Call for 2025 Group Study Program Proposals Criteria and Guidelines

Please read these instructions carefully

Individual Departments and/or Faculties may establish internal deadlines for the submission of proposals to their offices for approval. Note that this may be 2 – 3 weeks in advance of the main proposal submission deadline of Monday June 3, 2024. They may also have additional document requirements. Please be mindful of these deadlines to ensure your complete proposal has been reviewed and approved by your Department and/or Faculty in time to be submitted to UCalgary International on or before **June 3, 2024**.

For a returning program, the deadline for submission of documents to UCI is **July 2, 2024.**

New Group Study Programs:

A New Group Study Program is a brand-new proposal or a program that has not been reviewed by the GSP Advisory Committee since June 2019. Proposals for New Group Study Programs must include:

1. A **Proposal Cover Sheet** signed at the departmental and faculty level by the appropriate persons able to give permission to offer a new Group Study Program (*the original, hard copy signed document must be submitted to UCI Global Learning in MT 501*). Please see the Proposal Cover Sheet for more information.
2. **A Written Section that must address the criteria as defined. A form** has been provided for the written section.
3. A **Budget Worksheet** – submit one budget worksheet for your program.
4. A completed **Course Information Table.**
5. Copies of **Course Descriptions** as noted to the specifications on page 13.
6. A **Detailed Itinerary** (travel, hybrid) or **Detailed Schedule** (virtual)– in Microsoft Word format.
   - Please include a map of your suggested itinerary indicating locations of planned side trips, if applicable

Missing one or more of these mandatory sections will result in your proposal being returned to you for revisions. Please also include any additional sections relevant to the planning, review and implementation of your program in Section VI – additional comments (pg. 14).

Returning Group Study Programs:

A Group Study Program renewal is for programs that have gone through the GSP Advisory Committee in June 2019 or later. **Please advise us if you plan to submit a program renewal by completing this short questionnaire by June 3, 2024.** If there are any significant changes to your program that impact risk, academics, or financials, please notify UCI Global Learning as soon as possible as additional approvals may be required.

The following GSP Renewal documents are due on July 2, 2024:

1. A **Group Study Program Renewal Approval Form** signed at the departmental and faculty level by the appropriate persons able to give permission to run a returning Group Study Program (*the original, hard copy signed document must be submitted to UCI Global Learning in MT 501*). Please see the Proposal Cover Sheet for more information.

2. A completed **Course Information Table.**
3. A **Detailed Itinerary** (travel, hybrid) or **Detailed Schedule** (virtual)– in Microsoft Word
4. A budget worksheet focusing on the instructional expenses for the program.
   - After the June 3rd deadline to complete the questionnaire, a member of the GSP Operations Team will provide you with the budget used the last time the program ran.
   - If the program is running in the current year, the budget as of the go-no-go date will be provided.
   - The budget will be updated as a part of the implementation process using the most recent budget for the program.

Please Also Note:
- To facilitate the timetabling of the courses and the preparation of contracts for instructors, a copy of the **Course Information Table** must be completed for all courses related to the program and provided to all departmental administrators involved. Should you change any of the component courses, it will require an email from the Department Head approving the change.
- For **Sessional Instructors,** the Department Head, Director, or Dean **must agree to the hiring of the Sessional Instructor** through review of credentials as well as **through the posting of the position on the departmental website after the GSP Proposal has been approved** to ensure we meet University obligations under the TUCFA agreement.
- Instructors should discuss with their Department Head and/or Dean if their GSP courses can count toward their regular teaching load. This would need to be approved by both the Department and Faculty Approver with signatures on the Call for Proposal cover sheet.
- **Budget:** please keep in mind that your program **must be** cost recovery, so the NET line **must** be **greater than zero**. Please ensure that, where requested, individual line items are fully described in the written proposal. If not described, the Advisory Committee *may* recommend that they not be approved.

Call for 2025 Group Study Program Proposals Criteria and Guidelines

Group Study Program Proposal Preparation

Group Study Programs (GSPs) offer students the opportunity to be part of a cohort taking a block of globally themed courses situated within one discipline and/or associated with specific geographical locations. These programs are typically offered during Spring or Summer semesters and may consist of up to four courses, depending on the scope and length of the program. The majority of GSPs are travel-based, with most of the coursework taking place internationally. However, in response to developments in virtual learning, and the opportunity it provides to expand access to student participation in global learning, it is also possible to incorporate virtual and on campus learning into your proposal either as fully virtual or hybrid programs.

