

Instructionally Related Activities Funds Request Fall 2018

▼ Submitter

Submitter Name

Lance Nolde

Submitter Email

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▼ 1. Basic Details

Activity Title

History Program Student Orientation

Activity/Event Date

9/28/2018

Date Funding Needed By

9/10/2018

Previously Funded?

- ☒ No
☐ Yes

Additional Proposers

Lance Nolde, Jacqueline Reynoso

Academic Program(s)/Center Name(s)

History

Estimated total Course Fee revenue

0

Amount Requested from IRA

420.00

Estimated Number of Students Participating

30-40

▼ 2. Brief Activity Description

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

Brief Activity Description

This will be the first formal and mandatory student orientation organized by the History Program. Students (transfer and freshmen) who have History as their declared major will be asked to attend the orientation in the 4th week of the Fall semester. This first orientation will include Fall 2017, Spring 2018, and Fall 2018 students. It is intended that an orientation event will take place every subsequent Fall semester and will fluctuate in size depending on enrollment numbers. The orientation will be an opportunity to meet with our new majors (Spring/Fall declared enrollees) while meeting student and program needs in the process. The orientation will consist of short presentations and panel discussions by faculty and alumni designed to inform new History students of: vision behind the structure and design of the Program, program requirements and expectations, advice on the ideal sequence in which to complete the core course requirements, overview of the Program's capstone and internship opportunities/requirements, information regarding the History club and honors society, success stories and advice from program alumni. After the formal information and discussion period, there will be a social hour with food and beverages provided, which will offer a chance for students, program alumni, and faculty to meet and talk informally.

The orientation will be an important and much needed opportunity to create and strengthen the sense of community among History students and faculty. Through the orientation, students will get to know others in the program, and will meet faculty early on in their university experience.

▼ 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

The orientation event is designed to provide guidance to students who are new to the program regarding our required core courses: HIST 300, HIST 491, HIST 492, HIST 499. Currently students receive little to no guidance as to the sequence in which to complete these courses, what the courses entail and require, and how to successfully complete them, until it is often too late in their degree program. It is intended that an orientation event will take place every Fall semester and will fluctuate in size depending on enrollment numbers.

▼ 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

The Program will assess the success of the orientation through student participant surveys designed to gauge student opinions on the effectiveness of their orientation experience and suggestions for improvement, faculty discussion, as well as short- and long-term assessment of orientation goals through measurable outcomes (numbers of student enrollment in HIST

300 within first year, etc.), and whether or not we see improvement in terms of student success in the key areas which the orientation was intended to address (familiarity with program requirements, intended sequence of core courses, improved success rates, and creation of stronger History community).

▼ 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

Nolde Reynoso- IRA Budget for Orientation_Sp18_draft 1.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

At this point there are no additional sources of support.

▼ 8. Promoting Participation

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

The intended audience for the first orientation (Fall 2018) will include declared History majors and double-majors who enrolled in Fall 2017, Spring 2018, or Fall 2018. It is intended that the orientation will be mandatory attendance, and it is intended that an orientation will take place every subsequent Fall semester. In subsequent orientations only the Spring/Fall enrollees will be asked to attend, thus Attendance/audience numbers will fluctuate in size depending on enrollment.

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

Barajas, Frank P

Dean

Adler, Mary

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

 Frank Barajas

Mar 8 2018

▼ 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

I am forwarding this to IRA for review and consideration, although it does not meet IRA priority guideline 2, "The program/activity is clearly designed to engage students in activities that they would not otherwise experience and is intended to foster crossing of disciplinary boundaries." (Students already attend a mandatory orientation and have access to faculty and academic advisors). If not funded by IRA, program should consider using CERF funds to carry out this important initiative.

 Marion Adler

Mar 9 2018