

## Institute for Course (Re)Design

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
College \_\_\_\_\_ Department \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

### Criteria:

Summer Salary will be awarded once the following criteria is completed on the last day of the institute:

- Participate each day of the face-to-face Institute at CETL - May 13, 14 & 15 2019 from 8:00-5:00
- Submission of a final reflection (prompts will be provided) - due June 7, 2019 @ 11:59 pm
  - Development and submission of artifacts (templates and prompts will be provided) due by end of the Institute to include but not limited to:
    - A current and an updated course syllabus (with course goals and objectives),
    - A semester-long course planning document (showing alignment between objectives and assessment/assignments),
    - One assessment or assignment with corresponding rubric or grading criteria

I understand that participation in this training will impact the limits of my workload.

I understand that I must print, fill out, and obtain necessary signatures for this cover sheet and upload as one PDF to the application website.

\_\_\_\_\_

Applicant Signature  
*Print form for signature*

\_\_\_\_\_

Date

I approve this Full-time faculty member's participation in the Institute and have verified that participating in this training will impact the limits of their workload.

\_\_\_\_\_

Supervisor/Chair/Dean (print)

\_\_\_\_\_

Supervisor/Chair/Dean (sign)

\_\_\_\_\_

Date