



CWIL Independent Student Travel Grant

Summer 2019

Saint Mary's College's mission includes preparing women to make a difference in an increasingly complex and interdependent world. The role of the Center for Women's Intercultural Leadership (CWIL) within this mission is to foster the intercultural knowledge and competence critical to educating the next generation of women leaders. To achieve this, CWIL promotes intercultural engagement across the Saint Mary's campus, connecting with communities at the local, state, national and global levels. We understand intercultural engagement to consist of two essential parts which combine to result in growth: one is interacting across the boundaries that define identities, circumscribe participation, and shape encounters, and the other is reflection on and interpretation of the complexities of those interactions. Such boundaries include, but are not limited to, race, ethnicity, area of origin, gender, religion, socioeconomic status, educational level, sexual orientation, age, varying ability, and language. Everything we do or support must, in some explicit way, promote this kind of transformative intercultural engagement.

To achieve this CWIL mission, we build collaborative relationships throughout the campus and Michiana, and encourage partnering across departments, disciplines, and other traditional dividing lines. We organize our work into the distinct, but richly interconnected components of Scholarship, Community Connections, and International and Intercultural Learning. We bridge global and domestic diversity issues, mindful of the distinctions between these but also of their commonalities. We highlight the roles of women in relation to these issues, study the interconnections between gender and culture, and conduct all of our work to the end of developing women leaders. Rooted in this developmental approach, we challenge and support individuals and groups to take the next steps toward deeper intercultural experience, more sophisticated grappling with issues of difference such as power and privilege, and greater awareness of their own potential as change agents.

GENERAL GUIDELINES

The CWIL Independent Student Travel Grant provides funding to encourage students to participate in international research, internship, or volunteer work. Increasing intercultural understanding and knowledge through interaction and reflection is a key objective of CWIL and Saint Mary's College.

ELIGIBILITY:

- A student must matriculate for at least one semester before and after the completion of her grant. Therefore in most cases, Saint Mary's First Years, Sophomores and Juniors may apply for *CWIL Independent Student Travel Grant*. Students are eligible to receive a maximum of one *CWIL Student Independent Student Travel Grant* during their degree program.
- Grant funding must be used for independent study supported by a member of Saint Mary's College faculty and must be **at least 5 weeks** in length. The grant is for truly independent study that is not affiliated with any study abroad institution. The applicant must have a **minimum 3.0 GPA**.
- Funding will be a percentage of program costs based on financial need. Student financial need is determined by the Financial Aid Office and based on the current FAFSA on file at the start of the academic school year. Students who do not have financial need are not qualified for the grant.
- The program aims to support a diverse range of students who have been traditionally under-represented in study abroad. **Additional funds will be available for:**
 - Students from diverse ethnic backgrounds
 - Students going to non-traditional countries
 - Students in underrepresented fields of study, especially the STEM fields (Science, Technology, Engineering and Mathematics)
- If the independent study involves use of animals or human subjects, it is up to you to submit your proposal to the Institutional Animal Care and Use Committee (IACUC) or Institutional Review Board (IRB) for approval. A copy of the IACUC or IRB approval letter should be submitted to CWIL prior to receiving the award.

APPLICATION: Student Travel Grant for Study Abroad through Independent Study

APPLICATION PROCEDURES:

- 1. Intercultural Learning Showcase:** Interested students are required to attend the *Intercultural Learning Showcase* on **November 12, 2018**.
- 2. Appointment with CWIL:** Interested students are required to make an appointment with Dr. Alice Siqin Yang, Assistant Director for Global Education to discuss proposal prior to **December 1, 2018**.
- 3. Faculty Advisor:** Students must get approval from a Saint Mary's College faculty advisor for their proposal. The faculty advisor should review and approve the proposal narrative, meet with the student after the travel grant to evaluate the learning experience, and facilitate the dissemination of the learning. It is strongly encouraged that the faculty advisor and the student create a learning plan for academic credit to accompany proposal (see attached form.) The faculty advisor must sign-off on this application. The faculty advisor may also serve as the required reference. Students should meet with the faculty advisor well in advance of the application deadline.
- 4. Prior to Receiving Award:** Once awarded grant students will need to provide the following forms: proof of insurance, Health and Wellness Disclosure Form, and Participation Agreement (CWIL to provide forms.)
- 5. Grant Application Materials:** The *Completed Application* submitted to:
Dr. Alice Yang, Associate Director for International Education
Center for Women's Intercultural Leadership
123 Spes Unica Hall

APPLICATION MATERIAL TO SUBMIT BY 5:00PM, February 1, 2019

- Application Form (page 3)*
- Participant's Understanding & Agreement (page 3)*
- Faculty Advisor Signature (page 3)*
- Educational Records Release (page 4)*
- Essay Proposal (page 5)*
- Budget Worksheet (page 6)*
- Faculty Recommendation (page 7)*
- Learning Plan (strongly suggested) (page 8)*