- **Travel Program** – small groups, typically between 10 days and 8 weeks of learning while traveling internationally as a cohort.
- **Virtual Program** – globally themed online courses situated within one discipline and/or associated with specific geographical locations. Virtual programs provide the possibility of accepting a larger cohort of participants as well as the opportunity to engage with content representing multiple and distant geographies, societies, etc. They also lower costs substantially for students, providing greater access. Virtual programs may have on-campus components; however, most of the content will be virtual, and students should be able to participate equitably in on-campus program components from wherever they are. Virtual programs will provide opportunities for students to collaborate in partnerships (institutional or organizational) and with students located in the regions of study.
- **Hybrid Program** – There are many possibilities that a combination of international, virtual and/or on-campus program components allow. A hybrid program could involve meeting on campus for pre-travel coursework, as has been the case for many programs in the past. Another model would encourage students traveling to collaborate with a cohort of students remaining at home and who are participating virtually. UCI Global Learning is interested in seeing how instructors use this creative space to develop programs best suited for their student communities, partners and disciplines.

New Group Study programs will need to be reviewed by the Group Study Program Advisory Committee.

Returning programs that have gone through the advisory committee in 2019 or later follow a simplified process. These programs will need approval from the Department and Faculty but will not need to go through the same review process with the Committee. However, if a returning program is planning a significant change (itinerary, additional risk factors, new instructional team, etc.) it may be required to go through the Advisory Committee again. Please consult with the Manager, Education Abroad to determine whether the changes being made will warrant a New Proposal submission.

GSP Proposal Process

Group Study Programs follow a proposal format that provides the University with a permanent record of the intentions of the program, as well as the framework within which these programs will be

implemented. Submissions for programming are made each June and July for programs to be implemented in the following calendar year.

Please read the information at www.ucalgary.ca/international/study-abroad/GSP-Instructor-Guide before you begin.

The call for proposals is sent in March of each year with the GSP Advisory Committee meeting in late June. Interested instructors are welcome to connect with UCI's Manager, Education Abroad or Global Learning Advisors for information and advice on ideas for new programming or for suggestions related to repeat programs. We encourage instructors to also reach out to our GSP Operations Specialist at gsp.ops@ucalgary.ca for guidance on completing their budget template. The UCI GSP Team is here to support program development and implementation.

Once your proposal has received the appropriate Departmental and Faculty signatures and has been submitted to our office, it will be reviewed by the **GSP Advisory Committee**. This Committee is composed of academics who have led GSPs at UCalgary and administrators who are responsible for international programming. The Committee is Advisory to the Director, Global Learning, and the Manager, Education Abroad. All ensure that the programming undertaken meets applicable University policies and procedures, is economically viable, and provides safe, high quality, experiential learning opportunities for students.

If you have an idea for a fall or winter program (including block week programs), please contact group.study@ucalgary.ca to set up a meeting to discuss your idea. Please note that GSPs intended for full fall and/or winter semesters follow similar submission requirements to the short term GSPs.

Important Reminders:

1. It is always a good idea to let your Department Head know **as early as possible** that you are planning a GSP program. In this way, they will be able to advise on courses and teaching loads early in the process, along with any Department or Faculty-specific requirements and timelines.
2. All proposals must also be submitted to the Dean or Associate Dean indicated on the Proposal Cover Sheet for approval and sign-off.
   - They may have an earlier submission date for their internal review. This allows them to ensure your proposal meets your Faculty's goals for international activities.
3. The budget format closely replicates the Income and Expense format that is used throughout the program implementation process. Please ensure that you are using the correct templates, which are updated annually. Use of prior document versions will result in your proposal being returned for updates.
   - If you have any questions about the budget proposal templates, please schedule a consultation with our GSP Operations Specialist for guidance: gsp.ops@ucalgary.ca.
4. All GSP program fees must be submitted to the University of Calgary Tuition and Fees Consultation Committee (TFCC) for review before we begin student recruitment.
5. **Incomplete proposals will not be considered or will be returned for completion**. Please ensure all sections are completed and all documents are attached.

