Faculty of Humanities and Social Sciences

# Application for Off-Campus Field School Programs

This application form was revised in February 2024

Prior to completing this application, a faculty member who is interested in delivering an off-campus program (including programs based at Harlow) should consult with her/his Department Head and with the Associate Dean, Curriculum and Programs, HSS, who can answer questions to help applicants complete this application, such as providing advice about the design of the program, budgeting, and program delivery issues. The Dean’s Office can share examples of off-campus program materials used by other faculty members, including their post-program reports.

For those applying to offer an off-campus field school program that is offered annually and/or is a requirement for a degree program, you can abbreviate your application such that you submit only those sections of the application where changes to the previously offered program have to be made. **Also, you must provide updated and itemized faculty and student budgets and provide the date of the previous offering of the program.** Similarly, if you are offering a program that was offered previously, submit only those sections of the application where changes or updates are needed, along with updated and itemized student and faculty budgets as well as the date of the most recent offering.

**The complete application must be submitted by 5:00 PM, April 30, 2024 to the Associate Dean, Curriculum and Programs (****pdold@mun.ca****). Note that this is the deadline for all off-campus field school programs planned for**

**May to December 2025 (Spring, Intersession, Summer and Fall terms),**

**January to April 2026 (Winter term),**

**and Harlow programs planned for anytime between May 2026 and April 2027.**

**Application Contents:**

# Program Overview

1. Name and department of applicant
2. Proposed name of off-campus program
3. Proposed location
4. Proposed dates of course delivery (start and end) and course instructor(s)
5. Proposed dates that faculty member(s) will be away from MUN campus
6. Maximum number of students for the proposed program, with rationale (minimum is 10 students per faculty member)

# Program Design

1. Explain why the program must be run off-campus. Summarize why the chosen site (or site) is essential for the program.
2. What are the proposed admission requirements for students who wish to participate?
3. What is the proposed admission process for students (e.g., formal application, deadlines, adjudication criteria, non-refundable deposit, process for early enrollment in courses)?
4. Students normally require approximately one year’s notice to prepare for an off-campus program. It is incumbent upon the faculty member to promote the program and to encourage students to commit early. Upon request, communications support can be provided by the Dean’s Office. How do you envision the off-campus program being promoted to attract students? What is your timeline for recruitment (bearing in mind that the deadline for minimum enrolment/commitment to the program is 4 months in advance of the program)?
5. Explain the duration of your off-campus program. That is, considering travel and accommodation costs for both faculty and students, as well as the features and/or limitations of location of the proposed program, how does the program take advantage of its off-campus location while also delivering a cost-effective program?
6. Is your program or its courses discipline specific or applicable to more than one program? Explain how and why in either case.

# Course Design

1. Please provide the following details for each of the proposed courses:
	* Name and description of courses, consistent with the Calendar.
	* How each course fits within your academic unit’s program needs (i.e., in relation to course requirements for Majors, Minors) and how it meets other programs’ requirements.
	* Overview of course content for the off-campus version of each course, including a tentative schedule of in-class work and site visits, guest speakers, community meetings, event attendance, etc..
	* Proposed course evaluation (i.e., breakdown of marks)
	* Instructor(s) and office hours/ appointment availability

# Administrative Matters

1. The Study Abroad Coordinator is a primary point of contact with students (e.g., safety and security briefings, paperwork for passports and health care). How do you propose to engage the Coordinator?
2. Harlow only: To optimize program scheduling, the General Manager at Harlow should be informed about the drafting of a Harlow application. Has this occurred?
3. What plans will be made to accommodate commitments to supervise the research of any Honours, MA, and/or PhD students while you are off-campus? Your academic unit Head will need to approve this.
4. What arrangements will be made to ensure that you can be reached by faculty at the St. John’s campus while you are at the off-campus program? By students who are participating in the program? By students’ emergency contacts?
5. A brief report on the off-campus program experience identifying what worked and what didn’t work is required by the Office of the Dean within two months of the conclusion of classes. On what date do you propose to submit this report?

# Budgeting

Two proposed budgets are needed: (1) a faculty budget indicating anticipated and itemized expenses for faculty member(s) and any proposed teaching assistants; (2) a student budget indicating anticipated itemized expenses for students with a breakdown of expenses which qualify as the program fee for tax credit purposes (if applicable).

These budgets must be detailed and itemized. For example:

Faculty Budget

Travel

 Air travel

 St. John’s/London return

 London/Aberdeen return

 Ground transportation

 Taxis

 Public Transit

 Trains

 Ferry

 Etc.

 Accommodation

 Per Diem: # days x [maximum per diem](https://www.mun.ca/finance/our-services/travel/schedule-of-reimbursable-expenses/#PerDiem)

 Location costs

 Museum/historic site entrance charges

 Event tickets

 Etc.

Due to current budgetary constraints, the Dean’s office **expects** it will be able to support some off-campus programs with $4000-$7000 per faculty member and depending on the location, duration, course-load, and capacity of the proposed program. Therefore, be sure to include with your budgets, your sources of funding other than HSS. In some cases, faculty have been able to apply funds from research grants, from government offices, from groups that support language learning or other academic disciplines. If you have no alternate funding secured by the April 30 deadline, provide a list of possible sources of funding.

Note that HSS funding is to be applied to faculty expenses only. It cannot be used for student expenses such as tuition, destination travel, accommodation, or per diems.

# Enrollment Minimum

Enrolment numbers have to be a consideration especially where program costs are higher than the norm. Therefore, the Dean Office must set a strict minimum enrolment of 10 students per faculty member. Explain what steps you will take to ensure you meet this minimum enrolment. Full term programs with less than the minimum committed 4 months prior to the beginning of the off-campus program will have to be cancelled. The cancellation deadline may be adjusted for programs that have students at the off-campus location for less than half of the academic term. Cancelled programs will normally be given special consideration for re-delivery as soon as possible.

# Department Signatures:

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| --- | --- |
| Applicant Signature: | Date: |

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| --- | --- |
| Department Head Signature**\***: | Date: |

**\*If the applicant is also the Head, then a designated faculty member should countersign**