



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

Application
Instructionally Related Activities Funds Request
2008-2009 Academic Year
DEADLINE: Fall and Academic Year 3/14/08
Spring 10/15/08

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 24—June 13, 2009

Date Funding Needed By: April 1, 2009

****Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2008 and for Spring Requests early January 2009.**

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 type="checkbox"/> IT Requirements | <input type="checkbox"/> Risk Management Consultation |
| <input checked="" type="checkbox"/> International Travel | <input type="checkbox"/> Late Submission (Passed Deadlines: Fall 3/14, Spring 10/15) |
| <input type="checkbox"/> Space/OPC Requirements | |
| <input type="checkbox"/> Infrastructure/Remodel | |
| <input type="checkbox"/> Other _____ | |

Previously Funded: X YES ☐ NO Yes, Request # _____

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

Assessment submitted for previously Funded Activity: X YES ☐ NO

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

Date of Submission: October 15, 2008

Amount Requested: \$19,305
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: 15

Application
Instructionally Related Activities Funds Request
2008-2009 Academic Year

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.

Application
Instructionally Related Activities Funds Request
2008-2009 Academic Year

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: 3 full-day excursions to Taxco, Tepoztlán and Acapulco, the latter including a one-night stay; 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) 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 2009 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	\$ 295
• Airfare: Los Angeles to Mexico City, round trip	550
• Insurance: CSU Healthlink	45
• Kukulcán fees (lodging; transportation to and from airport, daily to school, and excursions; language books and workbooks; does not include meals)	1,400
TOTAL	\$ 2,290 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 \$2,290 as listed above. Students will pay for the registration and the health insurance entirely. It is requested that IRA fund 2/3 of the remaining \$1950. The requested amount of \$1287 per student would be used to offset each student's cost to \$1003. 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 Ballman 10/14/08
Project Sponsor Date

Jerry Ballman 10/14/08
Program Chair/Director Date

A. H. Van Lee 10/14/08
Dean

Application
Instructionally Related Activities Funds Request
2008-2009 Academic Year

ACTIVITY BUDGET FOR 2008-2009

I. Operating Expense Budget

A. Supplies	_____
B. Vendor Printing	_____
C. In-State Travel	_____
D. Out-of-State Travel	_____ \$8250
E. Equipment Rental	_____
F. Equipment Purchase	_____
G. Contracts/Independent Contractors	_____
H. Honorarium	_____
I. OPC Chargeback	_____
J. Copier Chargeback	_____
K. Other (Please Specify)	_____ \$26,100
<i>Registration, Insurance Kukulcan fees</i>	
TOTAL Expenses	_____ \$34,350

2. Revenue

A. Course Fees (students pay)	_____
B. Ticket Sales	_____ \$4425
C. Out of Pocket Student Fees (exclusive of course fees)	_____ \$10,620
D. Additional Sources of funding (Please specify And indicate source)	_____
E. Requested Allocation from IRA	_____ \$19,305
Total Revenue	_____ \$34,350

UNIV 392 BUDGET

Course Title:	UNIV 392: CSUCI in Cuernavaca
Instructor/s:	Dr. Terry Ballman
Country:	Mexico
Dates of Trip:	May 24—June 13, 2009
Number of students:	15
Number of units:	1
Currency of the country:	Peso
¹ Exchange to the dollar:	10 (9.8559) Pesos to \$1

OPERATING EXPENSE BUDGET IN DOLLARS

1. UNIV 392 TUITION COST

² UNIV 392 Tuition	\$295 per student; \$4,425 for group
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2. STUDENT TRAVEL EXPENSES

	COST PER STUDENT	COST FOR THE GROUP
Airfare	\$ 550	\$ 8250
Accommodations, Field Trips & On-site classes	\$1575	\$23625
Meals	\$	\$
Visas (n/a)	\$	\$
	\$	\$
² Insurance	\$ 45	\$ 675
Other expenses	\$100 (group dinners, tickets to museums) Please specify:	\$1500
TOTAL STUDENT EXPENSES	\$2370	\$34,050

¹ Note: for the exchange rate, go to <http://www.oanda.com/convert/fxhistory> and get the history of currency exchange rates from last year. Select the lowest exchange rate to the dollar to make your calculations. Example: For the Euro, use 0.62350. For the Peruvian Sol, use 2.64410. For the Mexican Peso, use 9.85590.

² Tuition is \$295 per unit per student

² Insurance is \$15 per week per person.

