

STEM TEACH IV

HIGHER EDUCATION INSTITUTION PROPOSAL TO OFFER WORKSHOP(S)

Proposal Deadline: October 18, 2019



Name of Institution(s)

is/are proposing the following workshops for participation in the STEM Teach IV program. Use additional forms to propose workshops in separate discipline areas.

DIRECTIONS: Complete the following table for each STEM discipline area for which your institution is proposing workshops. Refer to the STEM Teach IV Request for Proposals for additional instructions and guidelines.

STEM Discipline Area: (one discipline area per form)												
Directions:		Mark at least ONE semester in which each workshop will be offered. Indicate additional semesters if the workshop may be offered repeatedly.						Indicate the grade level(s) for whom this workshop is designed.			Indicate the costs for each workshop. *Please note proposal maximum amounts.	
Workshop Title & Description	# of Hours	Spring 2020	Summer I 2020	Summer II 2020	Fall 2020	Spring 2021	Summer I 2021	Elementary	Middle Grades	High School	Total workshop cost per student	Total materials cost per workshop
Title of Workshop:												
Description of Workshop:												
Title of Workshop:												
Description of Workshop:												
Title of Workshop:												
Description of Workshop:												

REQUIRED INSTRUCTOR INFORMATION FOR SPRING 2020 WORKSHOP(S):

Instructor Name:	Email Address:
Workshop Title:	
Position:	Highest Level of Degree:
Department:	Phone number:
Instructor Name:	Email Address:
Workshop Title:	
Position:	Highest Level of Degree:
Department:	Phone number:
Instructor Name:	Email Address:
Workshop Title:	
Position:	Highest Level of Degree:
Department:	Phone number:

REQUIRED ATTACHMENTS FOR EACH SPRING 2020 WORKSHOP:

- 1) Official workshop description – one paragraph that clearly describes the content for the workshop including any prerequisites and information that teachers should know upon registration
- 2) Workshop syllabus that includes contact information for instructor and when the workshop will be offered (dates and times)

Note: Instructor and workshop specific information for subsequent workshop offerings will be collected the semester prior to when each workshop will be offered.

COST PROPOSALS:*Proposed Cost for Workshop**

A maximum amount of \$15 per hour/per student may be proposed for each workshop. No additional costs or fees may be charged to students above the workshop amount. Workshops must have a minimum of 10 participants and/or a maximum of 25 participants to be offered. Workshops may be duplicated in various semesters.

Proposed Cost for Class Materials/Lab Fees/Books

A maximum amount of \$500 may be proposed for workshops up to 15 hours and \$1,000 for 16-30 hours. Institutions may use these funds for class materials such as books, copies, lab fees, food and non-alcoholic beverages.

REQUIRED APPROVALS FOR STEM TEACH IV WORKSHOP PROPOSALS:

Department Chair

Print Name	Title
Signature	Date

Dean

Print Name	Title
Signature	Date

Provost

Print Name	Title
Signature	Date

COMPLETED FORM(S) AND ATTACHMENTS FOR SPRING 2020 MUST BE SUBMITTED BY THE CAMPUS LIAISON NO LATER THAN OCTOBER 18, 2019 TO TRISH WLODARCZYK, wlodarczykt@uindy.edu

Campus Liaison Name:	
Campus Liaison Email Address:	Campus Liaison Phone: