



<http://www.csuci.edu/ira/index.htm>

Application
Instructionally Related Activities Funds Request
2009-2010 Academic Year

Applications must first be sent to the appropriate program chair. Chairs will then recommend and route them to the Dean's Office for review and authorization. The Dean's Office will then forward them to the IRA Committee for consideration.

Activity Title: CSUCI in Cuernavaca, Mexico

Project Sponsor/Staff (Name/Phone): **Prof. Terry Ballman/437-8996**

Activity/Event Date(s): **May 23—June 12, 2010**

Date Funding Needed By: **April 1, 2010**

Please check if any of the following apply to your IRA:

- | | |
|--|---|
| <input type="checkbox"/> Equipment Purchase | <input type="checkbox"/> Field Trip |
| <input type="checkbox"/> Event | <input type="checkbox"/> Participant data collection for public dissemination, i.e. interviews/surveys that result is a journal/poster session/newsletter |
| <input checked="" type="checkbox"/> International Travel | <input type="checkbox"/> Risk Management Consultation |
| <input type="checkbox"/> Space/OPC Requirements | <input type="checkbox"/> Late Submission (Passed Deadlines: Fall 3/14, Spring 10/15) |
| <input type="checkbox"/> Infrastructure/Remodel | |
| <input type="checkbox"/> Other _____ | |

Previously Funded: YES NO Yes, Request # _____

Does your proposal require IRB (Institutional Review Board) approval: Yes No

Assessment submitted for previously Funded Activity: YES NO

Academic Program or Center Name and Budget Code: **Spanish #768**

Date of Submission: **October 12, 2009**

Amount Requested: **\$21,000**
 (Should match item 2. E. on page 4)

Estimated Number of Students Participating: **15**

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Conditions and Considerations

Equipment Purchase-If requesting large equipment, Project Sponsor must show proof of correspondence with OPC Administration. In addition, all other purchases must follow Procurement Guidelines

Events-Attach copy of Events and Facilities Use Request Form (Public Folders-Events & Facilities folder) Consider time frame for set-up and take down.

Participant Data Collection for Public Dissemination-If Project Sponsor proposes to conduct research with human participants then it may be subject to IRB (Institutional Review Board for the Protection of Human Subjects) review. It is the Project Sponsor's responsibility to inquire with the IRB prior to IRA application submission to determine if the project is exempt from IRB review so that funding is not delayed. Please indicate on the cover page if your project is exempt from IRB review.

Field Trip-If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).

IT Requirements-Requires proof of correspondence and approval from IT Administration

International Travel-Requires International Travel application be submitted to Center for International Affairs.

Risk Management Consultation-Requires proof of correspondence with Risk Management.

Space/OPC Requirements, Infrastructure/Remodel-Requires proof of correspondence with OPC Administration .

Late Submission (Deadlines: Fall 3/14, Spring 10/15)-Requires explanation for emergency funding.

Fiscal Management: Project Sponsor's program will be responsible for all costs incurred over and above what is funded through the IRA award and will be responsible for seeing that any revenue that is intended to offset the amount of the IRA award is transferred accordingly.

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Requirements and Signatures

Please provide the following in your application:

Brief Activity Description. Describe the activity and its relationship to the educational objectives of the students' program or major.

Fifteen (15) CSUCI students will travel to Cuernavaca, Mexico for a three-week period where they will study at Kukulcán, a Spanish-language immersion school, and live with a Mexican family. The school is open to international students from novice to advanced levels of Spanish language proficiency. Students will attend class 5-1/2 hours per day Monday through Friday. Students may also take optional culture classes offered after school. Cultural events include: 2 weekend excursions to Taxco, Tepoztlán and México, D.F.; and three half-day excursions to historical and cultural sites in Cuernavaca.

Relation to IRA to Course Offerings. All IRAs must be integrally related to the formal instructional offerings of the University and must be associated with scheduled credit courses. Please list all classes that relate to the program proposed.

This course will be offered through CSUCI Extended Education as UNIV 392 International Experience: Cuernavaca Program for one (1) unit. In addition, thanks to an agreement with the Mexican government that is recognized by the CSUCI Registrar, students will receive credit for one 3- or 4-unit CSUCI Spanish course. Students may receive credit for the following CSUCI Spanish courses:

- SPAN 101 Elementary Spanish I (4)

- SPAN 102 Elementary Spanish II (4)

- SPAN 201 Intermediate Spanish I (4)

- SPAN 202 Intermediate Spanish II (4)

- SPAN 301 Advanced Spanish: Part One (3)

- SPAN 302 Advanced Spanish: Part Two (3)

- SPAN 490 Special Topics (3)

Activity Assessment. Describe the assessment process and measures that the program will use to determine if it has attained its educational goals. **Please note a report will be due at the end of the semester.**

The student learning outcomes for the UNIV 392 course are: a) Students describe (orally and in writing) their daily experiences, as well as their cultural experiences and observations; b) Keep a written journal in which students summarize and reflect on their experiences; c) Maintain an individual dictionary in which students write down the new vocabulary words and expressions learned; d) Relate facts about Mexico (geography, history, art) and respond to them; and e) Make a 10-minute presentation with visual and text support to two CSUCI classes.

Prior to leaving on the trip, students will meet with Professor Ballman for a total of four (4) hours of orientation, including an overview of Mexican culture and Spanish language issues. After the trip, students will be assessed on the journal and *diccionario* they produce as part of their coursework at Kukulcán. In Fall 2010 students will give a 10-minute presentation on their experiences to two CSUCI classes, which will be of benefit to other CSUCI students who will learn about the program and the presenters' experiences. On a pre- and post-survey produced by the Center for International Affairs, students will also be asked to assess their improvement in their language proficiency, their participation in the program, and the changes in knowledge and cultural awareness.

Activity Budget. Please enclose a complete detailed budget of the entire Activity **bold** specific items of requested IRA funding. (Page 4)

• CSUCI UNIV 392 Extended Education registration fees	\$ 330
• Airfare: Los Angeles to Mexico City, round trip	550
• Insurance: CSU Healthlink	50
• Kukulcán fees (lodging; transportation to and from airport, daily to school, and excursions; language books and workbooks; does not include meals)	1,500
TOTAL	\$ 2,430 per student

Sources of Activity Support. Please list the other sources of funding, and additional support for the activity. **Each student will be paying a total of \$2,400 as listed above. The requested amount of \$1400 per student would be used to offset each student's total cost to \$1000. Please see attachment A.**

7. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations detailed on page 2.

Signatures and Dates

Jerry L Ballman 10-14-09
Project Sponsor Date

Jerry L Ballman 10-14-09
Program Chair/Director Date

Ah Koidya 10/22/09
Dean

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ACTIVITY BUDGET FOR 2009-2010

1. Operating Expense Budget

- A. Supplies _____
- B. Vendor Printing _____
- C. In-State Travel _____
- D. Out-of-State Travel _____
- E. Equipment Rental _____
- F. Equipment Purchase _____
- G. Contracts/Independent Contractors _____
- H. Honorarium _____
- I. OPC Chargeback _____
- J. Copier Chargeback _____
- K. Other (Please Specify) _____

- TOTAL Expenses _____

Total Cost
Travel: 30,750
2/3 20,275

2. Revenue

A. Course Fees (**15 students @ \$300 pay**) \$4500 CSU Extended Educ. (1 unit)

B. Ticket Sales _____

C. Out of Pocket Student Fees
(exclusive of course fees) _____

D. Additional Sources of
funding
(Please specify
And indicate source) _____

**E. Requested Allocation
from IRA \$21,000**

Total Revenue _____