3. FACULTY EXPENSES

<i>Insurance</i>	\$ 45
<i>Airfare</i>	\$550
<i>Accommodations</i>	\$ 0 (stay with director of language school)
<i>Meals</i>	\$200
<i>Printing/copying</i>	\$ 0
<i>Other expenses</i>	\$400 (on-site transportation, phone and gratuities) Please specify: (eg, phone, gratuities, etc.)
TOTAL FACULTY EXPENSES	\$1195

TOTAL PROGRAM COST

Total Tuition Cost (for the group)	\$ 4, 425
Total Student Travel Expenses (for the group)	\$34,050
Total Faculty Expenses	\$ 1, 195
	\$
TOTAL PROGRAM COST	\$48,520

³ Insurance is \$15 per week per person.

SYLLABUS
UNIVERSITY 392: CSUCI in Cuernavaca

Dates of course: May 24--June 13, 2009
Contact hours: 15

Site: Cuernavaca, Mexico
Credit hours: 1

Instructor: Dr. Terry L. Ballman, CSUCI Professor of Spanish

Contact Information: terry.ballman@csuci.edu 805.437.8996 (wk)

Program description:

Students will begin their study of Mexico and Cuernavaca before leaving on the trip to Mexico on May 25. (The instructor will accompany the students to Mexico, and would then meet with them for a minimum of the first week of their study abroad program.) Students will take language and culture courses through the language school of Kukuleán, approximately 83 hours of class time. (NOTE: Students receive 3 or 4 units of CSUCI Spanish transfer credit, varying from SPAN 101 to SPAN 490, depending on level of course work taken.) Students will also live with a Mexican family. They will also participate in several field trips sponsored by Kukuleán, including visits to historical sites in Cuernavaca, full-day visits to Taxco and Tepoztlán, and an overnight visit to Acapulco. At the beginning of the Fall 2008 semester, each student will give a 10-15 minute presentation to two CSUCI Spanish classes.

As instructor of UNIV 392, I will also have a supervisory role of the CSUCI students and will serve as a liaison between the students and Kukuleán.

Course description:

Students will improve their Spanish language proficiency in speaking, listening, reading and writing while enhancing their knowledge of Mexican culture (e.g., behavioral practices and cultural products).

When possible, class sessions with students will be conducted in Spanish. Students will discuss their daily experiences, what they learn on field trips, and share their linguistic and cultural observations and reactions. Near the end of the course students will make a cultural presentation with a handout for their classmates. Outside of class, students will maintain a journal and a dictionary of new words and expressions.

Itinerary: Students will meet with Dr. Ballman as follows:

- Entire group:

For a 2-hour orientation at CSUCI prior to leaving on May 24.

- Individual meetings:

To review the journal on their daily experiences and the diccionario each student keeps in Cuernavaca.

By June 20 Write a 3-4 page paper (in Spanish if the student has at least intermediate level Spanish skills) on

Student learning outcomes:

- Describe (orally and in writing) their daily experiences, as well as their cultural experiences and observations
- Keep a written journal in which students summarize and reflect on their experiences
- Maintain an individual 'dictionary' in which students write down the new vocabulary words and expressions they encounter
- Relate facts about Mexico (geography, demographics, history, art, etc.) and respond to them

Assignments and Grading Procedures:

1. Journal (40%) Students will maintain a journal with five entries per week of at least one page in length over the course of the 3-week program, May 25—June 14. One entry will be of a personal nature, the other will be more formal in that it will be based on a Spanish-language song, movie, TV program, internet site, newspaper or magazine article, or experience related to the Spanish language or the Mexico experience.

2. Diccionario (20%) Each student will maintain an active diccionario in which he/she lists all new Spanish/Mexican words and expressions learned. This listing must be done each day, and must contain at least 5 items per day.

3. Research paper (40%) Graduating seniors will write a 3-4 page paper (in Spanish, if the student's Spanish skills are at the intermediate level or above) on Cuernavaca. At least 3 references must be cited. The paper is due June 22, 2008.

Summary of Grading:

Journal (Quantity and Quality [effort]).....	40
Diccionario (daily entries: quantity and quality).....	20
Research paper (quality of content and writing: references).....	40
	100%

Grading scale

Please note that a plus/minus (+/-) system of grading is used.