APPLICATION FORM:

1. Name _____ **Anticipated Graduation Month & Year** _____
Campus Email _____ **Phone** _____

2. **International Proposal Title** _____ **Dates** _____

3. I agree to complete a two page **reflective essay** on my international and intercultural experience after I return. Reflective essays are due to Alice Yang, Center for Women's Intercultural Leadership by **October 1, 2019**.
4. I agree to participate in a **poster presentation** and **paneled presentation** to discuss my experience at the annual *Intercultural Learning Showcase* in **November 2019**.
5. I give my permission to **share my reflective essay and grant proposal**. CWIL will make successful proposals and reflective essays available to serve as models for other students by publishing examples on CWIL's web-site and in other publication sources.
6. I give my permission to CWIL to **contact Saint Mary's Financial Aid Office** for information regarding my financial need. CWIL will keep conversations and records of students' financial need confidential.

PARTICIPANT'S UNDERSTANDING AND AGREEMENT:

In signing this application, I agree to the accuracy of the above information enclosed in this application and all study abroad application materials. I agree, if selected, to abide by the requirements of the grant established by the Center for Women's Intercultural Leadership. I understand that if any of the application material is not accurate or if I do not follow through with the grant requirements, the funding may be nullified and I will be responsible for reimbursing the Center for Women's Intercultural Leadership for the grant funds. I understand that grants are awarded for purposes described in the proposal and may not be used in support of other activities. The grant will be withdrawn if circumstances invalidate the proposed activity.

Applicant's Signature _____ **Date** _____

FACULTY ADVISOR'S APPROVAL:

This student has met with me regarding her interest proposal for international and intercultural engagement and I approve the academic merit and feasibility of her proposal.

Faculty Advisor's Signature Date

ESSAY PROPOSAL:

Using the outline below, please write a reflective essay of **three to four double spaced pages** addressing the following questions. Feel free to follow the suggested outline, if helpful.

I. Description of Project

- a. Please describe generally the international experience that you are proposing in terms of cultural location and context.
- b. Please give a detailed description of the international experience and activity that you are proposing in terms of what you will be doing in your host country. Please include any organization, associates, or international contacts with which you may be working. If you are working with a specific organization, please include a brochure, letter of reference, or some other documentation regarding the organization's mission.
- c. Please give a detailed description of the academic merit or research aspect of your proposal.
- d. Please give a detailed description of the logistics that you have planned, in terms of specific lodging arrangements, transportation, and food.

II. Intercultural Consideration

- a. Please share your thoughts about the meaning of intercultural sensitivity.
- b. Please describe your specific intercultural aims for the international proposal that you have designed. How do you plan to maximize your intercultural experience?
- c. Describe a previous intercultural experience that you have engaged in at Saint Mary's College. Please reflect on what you perceive as the benefits and values of intercultural experiences.

III. Financial Consideration

- a. Describe the various costs of the program. (see the attached budget sheet for assistance)
- b. If the grant is approved, CWIL will reimburse only a portion of your expenditures. Please describe how you expect to cover the remainder of the expenses?
- c. Please discuss the impact of the grant funding and how you intend to share your experience with the Saint Mary's College community if you are awarded a grant.

BUDGET WORKSHEET:

Please state the cost for Academic Credit (tuition): \$ _____

Please state any additional costs for the proposed activity: \$ _____

TOTAL amount requested for Grant Funding: \$ _____

The below budget worksheet is a tool to assist you in planning & estimate the total expenses.

ITEM:	Amount
Item: Tuition	

Item: Travel & Transportation	

Item: Immigration Documentation	

Item: Books and Supplies	

Item: Meals	

Item: Room	

Item: Insurance	

Item: Other	

CWIL Independent Student Travel Grant
FACULTY MEMBER RECOMMENDATION

Applicant Fill Out:

Program Proposal Title: _____

Name: _____ Class: _____

Campus Email Address: _____ Phone Number: _____

I do _____, do not _____ relinquish the right to review this form after completion.

Student's Signature

The Center for Women's Intercultural Leadership has designed this category of student grant for particularly ambitious students that seek further intercultural experience beyond the traditional setting of study abroad programming. This grant is designed for students that have previous travel experience and are looking at further research of a specific question that combines cultural depth and intellectual sensitivity. This is a particularly competitive grant category and requires that students have strong academic skills, personal motivation, maturity, and integrity. Students' application packets are evaluated on the feasibility of their proposals, the intercultural potential, faculty advisor support, and faculty member recommendation. Many thanks for your time in evaluating and reflecting on the student's ability to succeed in this independent style of learning. If necessary, please attach a separate piece of paper for your comments.

Signature: _____ Date: _____

Position: _____

Phone #: _____

**Please return this form to:
Dr. Alice Yang, Associate Director for International Education, CWIL, 123 Spes Unica Hall**

LEARNING PLAN (You need to complete a Learning Contract with the Registrar's Office if you take internship credits):