



Travel Awards for Internships and Field Schools outside Victoria

A total of \$ 55,000 in 2019/20 and \$75,000 per year for 2020/21 and 2021/22 is allocated to Faculties OF Business, Education, Engineering, Fine Arts, Human & Social Development, Humanities, Law, Division of Medical Sciences, Science, and Social Sciences, to distribute to students participating in an internship program or field school.

Recommended Stipends

- \$1,000 per student for domestic student experiential learning opportunity, and
- Up to \$3,000 per student for international experiential learning opportunity.

The recommended stipend contributes to the total **cost** (other than 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 funding year.

Application Deadline

Faculties may determine application deadlines. All funds must be used by March 31 of the funding year.

Selection Criteria

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

Eligibility requirements

- Applicants must be full-time undergraduate or graduate students who are attending internships or field schools at an international location or anywhere in Canada excluding the local Victoria region
- Applicants must be formally registered in an internship or field school
- The internship or field school must be approved by the Dean as suitable for credit toward the student's degree.

Application instructions

All 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: Transcripts

Travel Awards for Practica Placements outside Victoria

An allocation of \$ 20,000 in 2019/20 and \$22,000 in 2020/21 and 2021/22 3 is available to students in academic units requiring practica placements (e.g., Education, Child and Youth Care, Nursing, Public Health and Social Policy, and Social Work) to increase opportunities for students to participate in practica outside the province and in international locations. Applications are adjudicated by a panel convened by **the Associate Vice President Academic Planning**. When applications for travel funding exceed available funding, financial need will be used as a criterion to adjudicate applications.

The adjudication of the application process will take place as follows:

- December adjudication for January to April (Spring) practica placements;
- April adjudication for May to August (Summer) practica placements; and
- August adjudication for September to December (Fall) practica placements.

Program selection criteria

All complete, eligible applications will be assessed by merit based on the following criteria:

- The learning opportunity the placement will provide
- Relevance to the student's area of study
- Relevance to the student's career aspirations
- The student's academic grade point average
- Level of student's financial need

Eligibility requirements

- Applicants must be full-time undergraduate or graduate students in a practica placement at an international location or anywhere in Canada excluding the local Victoria region as part of their UVic degree.
- Applicants must be formally registered in a practica.
- The practica must be approved by the Dean as suitable for credit.
- Applicants must demonstrate need for financial support by completing the Financial Worksheet.

Application Submission Dates

November 15, 2019	-due date for January-April (Spring) practica placements
March 15, 2020	-due date for May-August (Summer) practica placements
July 15, 2020	-due date for September-December (Fall) practica placements

Applicants will be notified of outcomes within one month of these submission dates.

Application instructions

Applicants must complete all sections on the application form. Applications and all requested attachments must be submitted by email to vpacapal@uvic.ca. Include your name and placement name in the title of your application (e.g. JaneSmith_practica).

Section 1: Applicant information

Section 2: Declaration

Section 3: Financial worksheet

Section 4: Statement of intent

Section 5: Résumé

Section 6: Transcripts

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



Strategic Framework Experiential Learning Fund Practicum / Field School / Internship Travel Award Application

Check the award that applies. I am applying for:

- Funding for travel stipends for internships and field schools outside the Greater Victoria region as well as outside B.C. and in international locations.
- Practica Placements for students in academic units (e.g., Education, Child and Youth Care, Nursing, Public Health and Social Policy, and Social Work).

Section 1: Applicant information

Student name: First _____ Last _____

Student ID number: V00 _____

Email: _____ Telephone: _____

Mailing address (current): _____

Mailing address (permanent): _____

Title of Field School / Internship / Practica _____

Department/Major: _____

Level of study: Undergraduate Graduate

Term Information for which funding is being requested

Term: Fall____ Spring____ Summer____

Term start date: _____ (Month/Year) Term end date: _____ (month/year)

Academic term completed by start of placement: _____

Field School / Practica location

Company/organization name (if applicable) _____

Location (town, province, 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

Section 3: Financial worksheet

Please calculate expenses and revenues over the length of the field school, internship, or practica placement.

Estimated expenses		Available Funds	
Travel and related costs		Personal resources	
Economy air fare		Personal savings	
Other relocation travel		Other	
Accommodation			
Food			
Health insurance/medical costs		Loans	
Telephone, email, postage		Student loans	
Personal items		Private loans	
Special clothing/equipment			
Local transportation		Grants and awards (confirmed)	
Entertainment/recreation/travel			
		Company (if applicable)	
		Wage or stipend	
Other expenses (specify)		Value of in-kind support	
		Compensation provided by employer (e.g., accommodation, travel)	
		Other funding (specify)	
Total expenses:		Total available:	

Total available funds *minus* total expenses equals:

\$

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 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 local Victoria region?”

The statement must be no more than one page long, double spaced, at 12-sized font.

Section 5: Résumé

 Attach a copy of your résumé.

Section 6: Transcripts

 Attach a copy of your administrative (unofficial) transcripts.

Submit your application by email to vpacapal@uvic.ca as a single PDF document with your documentation in the following order:

- Section 1: Applicant Information**
- Section 2: Declaration (must be signed)**
- Section 3: Financial worksheet**
- Section 4: Statement of intent**
- Section 5: Résumé**
- Section 6: Transcripts**