbourhood where you will be staying.
(2-3 sentences)**

Continuity/Sustainability

Describe the continuity/sustainability of the initiative if known at this time. Will any work or other activities continue after the trip has taken place? (2-3 sentences)

8) WORKLOAD AND PERFORMANCE

Pre/Post Trip Preparations: Back-Filling/Release Time

GLO funding will cover the cost of faculty time required for pre/post trip activities. GLO funding will cover up to a maximum of 4.5/week release for the semester in which the trip takes place.

****Note: The final number of hours of back-fill/release time must be approved by faculty member's AD (or equivalent).***

During a Trip: Back-Fill/Release Time/PD Days (if applicable)

- PD Days are to be used for the time spent in-travel
- GLO funding will NOT cover the costs of back-fill/release time for a faculty member who is abroad during teaching/contact periods. Therefore, it is recommended that trips take place during non-teaching/non-contact periods. If a portion of the trip must occur during teaching/contact hours and back-filling/release time is required, the program area must cover this cost. If this applies to you, please discuss with your AD

Performance Management Plan

It is recommended that faculty/staff leading the trip add the experience to their Development and Performance Management Plan to track the learnings and skills gained during the opportunity.

☐ **I have discussed the above points with my AD (or equivalent).**

9) SIGNATURES OF APPROVAL

(i) Operations Manager or equivalent

By signing below, I acknowledge that I have reviewed and support this trip proposal.

Name of Operations Manager or equivalent:	
Signature:	
Date:	

(ii) Associate Dean or equivalent

By signing below, I acknowledge that I have reviewed and support this trip proposal.

Name of Associate Dean or equivalent:	
Signature:	
Date:	

(iii) Dean or equivalent

By signing below, I acknowledge that I have reviewed and support this trip proposal.

Name of Dean or equivalent	
Signature	
Date	

Once the above signatures have been obtained, please submit your proposal to:
glo@mohawkcollege.ca