

Instructionally Related Activities Funds Request Spring 2019

▼ Submitter

Submitter Name

SoHui Lee

Submitter Email

sohui.lee@csuci.edu

▼ 1. Basic Details

Activity Title

WMC Studio Hours and Professional Tutor Consultations

Activity/Event Date

Begins Week 2 (Wed, Jan 30, 2019)

Date Funding Needed By

1/30/2019

Previously Funded?

- ☐ No
☒ Yes

▼ Previously Funded Proposal

Semester/Year

Fall 2018

Proposal # (if known)

1012

Report submitted for previously Funded Activity?

- ☒ No
☐ Yes

Additional Proposers

Academic Program(s)/Center Name(s)

Writing & Multiliteracy Center

Estimated total Course Fee revenue

N/A

Amount Requested from IRA

\$8920.00

Estimated Number of Students Participating

250-300

▼ 2. Brief Activity Description

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

Brief Activity Description

This IRA grant funds our Studio Hours programs (which includes Studio Hours and Weekend Writing Camps) as well as consulting hours providing by professional tutors.

Studies in social motivation suggest that people persevere and finish 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 and Weekend Writing Camps, which support the timely completion of students' coursework leading to graduation. Because CI students may find it difficult to find space 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. More importantly, 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.

During Spring 2019, the WMC will provide Studio Hours over the weekend, offering it on Saturdays and Sundays 2 to 6pm. Also we are offering Weekend Writing Camps (longer version of Studio Hours) during Week 12 and Week 14 of the semester to support juniors and seniors working on longer projects such as capstones and graduate students working on Master's theses.

WMC STUDIO HOURS

Studio Hours are open 14 hours per week beginning the second week of the semester and ending at week 15: Tuesdays, Thursdays, Thursdays 8pm to 10pm; Saturdays and Sundays 2pm to 6pm. IRA pays for the professional tutor who provides tutoring support and supervision; light snacks; promotional items (which we use to advertise Studio Hours during pitches!); and a few posters for our sandwich boards. During Spring 2018, we had 249 students attending Studio Hours. This Fall 2018, we see these numbers increasing. We project that Spring 2019 will attract 300 students.

IRA pays for a total of 223 hours of WMC Studio Hours.

WEEKEND WRITING CAMP

The Weekend Writing Camp is a shorter form of the popular dissertation boot camp programs. Designed specifically for undergraduate students who want shorter dedicated time for writing and support, the Weekend Writing Camp providing four hours of dedicated writing space with a professional professional tutor on Saturday and Sundays (weeks 12 and 14). In Fall 2018, we also offered Weekend Writing Camp, and it attracted 33 student participants.

IRA pays for a total of 16 hours of Weekend Writing Camp.

PROFESSIONAL TUTORING

In addition, IRA pays for the professional tutor who provided dedicated appointment tutoring. This is important because the Faculty Director and Assistant Director are not always available to provide tutoring for more challenging or complex topics and tutoring situations such as students with disabilities or advanced/graduate level writing.

IRA pays for a total of 88 hours of appointment tutoring by a professional tutor.

▼ 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

We invite all students taking classes across disciplines to visit us during Studio Hours. Last semester, students have come to Studio Hours to work on assignments from classes such as:

COMM 101—Public Speaking
POLS 300—Political Science Research Methods
MGT 307—Management of Organizations
ENGL 102—Stretch Composition
ANTH 332—Human Ecology
UNIV 150—First Year Seminar
SPED 345—Individuals with Disabilities
ENGL 210—Themes & Theories in World Literature
SOC 310—Research Methods in Sociology
BUS 349—History of Business
PSY 457—Criminal Behavior
ANTH 490—Seminar in Anthropology
UNIV 349—Transfer year Seminar
ENGL 478—Writing as Reflective Practice
COMM 305—Quantitative Research Methods
BIO 432—Epidemiology and Environment

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 (for some students) through the completion of 9 units of Upper-Division Interdisciplinary General Education (UDIGE) courses. When UDIGE is fully phased out, students will need to pass GWAR-approved courses to graduate.

It is also essential for the successful and timely graduation of CI students. The WMC Writing Studio and Weekend Writing Camps are programs that is open to all CI students, but it specifically targets students in writing-intensive courses to provide time, space, and support to get writing done. IRA activity (Studio Hours, Weekend Writing Camps) supports students' metacognition of their writing process and study habits and encourages them to develop/strengthen their writing skills.

▼ 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 log all students through Tutor Track to identify student, course, number of visits, and amount of time in the lab.

We also ask all students to fill out a survey.

▼ 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

[SPR19 WMC Proposal IRA-regular-budget.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 for these activities.

We receive MSFT funding for undergraduate peer tutoring/student assistant staffing during regular WMC operational hours. However, professional 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 and promotional items, flyers/posters in buildings, WMC social media (Facebook, Twitter, Instagram, Snapchat), and sandwich boards

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

Hoffmann, Debra

Dean

Stratton, Stephen

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



Debra Hoffmann

Oct 2 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



Stephen Stratton

Oct 2 2018