

International Experience Awards - Guidelines

Introduction

After wide consultation with the student body, the School instituted an International Experience Award program in 1999-2000. Funding for the awards has been generously provided by the China Projects Office, the Eastern Ontario District of the Ontario Professional Planners Institute, the SURP Trust and anonymous donors.

The award is intended to provide first-year Master of Urban and Regional Planning students with a unique and new international experience during the summer term of their first year of graduate studies and support international research.

Number and Amount of Awards

At the discretion of the SURP Director, a maximum of three awards may be provided per school year to full-time first-year students (at the time of application) in the School of Urban and Regional Planning at Queen's. Depending on the number of awards to be granted (at the discretion of the SURP Director), members of the Selection Panel may decide to grant fewer awards if, in their opinion, there are not the sufficient number of applications that meet the selection criteria for the award (See section 'Selection Panel and Process'). Each award is worth a maximum of \$1,500; this value is based on the availability of funding and is at the discretion of the SURP Director.

Disqualifying Conditions

Awards will NOT be granted for travel:

- Within Canada or the continental United States
- To a country in which the applicant has ever resided for more than one month.
- Tied to any course requirements
- Related to any professors' research interests or paid work of any kind done by the applicant.
- By an applicant who has previously received an International Experience Award.

Application Process

First year students may apply by submitting to the departmental office a one-page proposal which should include the following information:

- The applicant's area of interest and preparedness for the proposed travel.
- The specific proposed travel destination, and rationale for its choice.
- What the applicant plans to study.
- The value that will be gained by the applicant.
- The educational value to the SURP community of the applicant's pre- and post-travel presentations.
- Proposed budget breakdown with brief explanation how each cost item was determined (the budget may exceed \$1,500 but award recipients must find alternative funding for any overage).
- An approximate itinerary / schedule.
- Plans to give a pre- and post-travel presentation to the SURP community.

Each applicant may submit one application only. Applications must be no more than one page plus a second page for the travel budget. A separate page for a list of references (e.g., readings, source information) is also permitted. Use Times New Roman size 12 font with one-inch margins on all sides.

Application Deadline

The application deadline will be advertised in a notice put out by the School in the late Fall each year, and will normally be the Monday one week following the first day of classes in the Winter term.

Selection Panel and Process

The panel is comprised of four second-year students and four first-year students who are elected at the beginning of the fall term. Members of the panel may not apply for an International Experience Award.

Each application will be assigned a number to ensure confidentiality and a blind evaluation process.

Each member of the Selection Panel will independently judge each of the proposals and rank each according to specified selection criteria. Each member of the panel will give their completed evaluation forms (one per application) to the staff member responsible for coordinating the award selection process. That staff member will tally up the evaluation forms and determine the winners based on the overall score of each application. Furthermore, if the Selection Panel's combined average score of an application is less than 30 points, it will not qualify for an award.

Selection Criteria

The selection committee will use the following criteria to evaluate applications:

- Relevance to planning
- Feasibility
- Practicality
- Innovation
- Potential to provide learning for the SURP community

See attached Panel Member's Evaluation Criteria Scoring Sheet for full details.

Obligations of Award Recipients

A student who receives the award must give a 15-minute presentation to students and faculty before and after their trip. The pre-trip presentation must be given in the Winter Term of the awardee's first year of study and the post-trip presentation must be given in the Fall Term of the awardee's second year of study. As well, the student must prepare a one-to-two page summary, including photos, of the student's international experience, which may be added to the School's Web page and used in other School communications material.

Award Expiry

The award will normally expire at the end of the summer term of the year it is granted. Students may apply to the School's Director for an extension of the award to December 31 of that year.