

**RFP for the UCF Summer Faculty Development Conference 2018
“Transforming Teaching”**

Monday through Thursday

May 7-10, 2017

8am - 5 pm

Internship Track Proposals

Experiential Learning

300 CSEL

Fax: 407-823-1001

Amy.Zeh@ucf.edu

Proposals are due 5 pm, Monday, February 26, 2018. Participants will be notified of the status of their proposals **by March 16, 2018.**

The Summer Faculty Development Conference is a four-day event in which faculty participants attend workshop sessions and are provided with time to develop individual projects. Experiential Learning will provide \$800/person grants for faculty who complete all requirements for internship projects.

Participants will be expected to attend the entire conference (Monday through Thursday, May 7-10, from 8 am – 5 pm) to receive payment. Those who cannot attend all sessions on all four days are welcome to participate in as much of the conference as they are able but will not be eligible for a full stipend. This includes those who must miss to complete other university business.

Faculty members from all colleges are invited to apply for the Internship Track of the Summer Conference. Proposals can address, but are not limited to, transforming existing internship course syllabi, creating new internship course syllabi, assessing the impact of internship experience on students or curriculum content, as well as developing a research project concerning internships. Please consider exploring the conference theme: “Transforming Teaching.”

Faculty members will receive support from staff in the following offices: Course Development & Web Services, Diversity and Inclusion, UCF Global, Experiential Learning, Faculty Center for Teaching and Learning, the Center for Success of Women Faculty, Writing across the Curriculum, Library, Quality Enhancement Plan, and Instructional Resources. All will support exploration of teaching techniques and student participation activities that have proven effective in teaching these topics with multimedia or web supports, as well as in large or small class settings.

Please indicate all that apply for the 2018 Summer Faculty Development Conference:

Internships:

- Creating a new internship course
- Transforming an existing internship course
- Assessment of impact on student learning
- Assessment of impact on the community
- Strengthening curriculum
- Developing a research project
- Implementing technology in an internship course
- Other _____

All applications will be evaluated by the Faculty Center Advisory Committee using the following criteria, with priority given to themes relating to the conference foci.

- Quality/clarity of project
- Completeness of project proposal
- Viability of project
- Benefit to university in terms of quality and productivity
- Specific plans for accountability of outcomes
- Completion of previous conference final reports (if applicable)

- Participants who cannot attend all sessions on all four days are welcome to participate in as much of the conference as they wish. They will not be eligible for a full stipend. This includes those who must miss to complete other university business.
- Final decisions will be provided to all applicants **by March 16, 2018**.

Participants must submit a post implementation report to their track sponsor, which is due January 31, 2019.

If the Internship Track is not for you and your colleagues at this time, apply to your area of interest by 5 p.m., **Monday, February 26, 2018**.

Office of Diversity Initiatives	http://www.diversity.ucf.edu
Center for Success of Women Faculty	http://womens.research.ucf.edu/
Faculty Center for Teaching and Learning	http://www.fctl.ucf.edu/Events/SummerConference/
Quality Enhancement Plan (QEP)	http://undergrad.ucf.edu/qep/
Interdisciplinary & International Studies	http://www.international.ucf.edu/ois
Internship and Service-Learning	http://www.explearning.ucf.edu
Writing across the Curriculum	http://wac.cah.ucf.edu

For questions about the internship track, please contact Amy Zeh at (407) 823-4395.

The Internship proposal follows this page.



**Participant Payment Information/Authorization Form
Internship Track Participants**

Please return completed form to: Experiential Learning, 300 CSEL
Intercampus Mail Code +1700 Phone No. 407-823-4395 Fax No. 407-823-1001
or email Amy.Zeh@ucf.edu

UCF employees with 12 month appointments are not eligible for the stipend, but we still encourage you to participate in the conference and/or submit an RFP. Please complete the requested information to select your payment as either a direct deposit or a departmental transfer for your participation in the following event:

2018 Summer Faculty Development Conf. May 7-10, 2018

Event Name Date

PARTICIPANT NAME	DEPARTMENT	CAMPUS
EMAIL ADDRESS	PHONE	PID#

I am a **12 MONTH staff/A&P/Faculty EMPLOYEE** and therefore per university policy, I will **NOT** receive payment.

Participant Signature

Date

I would like **PAYROLL DIRECT DEPOSIT**

Employee ID # _____

Amount \$ _____

Participant Signature

Date

I would like **DEPARTMENTAL TRANSFER**. *I understand that monies deposited to department accounts are subject to department spending policies.*

Participant Signature

Date

Amount

Chair Approval Information

Yes, I approve this transfer to my department's account number _____

The department contact person is _____ Phone _____

Chair Name (Print)

Chair Signature

Date

Please submit a separate payment form for each team member.

Proposed Project Information

Name	Email

1. Brief description of project (course, program, research, or scholarship):
2. List specific goals aligned to specific outcomes for the project:
3. Describe the changes in your methodology (current and proposed practices):
4. Describe your assessment plan for the project (matrixes, rubrics, other documentation)