TRAVEL FELLOWSHIP
Q&A SESSION

January 2020
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**Session Plan**

1. **WHAT IS THE TF?**
   Aims of the Travel Fellowship.

2. **APPLICATION PROCESS**
   Overview of the process and proposal writing.

3. **GROUP SHARE-OUT**
   Pair share and group share.
INTRODUCTIONS!

Please share your name and one non-academic interest.
# The Travel Fellowship

Is an opportunity to create your own **learning journey**, through **intentional exploration** of a new horizon or intellectual pursuit.

## Program Aims

- Engaging with people and places in an intentional and thoughtful manner.
- Taking ownership: defining and directing your own learning and personal growth, outside of formal scholarship.
- Cultivating curiosity, initiative, and humility.

## Travel Fellowships Are...

- Unique to each applicant/team
- Driven by students and supported by CIPE
- Intellectually engaged experiences
- 3 weeks or longer, average funding of 1.2K - 2K

## The Travel Fellowship Is Not Funding For...

- A holiday
- Volunteer organizations
- Third-party vendors
- A research project
Travel Fellowship Timeline

**BEFORE 28 FEB, 2020**
- Travel Fellowship Q&A Session
- Project consultations with Annette
- Project research and ideation
- Proposal drafting
- Proposal editing and finalization

**BY 28 FEB, 2020**
- Proposal submitted to Annette

**BY 27 MAR, 2020**
- Application notifications sent out/Shortlisted applicants interviewed
- Final decisions

**APR - AUG, 2020**
- Continued project planning and preparation
- Summer orientation
- Travel Fellowship projects
- Travel Fellowship sharing session and individual deliverables
Overview of Proposal Writing

Skills Development
- Demonstrating and testing for feasibility
- Practicing Accountability
- Research for ideation and planning
- Exercising problem solving and creativity
- Working with others
- Articulating and pitching your idea to an audience

Proposal Format
- Project description
- Itinerary
- Health and Safety Risk Assessment *(resource available)*
- Budget Plan and Narrative *(resource available)*

Where to Start
- Risk Assessment
  - What are the risks inherent in proposed activities?
- Budget Plan
  - Is my budget feasible?

Proposal Rubric
- Does the proposed project have a clear connection to learning through travel?
- Are desired learning outcomes clearly articulated?
- Do activities on the itinerary support stated learning outcomes?
- Comprehensive risk assessment and research in appropriate risk mitigation
- Comprehensive budget plan...
# Rubric for Evaluating Travel Fellowship Proposals

**Project Title:** ____________________________________________________________  **Applicant(s):** __________________________________________________________

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Low</th>
<th>Medium</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Description</strong></td>
<td>The project description has a theme, but demonstrates little knowledge of the proposed topic. The student(s) does not address how they will explore the topic through the medium of travel, or state desired learning outcomes. The student(s) has not outlined any project deliverables.</td>
<td>The project description outlines what the student(s) plans to do on the Travel Fellowship and demonstrates knowledge of the project topic. The student(s) briefly explains how they intend to explore the topic through the medium of travel and has set desired learning outcomes. Ideas for project deliverables are listed, but more details are needed.</td>
<td>The project description clearly outlines the proposed fellowship and addresses key questions driving the project topic. The student(s) has provided examples of the places, spaces, and communities they intend to engage with during the fellowship, and details how they intend to engage. The student(s) has stated relevant desired learning outcomes and proposed deliverables that require a reasonable and realistic amount of time and commitment. Methods to share learnings with a wider audience are thoughtfully explored and a timeline for the deliverable is set.</td>
</tr>
<tr>
<td><strong>Project Description: Location Rationale</strong></td>
<td>The student(s) did not provide a location rationale.</td>
<td>The student(s) has provided a location rationale, but it is not strong or there might be alternative locations to consider.</td>
<td>The student(s) has provided a strong location rationale for their project. The student(s) has given careful thought to how they intend to travel to and navigate said location(s).</td>
</tr>
<tr>
<td>Category</td>
<td>Evaluation                                                                 │ Evaluation</td>
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<tr>
<td>Itinerary</td>
<td>The student(s) did not include an itinerary.</td>
<td>The student(s) has submitted an itinerary, but it does not provide a clear timeline for the project. The student(s) did not include brief explanations for how itinerary items contribute to their learning.</td>
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<tr>
<td>Health &amp; Safety: Risk Assessment</td>
<td>The student(s) did not include a risk assessment.</td>
<td>The student(s) has submitted a risk assessment but it does not address all foreseeable risks, or provide adequate measures to mitigate those risks.</td>
<td></td>
</tr>
<tr>
<td>Budget Plan and Narrative</td>
<td>The student(s) did not submit a budget plan or narrative.</td>
<td>The student(s) has submitted a clear and comprehensive budget plan and narrative. The budget is reasonable and does not include unnecessary purchases.</td>
<td></td>
</tr>
<tr>
<td>Writing and Grammar</td>
<td>The proposal is not clearly written and there are many spelling and grammar mistakes.</td>
<td>The proposal is not clearly and concisely written. There are a number of spelling and grammar mistakes.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The proposal is clearly and concisely written. There are minimal spelling and grammar mistakes. If written by multiple students, the proposal represents all of the applicants’ voices, interests and contributions.</td>
<td></td>
</tr>
</tbody>
</table>
questions?
Pair Share (15 mins)

- What forms of travel have you experienced?
- Is a tourist and a traveller the same thing?
- How should you travel? What are the factors to take into account?
THANK YOU!

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