A few final thoughts on proposal preparation:

It is important to have a thorough proposal, as it truly becomes the framework for the program. The proposal is the document that UCI will use to evaluate program planning and execution. It is also the permanent record of the program in University Archives. While it is possible and appropriate to respond to circumstances as they change, *this must be done in consideration of the original proposal and with the consent of University of Calgary International and your Department/Faculty.*

Helpful Resources for Proposal Preparation

- Taylor Institute for Teaching and Learning
  Lisa Stowe, Director Experiential Education, lstowe@ucalgary.ca

- UCalgary International – Study Abroad
  Rebecca Trautwein, Manager Education Abroad, rebecca.trautwein@ucalgary.ca

- Budget Preparation:
  Group Study Programs Operation Specialist, gsp.ops@ucalgary.ca

- Risk Assessment: **International SOS: www.internationalsos.com** (2023/2024 access code: 27AYCA093142). You are encouraged to submit a request for a travel briefing based on your intended itinerary. This briefing can help support your completion of the Risk Management Section of the proposal. You will work closely with UCI Global Learning to manage the various risks associated with your program location and activities.

Sections in a GSP Proposal

I. Proposal cover page

Course approval by the appropriate Department Head is **mandatory** before a program can go forward. Please provide the full proposal to your Academic Head so that they can review the courses, content and planned itinerary. This provides your department with full disclosure and allows them to sign off indicating their agreement to the proposed program.

Next to sign is the appropriate Dean or Associate Dean in your Faculty. Please be mindful of their deadline for submission. Missing this deadline could result in your proposal not being put forward to the GSP Advisory Committee.

If you are unsure who is responsible in your faculty, there is a list of designates on the back of your GSP Proposal Cover Page.

Proposals that do not have the appropriate signatures will not go forward to the Group Study Programs Advisory Committee.

If the Department Head or Dean/Associate Dean for your area have any questions or concerns regarding their approval and/or the role of the Academic Department in GSP programming, please have them contact the Manager, Education Abroad (Rebecca Trautwein, rebecca.trautwein@ucalgary.ca).

II. Written Section

a. Program preamble/rationale: This is intended to provide an outline of the overall program. For example: what is the inspiration for the program? Are there destination themes to be considered? What are the intended overall learning outcomes (academic and experiential) for the participants? What is your experience in the proposed region? Are there other relevant pieces that do not fit into other sections as noted below that will help the GSP Advisory Committee (and eventually potential participants) best understand the purpose of the program?

b. Educational value:
- For programs that incorporate travel: why is it necessary to travel to the proposed destination to meet your learning outcomes? How well is the locale being used for academic and experiential purposes? Are sufficient credits offered to make it worthwhile for student participants (normally at least one full course equivalent or six credits)? Is the subject matter broad enough that it will be attractive to students from a variety of majors? Is the itinerary so ambitious that the academic component may be compromised (i.e. are students spending too much time in transit)?
- For virtual programs: what global learning objectives are central to your program? Are there opportunities for transdisciplinary intersections that will be attractive to students representing different academic backgrounds? What virtual learning tools will be utilized in the course? What institutions or organizations are you considering collaborating with?

c. Financial viability: GSPs need to fall within a student's budget if they are to be successful in recruiting participants. Assess the proposed participant expenses for each trip and consider:
- Is the total cost too expensive to be accessible to a wide audience?
- Do instructor(s) expenses outweigh the projected tuition revenue?
- Is a program assistant desirable but not affordable?
- Importantly, **how will a tuition shortfall revenue be addressed if there are not enough participants?**

It is highly recommended that you meet with the Group Study Programs Operations Specialist prior to submitting your final proposal to ensure your budget is accurate.

d. Degree of safety: This is a key section in planning for the program and will facilitate the review of your program. You will also be required to complete the Field Safety Standards for your program with UCI's support. Complete consideration of the risks at this phase will facilitate that process. Note that an incomplete safety plan may result in your proposal being returned to you prior to review by the GSP Advisory Committee.
- *Please include a map indicating program locations for the period of travel that correspond to your itinerary to facilitate the review of your travel plans, if applicable.*

When preparing this section, please review the University's Risk Management website for country risk ratings at: www.ucalgary.ca/risk/risk-management-insurance/travel. On Risk Management's page, there are also several links to relevant policies and planning information for international travel for the University of Calgary.

When reviewing undergraduate student travel to a destination, it is important to remember that if there is a **HIGH**-risk rating for destinations in your program, you must explain why this particular location should be used in lieu of an alternate and more moderately rated location.

Group Study Programs are not permitted under any circumstances to travel to 'extreme' rated destinations according to the University International Travel policy.

