CALIFORNIA STATE UNIVERSITY
CHANNEL ISLANDS

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

Application
Instructionally Related Activities Funds Request
2010-2011 Academic Year
DEADLINE: Fall and Academic Year 3/31/11
Spring TBD

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: ESRM Career Development Day
Project Sponsor/Staff (Name/Phone): Don Rodriguez (x8494), Linda OHirok (x8948)
Activity/Event Date(s): Nov. 8, 2011
Date Funding Needed By: Sept. 2011
**Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2011 and for Spring Requests early January 2012.

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

□ Equipment Purchase
x Event
□ IT Requirements
□ International Travel
□ Space/OPC Requirements
□ Infrastructure/Remodel
□ Other _____

□ Field Trip
□ Participant data collection for public
    dissemination, i.e. interviews/surveys that
    result is a journal/poster session/newsletter
□ Risk Management Consultation
□ Late Submission

Previously Funded: □YES xNO

Does your proposal require IRB (Institutional Review Board) approval: □Yes   xNo

Assessment submitted for previously Funded Activity: □YES xNO

Academic Program or Center Name and Budget Code: ESRM (767)

Date of Submission: March 31, 2011

Amount Requested: $1250
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: 150-200

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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 - 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:

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

For the past two years (2009, 2010) the ESRM program has hosted a Career Development Day for students on campus. The purpose of this event is to create a synergy between the campus and environmental professionals in the community, provide an opportunity for student dialogue with environmental community partners, and serve as a springboard for student employment, internships, and community engagement that will enhance career opportunities. Orginally this event was done to serve the ESRM majors, but recently the event has been moved to the Broome Library Plaza and has served the entire University community.

Professional environmental community partners during both the 2009 and 2010 event:

County of Ventura- Watershed Protection District	Calleguas Municipal Water District
City of Oxnard- Planning, Water Resources	US Forest Service
City of Ventura- Public Works	SMM Resource Conservation District
City of Camarillo	Wishtoyo Foundation
City of Thousand Oaks, Public Works	Channel Keepers
City of Thousand Oaks Community Development	Ojai Valley Conservation District
COSCA	West Coast Environmental
SMMNRA National Park Service	Impact Sciences
Channel Islands National Park	Rincon Consultants
California State Parks	Hawks and Associates
National Weather Service	David Magney and Associates
Ventura County Air Pollution Control District	Mountains Restoration Trust
Ventura County Transportation Commission	Green Generation Club
United Water Conservation District	Santa Monica Bay Restoration Commission

Last year approximately 150-200 students took part in the event compared to 75 students in 2009. It is anticipated that the use of the library plaza will continue to attract growing numbers of interested students to this event in 2011. Community partners all expressed genuine interest in continuing to share their expertise, career advice, and employment opportunities with CI students.

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.
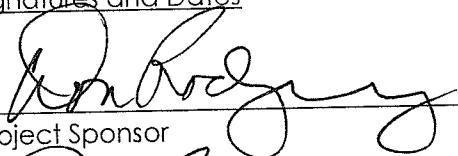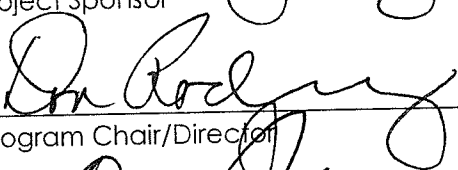
All environmentally related course offerings, included but not limited to: ESRM, Political Science, Biology, Anthropology, Chemistry, Economics, and others.

2. **Activity Assessment.** Describe the assessment process and measures that the program will use to determine if it has attained its educational goals. **Please note**

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

4. **Sources of Activity Support.** Please list the other sources of funding, and additional support for the activity.

ESRM faculty have allocated their time in organizing the event and coordinating all logistical support for the day including parking passes, catering for professional partner reception, and the development of promotional materials (posters and flyers, email announcements, etc.).

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

_____   3/31/11
Project Sponsor   Date

_____   3/31/11
Program Chair/Director   Date

_____
Dean of the Faculty   Date

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ACTIVITY BUDGET FOR **2011-2012**

1. Operating Expense Budget

    A. Supplies $500.00

    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 $150.00

    J. Copier Chargeback

    K. Other (Please Specify)   (Reception) $600.00

                  TOTAL Expenses $1250.00

2. Revenue

    A. Course Fees

    B. Ticket Sales

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

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

                  Total Revenue

    E.   **Total Requested from IRA** $1250.00