

Transformational Learning Opportunities

Request for Support

University of North Florida

FY 2010-2011

The University of North Florida's Board of Trustees has allocated several hundred thousand dollars in recurring funds to support student engagement in transformational learning opportunities (TLOs). Full time, non-visiting, faculty and staff from colleges, academic departments and programs, and other campus entities, may apply for a portion of these funds to support initiatives that are not funded through the regular budgeting process and that fit the University's definition of transformational learning opportunities.

Such projects are an integral component of UNF's strategic plan and institutional mission. **A transformational learning opportunity is a learning opportunity inside or outside the classroom that potentially enriches or augments student learning and personal development.** These unique and engaging educational opportunities should broaden and deepen students' intellectual and world views. These opportunities may occur within a course (e.g., an international study course), extend beyond the framework of a specific course (e.g., a student-designed, faculty-mentored research project), or be co-curricular in nature (e.g., a community-based or service learning project). More specifically, UNF has identified the following TLO categories: Study Abroad Experiences; Service Learning Experiences; Research Experiences with a Faculty Member; Internships, Practica, Field and Co-op Experiences; Directed Independent Studies with a Faculty Member; Learning Communities; and Leadership Experiences. Because this list of categories does not exhaust the full range of potentially transformative and enriching student learning opportunities, proposals are not limited to these categories.

Applications to support TLO activities to be offered during the 2010-2011 fiscal year (July 1, 2010-June 30, 2011) should be submitted by October 19, 2009. Please be specific about the time frame to be covered by the funds, including the semester or term in which the experience would occur.

Faculty/Staff recipients of TLO awards will be required to:

- Participate in a small-group workshop conducted by the Office of Faculty Enhancement on best pedagogical and assessment practices applicable to the particular TLO area of interest.
- Develop and assess student learning outcomes for their TLO project.
- Submit a written report that outlines and demonstrates the success and accomplishments of the project. If you fail to submit a TLO report, your future TLO applications will not be considered.
- Submit a fully developed budget prior to the start of the TLO project.
- Meet with a staff person in the International Center if the TLO involves international travel to discuss budget development and requirements for travel. (Coggin College of Business Faculty must meet instead with the College's International Business Flagship Director responsible for study abroad)

The following provide some guidelines for use in submitting requests for these funds:

- TLO projects must demand a rigorous commitment on the part of the participating students.
- Funds for these activities must directly support student participation and/or costs associated with instruction and student learning. Funds may not be used to subsidize administrative costs. Funds can also support the cost of faculty travel in accompanying the students.
- Proposing units must have the necessary infrastructure to
 - Carry out the proposed activity/activities,
 - Advertise/market the availability of funding to all eligible students,
 - Track student outcomes

- Distribute and track the funds appropriately
- Preference will be given to proposals that
 - Are cost effective
 - Have the potential to generate additional funding (e.g., grants, gifts) or leverage TLO funding with additional funding already in-hand
 - Suggest the potential for a transformational academic and developmental impact on a significant number of students
 - Foster inter- and multi-disciplinary learning
- Preference for funding study abroad proposals will be given to programs that require individual students to spend time and actively engage with foreign citizens
- Preference for funding student research projects will be given to programs that have the greatest potential to result in student presentation, publication, or juried exhibits/performances

Community-Based TLOs. UNF is currently in the first year of implementing its Quality Enhancement Plan (QEP) – “Community-Based Transformational Learning”. For that reason, we are encouraging faculty and staff to consider submitting proposals that would qualify as Community-Based TLOs. Such learning opportunities should include the following features:

- It is a well-designed, coordinated, and executed learning experience that takes place in a community-based setting (directed at the university campus, in local neighborhoods, the regional area, or international community);
- It contributes to personal growth and increases civic engagement;
- It benefits the community or communities in which the activities are embedded;
- It builds on community assets or on community articulated needs;
- It includes periodic, structured critical reflection opportunities or assignments on the CBTL learning experience;
- It includes joint academic-community definitions of problems, solutions, and definitions of activity/project success;
- It involves collaboration and coordinated with related university offices (i.e., Center for Community-Based Learning, General Counsel’s Office, Office of Research and Applied Programs, etc);
- The project participates in university-wide assessment and evaluation efforts.

For additional information on what constitutes a Community-Based TLO, or for a more detailed rubric, contact the Center for Community-Based Learning.

UNDERGRADUATE TLOs

Funding Guidelines for TLOs involving travel:

- The maximum amount that can be awarded for TLOs involving travel is \$1000 per student and \$1000 per faculty member for travel. Faculty costs will be divided amongst the students to add up to the total student cost.
- One leader will be funded per 15 students. Two leaders will be funded for groups larger than 15 students.
- No student should have costs completely covered by TLO funds. It is expected that students should bear some cost of any activity.
- The maximum total amount any one international TLO can be awarded is \$25,000.
- If fewer students participate in the experience than identified in the proposal, the unused funds shall go back to the general TLO account.

Undergraduate international applications will be reviewed based on the following scale:

- Project Description 20%
- Transformation 20%

- Qualifications of TLO leader 20%
- Student Criteria Required for TLO 5%
- Advertising Plan for TLO 5%
- Student Outcomes 5%
- Measurement and Documentation of Student Outcomes 5%
- Budget 20%

GRADUATE TLOs

Funding Guidelines for Graduate TLOs:

- The maximum amount that can be awarded for any Graduate TLO is \$5000 per project.
- All other funding guidelines listed above for undergraduate TLOs involving travel apply to graduate TLOs involving travel

Graduate applications will be reviewed by a sub-committee of the Graduate Studies Council

To apply for funds one should complete the attached application. **Graduate and Undergraduate applications should be submitted in electronic and hardcopy form no later than 5:00pm on October 19, 2009 to Dr. David Jaffee (1/1220).**



Transformational
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Opportunities

2010 - 2011 Request for Support

Name:

Department:

Proposal Title:

Date Submitted:

Chairperson (or immediate supervisor)

X _____

Date

Dean or Vice President

X _____

Date

TYPE OF APPLICATION		
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> Both
(If graduate and undergraduate students in the same TLO, choose "Both" and complete only one application. If you would like to propose more than one TLO experiences please submit two separate applications).		
General Information		
Proposal Title: _____		
Location(s): _____		
Proposed Dates: _____		
Length of experience (in days): _____		
Would this TLO be a credit-bearing course? <input type="checkbox"/> Y <input type="checkbox"/> N		If yes, how many credits? _____
Is this proposal for a Community-Based Transformational Learning Opportunity as defined on page 2? <input type="checkbox"/> Y <input type="checkbox"/> N		
Number of students anticipated: <input type="checkbox"/> Undergrad <input type="checkbox"/> Grad <input type="checkbox"/> Total (Please note: Funding will be adjusted based on the actual number of students recruited.)		
Names of additional UNF faculty/ staff leaders associated with this project:		

FOR INTERNATIONAL TLOs ONLY	
Type of TLO Program (choose one)	
Faculty-led international group travel activity/ course	
Faculty-led Research Project	
Individual Study Abroad Scholarships	

Funding Request	
Total cost of proposed activity:	\$ _____
Total amount to be paid by students (total cost minus TLO funds):	\$ _____
Undergraduate TLO funds requested:	\$ _____
Graduate TLO funds requested:	\$ _____
Total amount of TLO funds requested:	\$ _____

Project Description

Please provide a description of the proposed TLO including a statement about the length of time that participants will devote to the learning experience (i.e., an estimation of hours, days, weeks, or terms). 300 words max

How will this experience be transformational for students and how will the leaders facilitate this transformation? 300 words max

Evidence of Promise

What qualifications/experience do the leaders have that will make them well suited to carry out this project? 300 words max

Has this activity been offered previously at UNF? Y N

If yes, how was it funded? What evidence exists of success in previous years?

If no, what is the relevance or interest for this on campus? 300 words max

Students		
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How will the students be selected?

Interview ____	Course Prerequisites ____	Other:
Essay ____	Academic Performance ____	

What specific criteria are required for the experience? (i.e., academic level, financial need, specific major) 300 words max

How will you advertise the TLO to students? 300 words max

Assessment

What student outcomes (learning and developmental) are anticipated?
(e.g., students will be able to the ability to compare and contrast business practices of the U.S. and X country) 300 words max

How will you measure and document student outcomes for this project? 300 words max

Budget

Please choose the budget form below that corresponds with your TLO (travel or non-travel) and fill in each item with the expected costs that apply to your TLO. If it does not apply, then please fill the blank with zero. The dollar figures should be informed by the best available information that you are able to gather. If you are requesting funds for multiple semesters and/ or multiple projects within the same proposal, you will need to fill out a budget for each of those semesters and/ or projects.

Travel Budget (Domestic or International)			
A. Number of students =	Semester/ Year:		
B. Number of leaders =			
	Cost per student	Cost per leader	Comments
Airfare (incl taxes)			
Lodging			
Local program			
Local transport			
Meals/ Per Diem			
Insurance			
Contingency (5%)			
Other (specify, add lines as needed)			
C. Cost per student/leader =			
D. Leader(s) cost per student (total cost per leader multiplied by number of leaders divided by number of students) Formula = $(C. \times B.) / A.$		NA	
E. <u>Total</u> Cost per Student. (cost per student plus leader cost per student) Formula = $C. + D.$		NA	
F. Total TLO award per student (Total Student TLO Funds Requested <u>plus</u> Total Leader TLO Funds Requested divided by number of students) Formula = $(\text{Total Students TLO} + \text{Total Leaders TLO}) / A.$		NA	-Maximum TLO per student is \$1,000 -Maximum TLO per leader is \$1,000 -One leader will be funded per 15 students. Two leaders will be funded for groups larger than 15 students.
Total amount to be paid by student (<u>Total</u> Cost per Student minus Total TLO award per student) Formula = $E. - F.$		NA	No student should have costs completely covered by TLO funds. It is expected that students should bear some cost of any activity.