In preparing this section, please consider the following:

- Are there any environmental/geographic risks or conditions to be considered?
- Are there any health or medical concerns relevant to the location(s) that the proposed trip will visit?
- Will extensive medication and immunizations be required?
- What are the political conditions as related to the stability of the locations within the host destination(s) that the group will visit?
- What are the personal security risks relevant to the location(s) and how will they be managed?
- How is easy is it to access the site(s) and, if inaccessible, what measures will be taken to ensure participant safety?
- To what degree will participants be at risk of being injured or contracting a disease when they participate in this program?
- Are these risks manageable?
- Are there any other known potential risks that may affect the program?

For additional information on potential risks to assist when preparing this section, please refer to

- the Government of Canada's Country Reports at: **www.travel.gc.ca**
- **International SOS: www.internationalsos.com** (2023/2024 access code: 27AYCA093142) You are encouraged to submit a request for a travel briefing based on your intended itinerary.

Other useful resources may include:

- US Department of State travel page at **www.travel.state.gov**
- CIA World Fact Book at **www.cia.gov/cia/publications/factbook**
- UK Foreign and Commonwealth Office found at **www.fco.gov.uk**

Please note: for any programs utilizing charter vehicles for 13+ Passengers there are additional insurance requirements that the vendor needs to have. Please discuss with the Global Learning Team if you have any questions or concerns. If you as an instructor will be driving a car during your program, you will need to complete Driver Vehicle Safety requirements.

Should you require additional information or assistance when preparing your plan, please contact us at group.study@ucalgary.ca or contact University Risk Management.

e. Alternate itinerary: An alternate itinerary is requested as a suggestion in the eventuality that a region becomes unstable. If an alternate destination is not possible, please say so. The suggestion of an alternate itinerary does not imply automatic approval. Should it be necessary to revert to this alternate plan, you will be asked to submit a detailed itinerary including reference to the impact on the travel budget for review by UCI staff, University Risk Management and other Advisory Committee members as required before the alternate itinerary would be considered 'approved'. This section does not require a full itinerary, only suggested key destinations in lieu of the intended itinerary.

f. [Building Intercultural Capacity](#): In light of the University of Calgary's continued effort to provide intercultural opportunities in the curriculum, please assess the cultural exposure that participants will receive on this trip and to what degree it will contribute to their global learning experience and the development of intercultural capacity.

g. [Connections to Institutional Strategies](#) (Ahead of Tomorrow, Academic Plan, Indigenous Strategy, Sustainability Strategy, etc.): As we work to align our GSP programming within the University of Calgary goals and commitments, please evaluate which connections your program will be making to our current institutional strategies and plans. This section helps develop connection to other units' work on campus and ensures we are collaborative effectively. Programs are strongly encouraged to have connections to the Indigenous, Sustainability, Academic, and/or Research Strategies. Please indicate in what way your program connects to any and/or all the above.

h. [Equity, Diversity and Inclusion](#): UCalgary is committed to removing barriers that are encountered by equity seeking groups, including women, Indigenous peoples, visible/racialized minorities persons with disabilities and LGBTQ+. As we develop our programs, it is our responsibility to acknowledge that a student's experience abroad is shaped by the negotiation of facets of their identity in an unfamiliar context. Students' potential experiences of discrimination related to race, sexual orientation, ability, class, etc. should be articulated to them in advance and instructors should be prepared to assist students in navigating their individual experiences proactively throughout the program. UCI believes it is important that we actively dismantle racism and inequity in how we prepare students for global learning programs and in how we construct programs for productive, inclusive participant engagement.

Considering this, what will you do to ensure your program encourages inclusive participant engagement? What in-country social and/or political structures may impact the students' experience of EDI? And what mitigation measures (pre-departure, in field and post-program) will you take to ensure equity, diversity and inclusion are addressed?

Resources:
> **Diversity Abroad**, Articles and Resources for students:
> https://www.diversityabroad.com/articles/category/prepare-to-go-abroad
> **The Forum on Education Abroad**, Standards of Good Practice and Suggested Reading list:
> https://forumea.org/resources/equity-diversity-and-inclusion/

i. [Commitment to Experiential Learning:](#) University of Calgary is committed to experiential learning being a cornerstone of the UCalgary student experience by 2025. This requires commitment form the entire campus community. The Experiential Learning Plan identifies five categories and 28 EL Activities.

Please review these categories and determine which category is the best fit for your GSP. If it engages in multiple areas, please include all categories and your explanations of what activities will be happening in your GSP in relation to the plan.

j. Potential popularity: Group Study Programs must be cost recovery to fund all instructional expenses (including honoraria and travel) through tuition generated from student participation in the program. It is therefore necessary to maximize participant registration in each program. Consider the following:

- Why will this program be popular and relevant to potential participants?
- How narrowly targeted is your audience?
- Do the any of the courses offered require prerequisites?
- Is the subject matter broad enough that it will be attractive to students in different programs?
- Does this program provide unique opportunities that are not available on campus?
- Is the trip duration too long or too short?
- Is the destination sufficiently interesting to attract participants?

The GSP team will provide you with posters and other marketing and promotional support. Please see: www.ucalgary.ca/international/study-abroad/GSP-Instructor-Guide and check Promotion and Recruitment for ideas.

k. Transdisciplinary Appeal: Will the program attract students from across the University campus and/or other universities and colleges?

III. Budget

Group Study Programs budgets are not allocated by any central source of funding and therefore must be cost recovery through tuition revenue generation within each program.

To this end, we are able to use the tuition paid by students in the program to cover instructional expenses within that program. It is important to remember that even though a proposal is approved, the budget will ongoing adjustments as the program proceeds. This is to compensate for fluctuations in registrations, currencies and so forth. For this reason, please ensure that your estimates of both participants and costs are as accurate as possible. It is highly recommended that you meet with a UCI Programs Financial Analyst, prior to submitting your final proposal to the committee.

Detailed Information on Budget Preparation

The GSP team is happy to support with budget preparation. The budget worksheet is included in this package. In determining the budget and the numbers of participants required, it is best to start with:

> **Section II – Instructional expenses**. By completing this section first, you will determine how much revenue you will need to generate through tuition and therefore how many students need to participate to recover the costs of instruction based on the number of courses offered and the number of students in the program.

> Fill-in anticipated instructional expenses as applicable. Instructor remuneration is subject to the collective agreement between TUCFA and the Board of Governors. It is only the minimum amount that is quoted herein, not necessarily the actual amount that you are entitled to be

paid. Please contact your departmental administrator or the payroll office if you are unsure of the rate of pay to use in your budget.

Other categories of expenses may include excursions such as entrances to museums or historical sites, gratuities, accommodations, and meals (aka meal allowance, which will be at a fixed daily rate negotiated to fit within the budget of the program). If you need to add one or more lines to the spreadsheet, please feel free to do so.

Note for Faculty of Arts programs is it required each program has either 2 instructors or 1 instructor and a program assistant.

Expenses for Program Assistants are included under Instructional Expenses under their own sub header as tuition revenue must be utilized to for their expenses.

All programs start and end in Calgary and should be budgeted accordingly. Once complete, all expenses will be reviewed by University of Calgary International and the Group Study Programs Advisory Committee and adjusted as needed according to University of Calgary policies.

Section I – Budget summary - Return now to *Section I*. The number of students indicated is the optimum number for best results on both an academic and a financial level to ensure the program is cost recovery based on the instructional expenses in *Section II*.

Next add the number of half course registrations that each student is required to take for the program. Please list the program name and code if it is known. The maximum of students is the number that the program can logically include for logistical and academic reasons. The spreadsheet will auto populate based on the undergraduate tuition rate for the current year. If you are putting in a proposal from a faculty with a specific tuition rate, please consult cell A11 for other tuition rates and update cell D11 to reflect that amount. You may also include any additional revenue from confirmed sources.

The *Net Total for Program* is the Total Revenue less Total Expenses. As noted, this must be a net positive amount in cell D18.

Section III – Student travel expenses

This section reflects a breakdown of costs, or what it would cost each student to participate in your program – not the total amount that will be collected but the individual cost for each participant.

There are four sub-sections to this section

 1) **Program Fees (Expenses paid by GSP):** this is for costs that the GSP office or the instructor will pay on behalf of the student.

Add costs to each line as applicable to your program, not all lines need to be filled. Depending on the logistics of the program there can be group meals included in the program fees, under the funds managed by students sub-section or a mix of both.

All Group Study Programs must include pre-arranged student accommodations for which the University will collect fees and prepay on the program's behalf. This is to ensure that our students are in appropriate accommodations for a UCalgary sponsored program. If you will be asking students to arrange their own accommodations (never permitted for undergraduate programs), a clear rationale in the written section of the proposal must be provided.

