*Updated 8.8.18*

Synthesis: A Pathway to Intentional Learning
Intentional Learning Plan

**Proposal to Support Student Travel for Conference Presentation:**

1. Indicate student’s contact information (include name, major, gpa, email address) and whether the student is an undergraduate or graduate student

2. State explicitly the connections between this experience and the Intentional Learning Plan [learning outcomes](https://www.wcu.edu/learn/academic-enrichment/engagement-at-wcu/grants-support.aspx) and other program learning outcomes to be addressed and assessed as part of this travel experience

3. Indicate the specifics of the experience, e.g., what the selected student will be doing while at the event, if not presenting

4. Indicate a budget/outline of anticipated expenses. (Note: Intentional Learning Plan funds DO NOT cover the cost of student meals and will not be reimbursed.)

5. Include a statement about follow-up activities and dissemination of results from this experience

6. Provide the eligibility or selection process/qualifications student needs to meet, if there are any

7. Indicate other sources of funding, e.g., department, college, private funds, etc.

Applications will be accepted on a rolling basis in the Fall and Spring semesters. However, requests that are time-sensitive should be submitted well in advance of required deadlines.

**Submit to:**

Dr. Carol Burton c/o Holli Stillman
Undergraduate Studies
560 HFR | Office of the Provost
hbstillman@wcu.edu
227-3014

Intentional Learning Plan Travel Guidelines

Please submit your reimbursement for travel expenses through your departmental administrative support assistant and submit to my office (c/o Holli Stillman, hbstillman@email.wcu.edu; 227-3014) for final signature and budget fund number.

Thank you for seeking experiential, engaged learning opportunities for our students and for connecting those experiences to our learning outcomes.

*Please review the student travel policy before making any arrangements. (*[Section 9](https://www.wcu.edu/WebFiles/PDFs/TravelManual.pdf)*)*