94-100	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
59 or below	F



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Instructionally Related Activities Funds Request
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Applications must first be sent to the appropriate program chair. Chairs will the 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 24—June 13, 2009**

Date Funding Needed By: **April 1, 2009**

****Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2008 and for Spring Requests early January 2009.**

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 type="checkbox"/> IT Requirements | <input type="checkbox"/> Risk Management Consultation |
| <input checked="" type="checkbox"/> International Travel | <input type="checkbox"/> Late Submission (Passed Deadlines: Fall 3/14, Spring 10/15) |
| <input type="checkbox"/> Space/OPC Requirements | |
| <input type="checkbox"/> Infrastructure/Remodel | |
| <input type="checkbox"/> Other _____ | |

Previously Funded: **X YES** ☐ NO Yes, Request # _____

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

Assessment submitted for previously Funded Activity: **X YES** ☐ NO

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

Date of Submission: **October 15, 2008**

Amount Requested: \$19,305
 (Should match item 2. E. on page 4)

Estimated Number of Students Participating: **15**

Application
Instructionally Related Activities Funds Request
2008-2009 Academic Year

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.

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

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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.

Application
Instructionally Related Activities Funds Request
2008-2009 Academic Year

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.

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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) 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 2009 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	\$ 295
•Airfare: Los Angeles to Mexico City, round trip	550
•Insurance: CSU Healthlink	45
•Kukulcán fees (lodging; transportation to and from airport, daily to school, and excursions; language books and workbooks; does not include meals)	1,400
TOTAL	\$ 2,290 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 \$2,290 as listed above. Students will pay for the registration and the health insurance entirely. It is requested that IRA fund 2/3 of the remaining \$1950. The requested amount of \$1287 per student would be used to offset each student's cost to \$1003. 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 Ballman 10/14/08
Project Sponsor Date

Jerry Ballman 10/14/08
Program Chair/Director Date

A. h. Vaidya 10/12/08
Dean

Application
Instructionally Related Activities Funds Request
2008-2009 Academic Year

ACTIVITY BUDGET FOR 2008-2009

1. Operating Expense Budget

A. Supplies	_____
B. Vendor Printing	_____
C. In-State Travel	_____
D. Out-of-State Travel	_____ \$8250
E. Equipment Rental	_____
F. Equipment Purchase	_____
G. Contracts/Independent Contractors	_____
H. Honorarium	_____
I. OPC Chargeback	_____
J. Copier Chargeback	_____
K. Other (Please Specify)	_____ \$26,100
<i>Registration, Insurance Kukulcan fees</i>	
TOTAL Expenses	_____ \$34,350

2. Revenue

A. Course Fees (students pay)	_____
B. Ticket Sales	_____ \$4425
C. Out of Pocket Student Fees (exclusive of course fees)	_____ \$10,620
D. Additional Sources of funding (Please specify And indicate source)	_____
E. Requested Allocation from IRA	_____ \$19,305
Total Revenue	_____ \$34,350

UNIV 392 BUDGET

<i>Course Title:</i>	UNIV 392: CSUCI in Cuernavaca
<i>Instructor/s:</i>	Dr. Terry Ballman
<i>Country:</i>	Mexico
<i>Dates of Trip:</i>	May 24—June 13, 2009
<i>Number of students:</i>	15
<i>Number of units:</i>	1
<i>Currency of the country</i>	Peso
<i>¹Exchange to the dollar:</i>	10 (9.8559) Pesos to \$1

OPERATING EXPENSE BUDGET IN DOLLARS

1. UNIV 392 TUITION COST

² <i>UNIV 392 Tuition</i>	\$295 per student; \$4,425 for group
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2. STUDENT TRAVEL EXPENSES

	COST PER STUDENT	COST FOR THE GROUP
<i>Airfare</i>	\$ 550	\$ 8250
<i>Accommodations, Field Trips & On-site classes</i>	\$1575	\$23625
<i>Meals</i>	\$	\$
<i>Visas (n/a)</i>	\$	\$
	\$	\$
² <i>Insurance</i>	\$ 45	\$ 675
<i>Other expenses</i>	\$100 (group dinners, tickets to museums) Please specify:	\$1500
<i>TOTAL STUDENT EXPENSES</i>	\$2370	\$34,050

¹ Note: for the exchange rate, go to <http://www.oanda.com/convert/fxhistory> and get the history of currency exchange rates from last year. Select the lowest exchange rate to the dollar to make your calculations. Example: For the Euro, use 0.62350. For the Peruvian Sol, use 2.64410. For the Mexican Peso, use 9.85590.

