

# Institute for Course (re)Design

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

## Criteria

Summer Salary will be awarded once the following criteria are completed:

1. Full Participation each day of the institute – May 15-19, 2023. The institute will be 8:00am-5:00pm each day with the last day (Friday), as a half-day.
2. Development of course artifacts (templates and prompts will be provided) to include but not limited to:
  - A. An updated course syllabus (with course goals and objectives),
  - B. A semester-long course planning document showing alignment between objectives and assessment/assignments,
  - C. A reflection or assignment with corresponding rubric or grading criteria, and a draft MOU articulating plans for community collaboration.
3. Submission of a Personal Learning Journal (prompts will be provided) including requested elements of the above indicated artifacts by June 2, 2023 at 11:59pm.

I understand that participation in this training will impact the limits of my workload.

I understand that I will not receive compensation until all criteria are met

I understand that I must fill out and obtain all necessary signatures for this cover sheet before uploading it as part of the online application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

By signing below, I approve this faculty member's participation in the Institute and have verified that participating in this training will impact the limits of their workload.

Supervisor/Chair/Dean name: \_\_\_\_\_

\_\_\_\_\_  
Supervisor/Chair/Dean Signature

\_\_\_\_\_  
Date