

Instructionally Related Activities Funds Request Spring 2020

▼ Submitter

Submitter Name

Katherine Elder

Submitter Email

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▼ 1. Basic Details

Activity Title

Graduate School Panel - Campus-Wide Speaking Event

Activity/Event Date

March 2020

Date Funding Needed By

March 2020

Previously Funded?

- ☒ No
☐ Yes

Additional Proposers

Megan Kenny-Feister

Academic Program/Center/Organization Name

Communication

Estimated total Course Fee revenue

N/A

Amount Requested from IRA

1500

Estimated Number of Students Participating

120

▼ 2. Brief Activity Description

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

Brief Activity Description

In fall of 2019, students in the Communication Capstone (COMM 499) class attended a graduate school panel of current and recent graduate students. This panel was put together by Dr. Katherine Elder based on evident need and interest in students in the Communication Program; several are either applying to graduate school or interested in applying to graduate school, and many do not know what is involved, how to find the "right" graduate program for them, and/or how to secure funding for graduate study. The success of this panel (evident in student engagement during the panel and follow-up communications by students both to COMM 499 professors and to the panelists) suggests a need to broaden this event by inviting not only to graduating Communication seniors, but all Communication students and students representing other majors around campus.

Four-to-five panelists (all of whom reside in Southern or Central California) will attend to discuss their experience in applying to, selecting, and working through graduate school. All panelists have at least one advanced degree (Master's or Doctorate) in Communication, but as the field of Communication is so broad and interdisciplinary, their areas of study differ greatly, ensuring this panel will be relevant to all Communication majors (specializing either in Business/Non-Profit Communication, Health Communication, or Environmental Communication).

That said, this panel will be of interest to CSUCI undergraduates representing a variety of programs of study, not limited only to Communication students. Although these panelists have at least one advanced degree in Communication, several also have other areas of expertise in formal graduate education, making this panel appropriate for campus-wide attendance. One expected panelist, for example, is an Assistant Professor of Socio-Legal Studies at the University of California, Irvine and graduated from law school at the University of California, Los Angeles before his doctoral work in Communication at the University of Southern California. Further, the graduate school experiences reflected by these panelists will resonate with the undergraduate student body at CSUCI. Two expected panelists, for example, are Latino (one born to Mexican parents in Texas, and one born in Mexico and raised in San Diego, CA). At least three expected panelists are first-generation college students. The goal of this graduate panel then is to compose a set of guest speakers who will resonate with CSUCI students and be able to answer honest questions and address apprehensions about applying to and attending graduate school.

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

N/A.

▼ 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

This campus-wide panel relates to students in a variety of programs who are considering or actively applying to graduate school. Students from the Communication Capstone course (COMM 499) will especially benefit from this guest lecture, given

its connection to the course learning outcomes. COMM 499 provides graduating seniors with the opportunity to apply their knowledge and skills acquired during their education by engaging in original research or partnering with a community organization. Many of these expected panelists have hands-on, practical work experience in addition to graduate-level research and coursework. Two of the course learning outcomes directly relate to this goal: "exhibit knowledge of communication theory within the specific content areas of health, environmental, or business/non-profit," and "apply a variety of research methods to accurately evaluate and explain human communication processes." Attendance to this panel will provide COMM 499 students with the opportunity to connect the content of their CSUCI coursework to graduate fields of study and to conceptualize and propose graduate-level coursework based on the methodological skills acquired at CSUCI.

▼ 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

This activity will be assessed by the number of student and faculty in attendance, and the duration of the event (designed to last from 2-3 hours). All students in the Communication Capstone (COMM 499) class are required to attend and participate. Further, student interest and engagement will be gauged formally through a survey and informally through comments and feedback provided to professors and to panelists.

▼ 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 Graduate School Panel 2020.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

N/A

▼ 8. Promoting Participation

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

The intended audience for this event includes all students, faculty and staff at CSUCI interested in attending or talking to their students about attending graduate school. Flyers about this panel will be posted around campus a month before the event, and an event announcement will be sent to Program Chairs to be forwarded to their students. In addition, this panel will be advertised on the social media platforms of the Communication Program.

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

Smith, Christina

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

 Christina Smith _____ Nov 3 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

 Cynthia Wyels _____ Nov 22 2019 _____