Contingency fees for student expenses

The budget requires that a contingency fee be collected from all participants. These funds are used to manage unanticipated costs. The sum is $250 per participant, this money, if not used will be refunded to the students after the programs expenses are reconciled.

2) **Payment to Travel agent**: Please add estimates for flights, insurance and visas (if required for your location). Note that we will contact our travel agent over the summer to have them provide updated estimates for each program.

3)**Payment to Ucalgary Fees Office:** This is the tuition each student will pay for the courses offered on the program. Default rate entered is standard HCE tuition. If you are from a tuition specific faculty, please update to reflect the tuition rates listed in cell A11.

4) **Managed by Students:** These are funds that the student will need to manage themselves for their participation in the program while in the field or prior to departure. This lets students prepare to have funds available for costs not included in the program fees.

Major currency conversions

Below is a table of the currency conversions that we are using to prepare our budgets for the upcoming year. **Please forward quotes that you have used in preparing your proposal to gsp.ops@ucalgary.ca for addition to the program files on our side**. **Note:** the below exchange rates are subject to change. Once the 2024 GSP spring/summer cycle has ended, the GSP Operations team will re-assess the rate and amend budgets accordingly prior to your implementation meeting.

If you have any concerns using the table or if your currency is missing, please contact the GSP Operations Specialist at gsp.ops@ucalgary.ca for support.

Currency*	CAD=
Belizean Dollar	$0.65
Chinese RMB/Yuan	$0.20
Euro	$1.54
Great Britain Pound	$1.73
Japanese Yen	$0.011
Mexican Peso	$0.080
Australian dollar	$0.90
Switzerland Franc	$1.53
US Dollars	$1.39

Additional comments for the proposal
This section includes any additional comments that do not logically fit into other sections. It must also include the rationale as requested on the budget forms for items and special requests to complete your application.

Attachments to the proposal
IV. Course Information Table – template provided
All proposals require a completed course information table.
Indicate the minimum number of instructional hours required for the course offered. You can find these requirements at www.ucalgary.ca/calendar-scheduling/calendar/guidelines-submissions/courses

Any significant changes to the courses and/or the academic content of the courses submitted with the proposal will require the Head of the Academic Unit and the Faculty designate to sign a new cover page indicating approval of the academic change.

Course dates

The earliest that a Spring program can depart is **May 1, 2025**. This **will** require the approval of non-standard dates by the registrar's office. Program departures will not be permitted during, or on the day after the Winter final exam period. For the purposes of planning, official on campus semester dates are:

- Spring 2024: Thursday, May 1 – Saturday, June 21, 2025
- Summer 2024: Monday, June 30 – Monday August 18, 2025

V. Calendar Course Descriptions

Attach copies of the calendar **course description(s)** for all the courses that will be part of the program. If available, you can also provide the course outlines for the program. These will be posted on the UCI Global Learning website so that students can evaluate the academic portion of the program as part of their informed consent for participation in your program.

VI. Detailed Itinerary or Detailed Schedule – templates provided

For travel programs: the itinerary should provide as much detail as possible in the early stages of planning. This should include a day-by-day listing of the names of cities and towns, historical sites and/or local monuments that you plan to visit as well as a description of any planned special events such as cultural performances, dinners, etc.

For virtual programs: the schedule should provide as much detail as possible as well, including a list of synchronously scheduled course activities as well as asynchronous course requirements.

In both cases, please indicate the connection to academic content for each of the days, including the minimum number of instructional contact hours. Each course is required to meet a minimum number of hours as per GFC regulations. Information on the hours required per course can be found at: www.ucalgary.ca/calendar-scheduling/calendar/guidelines-submissions/courses

Wherever possible, indicate suggested methods of transportation including international and internal flights, train, bus, or local transportation that will be used during the various legs of travel.
Finally, indicate any pre or post travel commitments including pre departure classes and post travel expectations. These comments may be added to the itinerary or to the *Additional Comments* section.

As always, if you have any questions or concerns as you prepare your proposal, please do not hesitate to reach out to:

- Global Learning Advisors group.study@ucalgary.ca
- Rebecca Trautwein, Manager, Education Abroad rebecca.trautwein@ucalgary.ca
- GSP Operations Specialist gsp.ops@ucalgary.ca

- Lisa Stowe, Director Experiential Education, Taylor Institute for Teaching & Learning
  lstowe@ucalgary.ca