

# Instructionally Related Activities Funds Request Spring 2020

## ▼ Submitter

### Submitter Name

Marion Adler

### Submitter Email

Marion.Adler@csuci.edu

## ▼ 1. Basic Details

### Activity Title

Readying Your Work for Publication

### Activity/Event Date

March 2020

### Date Funding Needed By

February 2020

### Previously Funded?

- No  
 Yes

### Additional Proposers

### Academic Program/Center/Organization Name

English

### Estimated total Course Fee revenue

0

### Amount Requested from IRA

2500

## Estimated Number of Students Participating

40

### ▼ 2. Brief Activity Description

Describe the activity and its relationships to the educational objectives of the students' program or major

#### **Brief Activity Description**

We would like to provide students with insights into publishing their work in the current marketplace by inviting a few agents, publishers, and/or editors to speak on the process of publishing as well as trends in the market today. This relates to the educational objectives of several English courses offered this spring, among them Introduction to Creative Writing (ENGL 260), Capstone (ENGL 499), Creative Non-Fiction (ENGL 461), Creative Writing Project (ENGL 465), Screenwriting (ENGL 466).

This activity speaks to the needs of English majors and minors as well as non-majors in the Creative Writing minor, as well as students in other majors such as History, Chicana/o Studies and Art History, who produce written work that they may wish to submit for publication.

Students who seek to publish their work need to understand the contexts for professional publication as well as how to polish their work during revision so that it will be more competitive. In the past, students in Capstone have self-published their work, in part because they did not have a sense of how or where to submit it. As an example, two of the objectives of Capstone include the following relevant student learning outcomes: 1. Research; that is, to plan and carry out independent research, including finding and evaluating sources and understanding the intellectual, creative, and professional contexts for their projects; and 2. Revise plans and documents in response to commentary by faculty and fellow students.

As a second example, the Creative Writing Project course, which includes majors in the Creative Writing Emphasis as well as non-majors completing the Creative Writing Minor, have the following relevant learning objectives: write an editorial letter about their goals and the selections of that issue; master important magazine production skills; strengthen editing skills; and articulate literary ideas, values, and criteria.

Please provide a list of administrative support work needed to fulfill the goals of the proposal. Indicate the estimated time of year and amount of time needed for each work item to the best of your ability:

#### **Administrative Time**

I estimate about 60 minutes of administrative time to support travel payments, honoraria, and marketing of the event (emails, printing, etc.).

### ▼ 3. Learning Outcomes and Relation of 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.

1. Please list all classes that directly relate to the proposed activity.
2. For each class listed, describe in detail how exactly the IRA activity will be integrated with the class's activities, how often/ on what expected date(s), and to what extent

#### **Learning Outcomes and Relation of IRA to Course Offerings**

Several courses have content and objectives that would be integrally related to this content: Introduction to Creative Writing (ENGL 260), Capstone (ENGL 499), Creative Non-Fiction (ENGL 461), Creative Writing Project (ENGL 465), Screenwriting (ENGL 466).

The session would be offered at the same time as one of these courses (likely Capstone) and would be incorporated into the syllabi of both Capstone sections as well as the Creative Writing Project. Capstone students would have an assignment related to attendance at the event. We would invite other faculty with related courses (especially Creative NonFiction and Screenwriting) to include it in their syllabi as well.

#### ▼ 4. Activity Assessment

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

##### **Description of Assessment Process**

We will create an RSVP for the event and afterward will send all attendees an online evaluation to complete, reinforced by faculty in the classes that attended. Faculty who attend will be asked to complete an evaluation as well. The program will review the feedback at the next regularly scheduled program meeting to decide whether to make this a regular offering in the future.

#### ▼ 5. Activity Budget

Please enclose a complete detailed budget of the entire activity. Indicate specific items that you are requesting IRA to fund.

You should use either the Regular Activity budget (for events on campus) or -- if your event involves any travel-- you MUST use the IRA Travel Budget Form.

You can download both of the IRA Excel Budget sheets at <http://www.csuci.edu/ira/application.htm>.

