

Materials, Services, Facilities and Technology Fee Fiscal Year 2019-2020 Budget Request Form

DUE: Friday, January 25th, 2019

If you have questions about this form, please contact David Daniels at david.daniels@csuci.edu
For additional information please consult the MSFT web page

▼ Application

Project or Activity Title

History Peer Writing and Citation Tutor

Requestor

Amy Caldwell

Requestor Phone Number

8054373275

Requestor Email

Amy.Caldwell@csuci.edu

Staff Support Member for Activity

Amanda Sanchez

Staff Support Member Email

amanda.sanchez@csuci.edu

Amount of MSFT Funding Requested

9750.00

Date Funding Needed By

2019-08-15

Are you a member of the Division of Student Affairs?

- No
 Yes

Please select your AVP/Dean

Kohli, Vandana - Dean of Arts & Sciences

Require_DSA_AVP_Review

Will you receive funds from any other source(s)?

- No
 Yes

Has this project or activity previously received MSFT funding?

- No
 Yes
-

Please describe how the use of MSFT funds for this project or activity will benefit the CI student body.

Please provide the following in your application. You may attach additional files as needed (applicants may be requested to meet with the committee to discuss proposals)

1. Brief Project Description

Describe the project and its benefits to the educational or co-curricular experience of students at CI. Please provide specific information about how MSFT funds will be used and their impact on the campus. Please describe how this project benefits CI students? Please describe items and provide justification if your request includes the purchase of computers, equipment, furniture or other materials. Please provide a timeline for implementation of the proposed project. If physical improvements are requested please describe need, scope and impact of work to be completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

2. Project/Activity Budget

Please enclose a complete detailed budget of the entire project. Indicate specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

3. Project Assessment

Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

4. Sources of Project Support

Please list the other sources of funding, and additional support for the activity. If this project or activity has been conducted previously please indicate how it was funded. Please explain if MSFT is the only source of support for the project.

Brief Project Description

Brief Project Description: Our request is for two advanced History majors to serve as citation tutors for students in the History Program. Their primary role will be to work with students enrolled in History 300: The Historian's Craft, but they will also be available to students in other History classes. History 300 is required of all History majors and two sections are offered each semester. One of its learning objectives is to train students in the preferred citation style for History according to the Chicago Manual of Style. While the Writing and Multiliteracy Center has excellent resources for APA and MLA, its CMS offerings are insufficient for the needs of History students. Embedding peer tutors into History 300 will help History majors master a critical skill that they will use in all History classes. Responsibilities will include providing tutoring and assistance on research, writing, and citations to supplement instruction in History 300. These students will keep regular tutoring hours (either face to face, online, or a combination of both) for consulting with History students. The tutors will also be responsible for organizing workshops on topics such as formatting citations, researching, and editing.

MSFT funding will be used to pay the salary of the student workers in the 2019-2020 academic year. Using MSFT funds to embed upper-division senior History majors into an introductory level course as a liaison between students and faculty allows for better communication, peer mentoring, and relatable assistance with more one-on-one interaction, all considered high-impact practices. Students will relate more easily with a student worker who has already mastered historical writing and citation skills. The existence of peer mentors will demonstrate the ongoing value of these skills after completing History 300 and encourage students to maintain those skills as they complete upper division and capstone courses. It will inspire students, increase their confidence in material covered, and improve their comfort level with the technical aspects of historical citations and writing.

Each student will be working 10 hours per week, 15 weeks per semester, for two semesters. Work will be completed in

accordance with the academic calendar. History faculty teaching History 300 will provide training and supervision. The History program will also provide space for office hours.

Brief Project Description Additional Documents

Project/Activity Budget

2 tutors
30 weeks (15 weeks per semester Fall 2019, Spring 2020)
10 hours/week/tutor (20 hours total)
\$15.00/ hour
Total salary: \$9000

Paper, photocopying, and supplies \$750 (assessments, advertisement of services, handouts, etc.)

Total budget: \$9750

Project/Activity Budget Additional Documents

Project Assessment

The effectiveness of the History peer tutor will be assessed by pre- and post- participation surveys given to students enrolled in History 300 that will assess skills gained in writing and citations. Feedback from enrolled students and History majors who use these services will be solicited through surveys submitted at the end of each semester. These evaluations will be compiled and reviewed by the student worker and faculty teaching History 300. Faculty will also provide individual feedback to the student worker. Students enrolled in History 300 and all History majors will be informed that their student fees are used to fund this tutor.

Project Assessment Additional Documents

Sources of Project Support

MSFT is the only source of support for this project.

Sources of Project Support Additional Documents

Accounting String to Fund Any Overage Above MSFT Award

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Fiscal Management:

Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases, transfers of funds, and all transactions related to approved projects

Please review MSFT web page for information about the fund and its objectives before submitting your application.

▼ AVP/Dean Review

- I recommend approval of the MSFT Funds Request described on this page
- I DO NOT recommend approval of the MSFT Funds Request described on this page

Comments

Not sure if this is an appropriate proposal for MSFT

 Vandana Kohli Jan 30 2019