

INTERNATIONAL SUPPORT FUND FOR ADMINISTRATORS & STAFF

APPLICATION FORM

Part A: Employee Information

Name:	Department:
Email Address:	Office Phone Number:
Employment Status: ___ Full-Time Regular	Years of Employment at Douglas College:

1. Title of Submission: _____

2. With which of the below Strategic Plan Core Strategies for Internationalization is your Activity aligned (check as many as appropriate):

- ___ a) increasing the number of offshore international students at Douglas College
- ___ b) increasing the number of co-teaching arrangements with offshore institutions
- ___ c) facilitating student access/participation in study abroad opportunities
- ___ d) providing a cross-cultural professional development and collaborative research opportunities
- ___ f) developing appropriate curriculum and/or services
- ___ g) expanding international partnerships /pathways/projects both offshore and with international institutions/organizations at Douglas College
- ___ h) facilitating recognition of offshore credentials and learning as appropriate for entrance and/or advanced standing in Douglas College courses, programs and pathways
- ___ i) enhancing campus services and campus programming to reflect international perspectives

3. Please describe briefly (up to half a page in length) any related international experience you may have that is relevant to your submission:

Part B: Proposal Submission

Please provide the following information:

1. a description of your Activity
2. how your proposed activity relates to the Tactical Plan of your department/faculty
3. how your proposed activity addresses Section 3.1 of Douglas College's Strategic Plan
4. the work/planning you have done on this project to date
5. the results you expect from your proposed international activity(ies)
6. how this project may benefit students, your department/faculty and Douglas College in general.
7. your proposed timeframe with an action plan (detailed itinerary)
8. an analysis of **cost and risk** involved in the proposed activity
9. evidence of interest from any proposed partner institution, e.g. letter of interest
10. a letter of support from relevant Executive/Dean/Director
11. a short biography of yourself (less than 1 page)

Please submit application by Monday, March 14, 2011 to Douglas International, Room 2800, New Westminster Campus, Attention: Dr. Betty Mitchell, or email to mitchelle@douglas.bc.ca.