##### **Activity Budget**

[ira-regular-budget-form Adler.xlsx](#)

#### ▼ 6. International Trips

If your event is an international trip submitted through the Center for International Affairs, you must include copies of:

1. Complete Center for International Affairs/ UNIV 392 proposal
2. The program budget as submitted to the Center for International Affairs (to ensure congruency between the two budgets)
3. as well as a copy of the course syllabus

##### **Center for International Affairs Budget**

##### **Copy of Center for International Affairs Proposal**

##### **Course Syllabus**

##### **Certification**

I certify that students attending this trip are not previous or repeat attendees of a prior International UNIV 392 Trip

## 7. Sources of Activity Support

Please list the other sources of funding (including course fees), and exact expected amounts of additional support for the activity. Please indicate if there are no other sources of funding

### Other Sources of Funding

The English program will cover the cost of refreshments at the event and printing of posters. We intend to limit travel costs by inviting presenters from Southern California and/or those farther away who can zoom into the session.

## 8. Promoting Participation

### What is your intended audience and how do you intend to market this to your students?

We have several audiences:

1. English majors and minors--marketed through course requirements, related assignments and information included in syllabi.
2. Non-majors who are creative writing minors--marketed the same way.
3. Non-majors who produce writing with potential publication interest--marketed via posters and personal emails to instructors and chairs of relevant majors.

### If this is an event that is off campus, how do you plan to bring back the benefit of this event to campus?

N/A

## 9. Approval and Acknowledgement

### Program Chair/Director

Adler, Mary

### Dean

Wyels, Cynthia (Arts & Sciences)

### Program Chairs and Deans may inform proposer of any staffing capacity needs or limitations (optional comments below):

### Conditions and Considerations

**Artist/Performer/Speaker Fees & Honoraria:** On the Activity Budget, please indicate whether the vendor's price was set by you/CI Representative, or is a fee that was set by the vendor.

**Large Event:** For a large event, consultation with the campus Event Coordinator's office at (805)437-8548 is required.

**Field Trip:** Sponsor must comply with all policies found at:

<http://www.csuci.edu/rm/programs/academic-field-trip-guidelines-and-forms.htm>. If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).

**Involves Human Subject Data Collection for Public Dissemination -Requires IRB Approval :** If Project Sponsor proposes to conduct research with human participants, the proposal may be subject to Institutional Review Board for the Protection of Human Subjects (IRB) review. All research that involves any type of interaction with human subjects - from simple surveys to complex biomedical procedures - must be reviewed and approved by the IRB prior to starting the research. Data for "Public Dissemination" indicates interviews/surveys that result in a journal/poster session/newsletter, etc.

**IT Requirements:** If your activity has IT requirements, coordination with and approval from IT Administration is required.

**International Travel:** Requires International Travel application be submitted to Center for International Affairs. Include copy of CIA budget and course syllabus in your IRA application. Must utilize the University's Foreign Travel Insurance Program (FTIP) and follow all International Travel Guidelines listed at: <http://www.csuci.edu/rm/insurance/foreign-travel.htm>

**Risk Management Consultation:** Events that involve or engage students directly with a performer or artist (i.e. in a workshop or other than as a passive audience member) will require consultation with Risk Management. Requires proof of correspondence with Risk Management.

**Space/Facilities Services Requirements:** Consultation and coordination with Facilities Services is required.

### Acknowledgement

I acknowledge that I have reviewed and accepted the Conditions and Considerations herein. Please check off boxes as appropriate. Please note that late applications will not be reviewed by the committee.

### ▼ Chair Review

#### Recommendation

- I recommend approval of the IRA Funds Request described on this page  
 I DO NOT recommend approval of the IRA Funds Request described on this page

#### Comments

 Marion Adler \_\_\_\_\_ Oct 31 2019 \_\_\_\_\_

### ▼ Dean Review

#### Recommendation

- I recommend approval of the IRA Funds Request described on this page  
 I DO NOT recommend approval of the IRA Funds Request described on this page

#### Comments

...with appreciation to the proposer for providing students this learning opportunity!

 Cynthia Wyels \_\_\_\_\_ Nov 22 2019 \_\_\_\_\_