



Strategic Framework Experiential Learning Fund (SF-ELF)

Travel awards for internships and field schools outside Victoria

An allocation of \$55,000 in 2019/20 and \$75,000 in years 2020/21 and 2021/22 is available to students participating in an internship or field school within the following Faculties: Business, Education, Engineering, Fine Arts, Human & Social Development, Law, Science, Social Sciences, the Division of Medical Sciences, and Humanities.

Funding for students in the Faculty of Humanities will be divided evenly among UVic students registered in summer field schools run by the faculty. Please contact Lisa Surridge [humsada@uvic.ca] for further details and do not complete the application below.

Recommended stipends

- \$1,000 for internship and field school within Canada and outside Victoria
- Up to \$3,000 for internship and field school outside Canada

The recommended stipend contributes to the total cost (excluding UVIC tuition fees) for a field school or internship opportunity offered by the above Faculties. Each Faculty adjudicates the applications and reports recipients of the stipends to the Associate Vice-President Academic Planning by March 31 of each year.

Selection criteria

- The learning opportunity offered from the internship or field school
- Relevance to the student's area of study
- Relevance to the student's career aspirations
- The student's academic grade-point average
- The level of student's financial need
- Any discipline-specific criteria set by the student's Faculty

Eligibility requirements

- Applicants must be a full-time undergraduate or graduate student attending an internship or field school outside of Victoria
- Applicants must be registered in a credited internship or field school
- Applicants must demonstrate a need for financial support by completing the financial worksheet

Application instructions

All six sections and attachments must be completed and submitted by email to the Office of the Dean.

- Section 1: Applicant information**
- Section 2: Declaration**
- Section 3: Financial worksheet**
- Section 4: Statement of intent**
- Section 5: Résumé**



Section 6: Transcript

Applications must be compiled into a single PDF document in the order listed above. The PDF document must be named as: Firstname_Lastname_TermYear_SF-ELF.pdf. For example, Jane_Doe_Fall2019_SF-ELF.pdf.





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Travel award application for internships and field schools

Section 1: Applicant information

Full name: _____ Student ID: V00
First name Last name

Phone: _____ Email: _____

Title of practicum or field school: _____

Course code: _____

Department/Major: _____

Level of study: Undergraduate Graduate

Term information for when funding is being requested

Term: Fall Spring Summer

Term start date: _____ Term end date: _____
YYYY/MM/DD YYYY/MM/DD

Number of academic terms completed by start of placement _____

Practicum or Field School information

Company/organization name (if applicable): _____

Location: _____
City/Town Province/State Country

Anticipated monthly remuneration from employer (if applicable): \$ _____
Approx. CDN value

Section 2: Declaration

I hereby confirm that I meet the eligibility requirements for application for this Strategic Framework Experiential Learning Fund. I certify that the information given in this application is true and complete.

Applicant signature

Date (YYYY/MM/DD)



Section 3: Financial worksheet

Please calculate expenses and revenues over the length of the practicum placement.

Estimated revenues/stipends		Estimated expenses	
Available funds		Travel and living costs	
Personal resources		Economy airfare	
Personal savings		Other relocation costs	
Other		Accommodation	
		Food	
Loans		Health insurance/medical costs	
Student loans		Personal necessities	
Private loans		Special clothing/equipment	
		Local transportation	
Grants and awards (confirmed)		Entertainment/recreation/travel	
		Communications (e.g. phone, internet, postage, etc.)	
Company/organization (if applicable)			
Wage or stipend		Other expenses (please specify)	
In-kind support			
Compensation from employer (e.g. travel, accommodation, etc.)			
Other funding (please specify)			
Total available funding		Total expenses	
Total available funds minus total expenses:			

Section 4: Statement of intent



Attach a statement of intent answering the following three questions:

1. Brief description of your duties and/or responsibilities.
2. Brief outline of what you expect to learn from this experience.
3. Brief answer to “What were the three main criteria influencing your decision to take this opportunity outside the Victoria region?”

The statement must be no more than one page, double spaced, size 12 font.

Section 5: Résumé

 Attach a copy of your résumé.

Section 6: Transcript

 Attach a copy of your administrative (unofficial) transcript.

All sections and attachments must be completed and submitted by email to the Office of the Dean.

Applications must be compiled into a single PDF document in the order listed below. The PDF document must be named as: Firstname_Lastname_TermYear_SF-ELF.pdf. For example, Jane_Doe_Fall2019_SF-ELF.pdf.

Section 1: Applicant Information

Section 2: Declaration (signed)

Section 3: Financial worksheet

Section 4: Statement of intent

Section 5: Résumé

Section 6: Transcript