² Tuition is \$295 per unit per student

² Insurance is \$15 per week per person.

3. FACULTY EXPENSES

³ Insurance	\$ 45
Airfare	\$550
Accommodations	\$ 0 (stay with director of language school)
Meals	\$200
Printing/copying	\$ 0
Other expenses	\$400 (on-site transportation, phone and gratuities) Please specify: (eg. phone, gratuities, etc.)
TOTAL FACULTY EXPENSES	\$1195

TOTAL PROGRAM COST

Total Tuition Cost (for the group)	\$ 4, 425
Total Student Travel Expenses (for the group)	\$34,050
Total Faculty Expenses	\$ 1, 195
	\$
TOTAL PROGRAM COST	\$48,520

³ Insurance is \$15 per week per person.

SYLLABUS
UNIVERSITY 392: CSUCI in Cuernavaca

Dates of course: May 24--June 13, 2009
Contact hours: 15

Site: Cuernavaca, Mexico
Credit hours: 1

Instructor: Dr. Terry L. Ballman, CSUCI Professor of Spanish

Contact Information: terry.ballman@csuci.edu 805.437.8996 (wk)

Program description:

Students will begin their study of Mexico and Cuernavaca before leaving on the trip to Mexico on May 25. (The instructor will accompany the students to Mexico, and would then meet with them for a minimum of the first week of their study abroad program.) Students will take language and culture courses through the language school of Kukulcán, approximately 83 hours of class time. (NOTE: Students receive 3 or 4 units of CSUCI Spanish transfer credit, varying from SPAN 101 to SPAN 490, depending on level of course work taken.) Students will also live with a Mexican family. They will also participate in several field trips sponsored by Kukulcán, including visits to historical sites in Cuernavaca, full-day visits to Taxco and Tepoztlán, and an overnight visit to Acapulco. At the beginning of the Fall 2008 semester, each student will give a 10-15 minute presentation to two CSUCI Spanish classes.

As instructor of UNIV 392, I will also have a supervisory role of the CSUCI students and will serve as a liaison between the students and Kukulcán.

Course description:

Students will improve their Spanish language proficiency in speaking, listening, reading and writing while enhancing their knowledge of Mexican culture (e.g., behavioral practices and cultural products).

When possible, class sessions with students will be conducted in Spanish. Students will discuss their daily experiences, what they learn on field trips, and share their linguistic and cultural observations and reactions. Near the end of the course students will make a cultural presentation with a handout for their classmates. Outside of class, students will maintain a journal and a dictionary of new words and expressions.

Itinerary: Students will meet with Dr. Ballman as follows:

- Entire group:

For a 2-hour orientation at CSUCI prior to leaving on May 24.

- Individual meetings:

To review the journal on their daily experiences and the diccionario each student keeps in Cuernavaca.

By June 20 Write a 3-4 page paper (in Spanish if the student has at least intermediate level Spanish skills) on

Student learning outcomes:

- Describe (orally and in writing) their daily experiences, as well as their cultural experiences and observations
- Keep a written journal in which students summarize and reflect on their experiences
- Maintain an individual 'dictionary' in which students write down the new vocabulary words and expressions they encounter
- Relate facts about Mexico (geography, demographics, history, art, etc.) and respond to them

Assignments and Grading Procedures:

1. Journal (40%) Students will maintain a journal with five entries per week of at least one page in length over the course of the 3-week program, May 25—June 14. One entry will be of a personal nature, the other will be more formal in that it will be based on a Spanish-language song, movie, TV program, internet site, newspaper or magazine article, or experience related to the Spanish language or the Mexico experience.

2. Diccionario (20%) Each student will maintain an active diccionario in which he/she lists all new Spanish/Mexican words and expressions learned. This listing must be done each day, and must contain at least 5 items per day.

3. Research paper (40%) Graduating seniors will write a 3-4 page paper (in Spanish, if the student's Spanish skills are at the intermediate level or above) on Cuernavaca. At least 3 references must be cited. The paper is due June 22, 2008.

Summary of Grading:

Journal (Quantity and Quality [effort]).....	40
Diccionario (daily entries; quantity and quality).....	20
Research paper (quality of content and writing; references).....	40
	100%

Grading scale

Please note that a plus/minus (+/-) system of grading is used.

94-100 A

90-93 A-

87-89 B+

84-86 B

80-83 B-

77-79 C+

74-76 C

70-73 C-

67-69 D+

64-66 D

60-63 D-

59 or below F