

FACULTY SCHOLARSHIP PROPOSAL

Valdosta State University

Funding Category B: Course/Curriculum Development

General Information: Scholarships in this category are awarded specifically for the redesign of an existing course/curriculum, or the development of a new course/curriculum proposal for which the individual applying is directly responsible.

Awards:

- In the case of co-authored presentations only one award can be received.
- The maximum amount faculty may receive per fiscal year across all three Faculty Scholarships (Professional Presentation, Instructional Improvement, and Course/Curriculum Development) is \$1,000.

Submission Policy:

- All completed applications, along with required documents, must be submitted together via DocuSign, following the routing instructions on the application form. Deadlines are listed on the FSRC website. Submissions by email will not be accepted.
- Applications are date-stamped upon receipt, and if approved, funding is awarded in the order in which applications are received.
- Proposals submitted AFTER travel will NOT be accepted. No Exceptions.

Required Application Materials

- Funds are limited and may be depleted early in the academic year; therefore, it is advisable to submit a strong proposal as early as possible.
- Submit a completed application with all areas completed (all boxes filled).
- Clearly describe the activity, keeping in mind that reviewers may not be familiar with your specific field or discipline.
 - ✓ On the application, discuss anticipated linkages among proposed activity, learning objectives, and instructional effectiveness.
 - ✓ Provide an official program with seminars, workshops or other appropriately related activities clearly marked.
 - ✓ Provide the syllabi of the particular courses that are being improved by this activity with the specific learning objectives highlighted which will be impacted by this funding.

Applicants who receive a denial must submit a new, complete proposal during the next application cycle for reconsideration.

Travel:

- Travel to specific meetings with a narrowly defined pedagogical or curricular focus or additional expenses incurred during attendance at relevant pre- or post-convention workshops may be covered by these funds.
- ****Funding is not intended for travel to annual or general-purpose meetings.**

Examples of Proposals the Committee Has Funded:

- ♦ A Professor in Management attends a conference in Memphis dealing with problems associated with outsourcing jobs in a contemporary office setting. The material collected will be introduced to graduate students in WMBA 6110: Business Strategy. An important element of the course teaches how to analyze

complex business situations...

- ◆ An Assistant Professor in Middle Grades Education attends a meeting in Atlanta to learn how to incorporate standards into the curriculum, which will require reorganizing courses, course content, and course alignment in the Middle Grades Curriculum.
- ◆ A music professor has been assigned to teach Freshman music theory in the fall (MUSC 1011) but has never taught the class before. The proposal is to attend a music theory conference, which will present sessions on theory pedagogy at the university level. The information gained from these sessions will help the professor understand how to teach music theory properly and will help to better facilitate the curriculum of Freshman Music Theory.

Avoiding Common Mistakes:

- ◆ **Objectives are weak.** The applicant does not make direct connections between the request being funded and the courses or curriculum being developed.
- ◆ **Weak or missing outcomes.** A music professor wants to attend a conference in his/her specialty to become a better teacher. He/she does not have a specific purpose for how the conference will facilitate the development of a new course or curriculum.
- ◆ **Existing Course:** Workshops, seminars, courses, etc. on the subject matter or skill development outlined in the request are offered through VSU.
- ◆ **Incomplete Application:** Missing: documentation of the event, itemized budget, syllabi etc., or the applicant has submitted old, outdated forms.
- ◆ **Accreditation or certification activities: Applications** for funding of activities such as surveys or focus groups or to attend a workshop to fulfill accreditation requirements and requests for money to renew professional certifications are outside the purview of these funds.
- ◆ Requests are being requested which are **retroactive to the event.**
- ◆ The production of media (e.g., brochures, videos, CD's) for the purpose of promoting or publicizing a program.

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Faculty Member		Date	
Title and Department			
E-mail address			
Description of proposed activity <i>(Include dates of travel, location, and nature of work to be conducted)</i>			
Outcome of activity <i>(Provide a detailed rationale as to how these sessions will facilitate the redesign of an existing course/curriculum, or the development of a new course/curriculum)</i>			
Provide an explanation or rationale as to why the information or skills offered are not available in print or through internet discussion groups or other means			
Provide the expected number of students who will be benefited from this activity			
Budget <i>(Enumerate costs and describe nature of costs to be incurred)</i>	1. Transportation Cost		
	2. Automobile Rental		
	3. Registration Fees		
	4. Hotel		
	5. Meals		
	6. Ground Transportation (taxi, etc.)		
	7. Other (parking, phone, etc.)		
	Total Cost =		
Other financial support			
Amount of grant requested (one time FY award of \$1000) July 1st – June 30th			

Applicant's Signature <i>(By signing this application you agree to submit your expense report by within 60 days of return from travel)</i>		Date	
Dept Head Signature		Date	
Dean/Director Signature		Date	
Proposal Submission Instructions	Submit via DocuSign routing as follows: Applicant (for signature) Department Head (for signature) Dean (for signature) Mrs. Monica Close (as a cc:)		
<i>Any publicity of the granted activity should mention funding from the Office of Faculty Scholarship</i>			