

Instructionally Related Activities Funds Request Spring 2018

▼ Submitter

Submitter Name

SoHui Lee

Submitter Email

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▼ 1. Basic Details

Activity Title

WMC Studio Hours (formerly Writing Labs)

Activity/Event Date

Begins Week 1 (Mon, Jan 22, 2018)

Date Funding Needed By

Jan 22, 2018

Previously Funded?

- No
 Yes

▼ Previously Funded Proposal

Semester/Year

Fall

Proposal # (if known)

913

Report submitted for previously Funded Activity?

- No
 Yes

Additional Proposers

None

Academic Program(s)/Center Name(s)

Writing & Multiliteracy Center, Library

Estimated total Course Fee revenue

N/A

Amount Requested from IRA

4524

Estimated Number of Students Participating

▼ 2. Brief Activity Description

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

Brief Activity Description

Studies in social motivation suggest that people persevere and stick to finishing difficult tasks when they see others in the room doing the same thing. This is the rationale for the group writing environment of the WMC Studio Hours, which target Juniors and Seniors in writing-intensive courses and support the timely completion of their coursework leading to graduation. Because students may find it difficult to be motivated to write without distractions, the Studio Hours will provide space, motivation, and support for maintaining best practices in the writing process so that they don't fall behind. Students are provided some light snacks and free printing to stay in our space. In addition, students have an option to receive quick writing support from a faculty consultant (teaching faculty who work at the Writing & Multiliteracy Center as a tutor) who manages the room and can provide quick feedback on writing. The faculty consultant may also collaborate with instructors to tailor support for their classes. In Fall, the faculty consultant offered optional topics during the studio hours, which included researching your topic; refining thesis statements; key moves in science and engineering; key moves in social sciences; key moves in writing for arts and humanities.

In Spring 2018, the faculty will need two weeks to prepare topics, develop promotional flyers, reach out to faculty. WMC Studio Hours will be offered Mondays to Thursdays for two hours in the evening starting Week 3 in the academic semester (February 5) and end on Week 15 (May 10th). The WMC Studio Hours will provide a total of six hours per week during which time students can drop in or leave as desired. For the semester, the Studio Hours will provide a total of 96 hours of supported writing space for CI students.

Here is the breakdown of the Faculty Consultant's work (total: 126 hours):

--8 hours/week (12 weeks): Overseeing and tutoring during three Studio Hours sessions, which lasts two hours each. WMC Studio Hours include monitoring students, tutoring, conducting mini writing workshops. Studio Hours begin Week 3 and end Week 15.

--2 hours/week (16 weeks): Administrative preparation, which includes emailing/meeting with faculty, prepping for workshops and sessions, advertising and promoting, pitching the Writing Labs by visiting classes. She will be doing this prep work prior to the Studio Hours beginning and during the Studio Hours.

▼ 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

Writing proficiency is central for critical thinking and understanding of coursework, but it is also crucial for satisfying CI's Graduation Writing Assessment Requirement (GWAR), which is currently fulfilled through the completion of 9 units of Upper-Division Interdisciplinary General Education (UDIGE) courses. It is also essential for the successful and timely graduation of CI students. The WMC Writing Studio is a program that is open to all CI students, but it specifically targets UDIGE students to provide time, space, and support to get writing done. IRA activity (Studio Hours) supports students' metacognition of their writing process and study habits and encourages them to develop/strengthen their writing skills.

Because the schedule for Spring 2018 Upper-Division Interdisciplinary General Education (UDIGE) course offerings is not available online, we looked at the current (Fall 2017) 111 UDIGE course list to provide information about the courses that will be supported through the Writing & Multiliteracy Center's Studio Hours.

For Spring 2018, we expect to reach out to a similar list of UDIGE courses. For following are a selection of UDIGE Courses:

ANTHR 444--VALUES AND VALUABLES
ART 333 -- History of So Cal Chicana/O Art
BIOL332 -- The Zoo
BUS 448 -- Globalization and Development
CHEM 342 -- Drug Discovery and Development
CHS -- Transborder Perspectives
COMM 331 Art, Society, and Mass Media
COMP -- Societal Issues in Computing
ECON 331 -- Narratives of the Working Class
EDUC 345 -- Media Literacy and Youth
ENGL 342 -- Modern Britain and European Drama and Theater
ESRM 440 -- Population Studies
HIST 339 -- Business in China
HLTH 424 -- Intro to Biomedical Imaging
MATH 331 -- HIstory of Mathematics
NRS 441 -- Health Communication
PAMU 332 -- World Music
PATH 343 -- Teaching Drama to Children
POLS 340 -- Politics and the Environment
PSY 346 -- Human Motivation
SOC 330 -- Political Sociology
SPAN 334-- Spanish Lang Drama & Theater
SPED 345 -- Individuals with Disabilities
UNIV 349 -- Transfer Year Seminar

▼ 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 plan to log all students who sign in and out of the WMC Studio Hours so that we can identify: (1) student, (2) course, (3) cohort level, (4) number of visits, (5) amount of time spent in the lab (6) reason for visit.

We will also ask all students visiting the WMC Studio Hours to take a survey to get feedback on their experience.

▼ 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

[SPR18 WMC Proposal IRA-regular-budget 092817.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

None. We receive MSFT funding for peer tutoring/student assistant staffing during regular WMC operational hours. However, faculty consultants cannot be funded via MSFT.

8. Promoting Participation

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

Audience is faculty and students. We will be promoting to faculty via email, WMC website, and the Technology and Learning Innovations blog.

We will be promoting to students via classroom pitches, flyers/posters in buildings, WMC social media (Facebook, Twitter, Instagram, Snapchat).

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

9. Sustainability

If appropriate, indicate how the content or delivery of the project promotes sustainability at CI.

Sustainability

10. Approval and Acknowledgement

Program Chair/Director

Stratton, Stephen E

Dean

Wallace, Amy E

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.

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

The writing consultants have proven popular and successful with students in the WMC. They serve as a bridge from the student tutors and more intensive help for students with their UDIGE papers.

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