

Instructionally Related Activities Funds Request Fall 2019

▼ Submitter

Submitter Name

Tracy Clarke

Submitter Email

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▼ 1. Basic Details

Activity Title

Capstone Gala Key Note Speaker

Activity/Event Date

Fall 2019

Date Funding Needed By

Fall 2019

Previously Funded?

- ☒ No
☐ Yes

Additional Proposers

Academic Program(s)/Center Name(s)

Communication Program

Estimated total Course Fee revenue

0

Amount Requested from IRA

500

Estimated Number of Students Participating

120

▼ 2. Brief Activity Description

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

Brief Activity Description

Conlyn Glover, Operations Project Lead at Google and an alumni of the Communication Program will be the keynote speaker at the 2019 Graduation Gala. Mr. Glover will address students (graduating seniors and general invited communication and business students) on how to build on your academic knowledge to successfully navigate professional career opportunities.

The fee is an honorarium and intended to cover travel expenses.

▼ 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

This event relates to COMM 499: Capstone Gala where graduating seniors demonstrate mastery of communication (research and community engagement) and prepare for their post graduation opportunities (graduate school or a professional career).

▼ 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

Those who attend will be sent an online survey and given the opportunity to assess the keynote address and articulate how they will incorporate his guidance in their lives.

▼ 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

▼ 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

The Communication Program will pay for event advertising and parking.

▼ 8. Promoting Participation

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

Students enrolled in COMM 499 will be required to attend (35+). Students and faculty in the Communication and Business Programs will be invited.

We expect approx. 120 participants

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

it is on campus

▼ 9. Approval and Acknowledgement

Program Chair/Director

Smith, Christina

Dean

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. I acknowledge that the activity sponsor will be responsible for managing purchases, travel arrangements, and all transactions related to approved activities. 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

 Christina Smith Feb 15 2019

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



Cynthia Wyels

Mar 12 2019

IRA Activity Budget

Activity Title: Capstone Gala Key Note Speaker
Name of Sponsor: Tracylee Clarke

Account	Operating Expenses	Amount	PLEASE EXPLAIN: Comments/Notes
	A. Artist/ Performer/Speaker		
613802	Honoraria (Price set by CI)	\$500.00	Honorarium inrtended to cover travel from northern Califor
613802	Honoraria (Price set by CI)		
613801	Professional Svcs/ Speaker Fees (Price set by vendor)		
601801	Special Consultants (existing CI employees)		
613801	Other Consultants /Other Professional Services		
613001	Independent Contractor(s)		
	Other:		
	Artist/Performer/Speaker/Consultant TOTALS	\$500.00	
	B.. Supplies & Services- Other		
660002	Printing		
660017	Advertising (such as in a magazine or publication)	\$60.00	
660831	Copier Chargeback		
660090	Event Signage (wayfinding on day of event)		
660835	Event or Parking-related Staffing	\$6.00	
660825	Rentals or Leases		
660833	Promotional Items (with logo)		
660834	Awards		
660890	Registration- Conferences & Meetings		
660003	Supplies & Services- Other		
660003	Supplies & Services- Other		
660003	Parking (please describe)		
	Other (specify)		
	Other (specify)		
	Supplies & Services- Other TOTALS	\$66.00	
TOTAL EXPENSES		\$566.00	
	C. Revenue	Amount	Comments/Notes
	A. Course Fees		
	B. Ticket Sales		
	C. Additional Sources of Funding	\$66.00	from the Communication Program
TOTAL REVENUE		\$66.00	
	D. TOTAL REQUESTED FROM IRA	\$500.00	
E. Other Expenses			
660832	OPC Chargebacks & Facility Use Fees		
	Other (not requested from IRA)		
	Other (not requested from IRA)		
TOTAL OF OTHER EXPENSES		\$0.00	

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