Non-Travel Budget (Within 50 miles of UNF = non-travel)		
Number of students =		Semester/ Year:
	Costs	Comments
Materials and Supplies		
Personnel (OPS)		
Local transport		
Equipment		
Other (specify)		
Total Cost		
Total TLO Funds Requested		
Total amount to be paid by students		

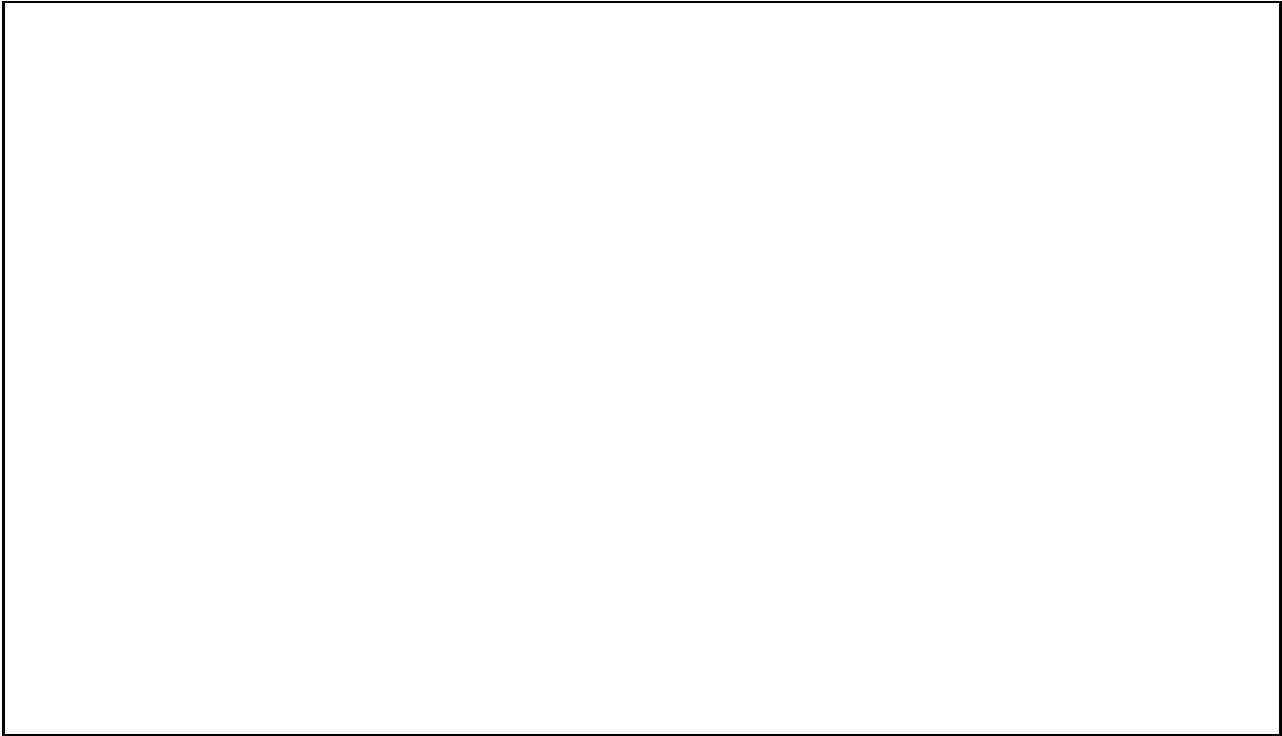
Please provide the source and amount of additional financial support that you are expecting (if any). 300 words max

Technology Needs

If your TLO includes the acquisition or development of computer hardware or software, describe the nature and proposed use of the hardware and software. 300 words max

Do you anticipate the need for significant IT-related resources to support the TLO (e.g., large amounts of disk storage, increased network bandwidth, dedicated IT personnel, etc.)? If yes, explain. 300 words max

How will this hardware and/or software be maintained and supported in the short and long terms? 300 words max



The application should be submitted in electronic and hardcopy form no later than 5:00pm on October 19, 2009 to Dr. David Jaffee (djaffee@unf.edu) in Undergraduate Studies 1/1220.