

LEAD TEAM GRANT APPLICATION 2007-08

*The UGGS/GTP Lead Team Grant provides up to \$166 to each team for workshop expenses.
 All teams must complete an application, even if not requesting funds;
 if not all funds are requested, the remaining funds will be distributed according to need.*

A completed application must include:

1. This application (both pages with all information filled out) – electronic forms preferred
2. UGGS Funds Budget Allocation Form – this form also serves as your team’s budget

Submit all materials to the GTP lead coordinators (gtpleads@colorado.edu, ATLAS 201)

APPLICATION DEADLINE: December 14, 2007

Team Name: The Humanatees

Team Members:

1. Name: Jennifer Armstrong Department: English
2. Name: John Leffel Department: English
3. Name: Marream Krollos Department: English – Creative Writing
4. Name: Jason Hanna Department: Philosophy
5. Name: Julia Echternach Department: Undergraduate Academy
6. Name: Chelsea Bridges Department: Undergraduate Academy

Handwritten notes:
 I would like to see
 the names of the
 members of the
 team.

Title of Workshop: Facing Our Fears: Engaging Technology in the Humanities Classroom

Day and Date of Workshop: Monday, February 18th, 2008 (tentative) Time: 1:00-2:30 p.m.

Location: ATLAS 200 Presenters: Mary Klages, English; a professor from Religious Studies

Person submitting application: Jennifer Armstrong Email: Jennifer.Armstrong@colorado.edu

Handwritten note: Greg Johnson?

Handwritten note: MW

APPLICATION QUESTIONS

Complete these questions with as much specific information about your proposed workshop as possible.

1. Purpose/Goals of workshop:

Handwritten notes:
 → emailed team re: ATLAS 200 ec
 time conflict
 MW

Our goal is to help graduate teachers integrate technology into their course design. We will also acquaint graduate teachers with CULearn and other resources available through the university. Potential topics include online discussions of novels in a literature course and good and bad uses of PowerPoint.

2. Description of workshop:

Our workshop will consist of a two-person panel (an English professor and a Religious Studies professor) who will speak about how they have used technology in their courses. After a brief introduction of the topic, during which our team will discuss how technology can benefit humanities instructors, each panelist will hold the floor for 15-20 minutes, explaining and demonstrating their uses of technology. After these presentations, there will be a 15-minute question-and-answer session.

3. List four ways your team will promote your workshop:

We will post fliers around campus, especially in the humanities buildings and graduate teacher offices; e-mail graduate students and faculty in our respective departments; send the information to non-humanities Leads so that they can encourage students in their departments to attend; and possibly post the workshop on the GTP website and/or announce the ~~workshop in the Student Buff Bulletin.~~

4. How will your workshop benefit graduate student teachers?

Humanities teachers have a reputation for being less comfortable with technology than their counterparts in other departments. We hope to make teachers more comfortable bringing technology into their classrooms. Technology may help teachers reach out to students with different learning styles. Attendees should leave with some specific ideas of how to use technology in their courses.

5. How is your workshop interdisciplinary (within your team)?

Our panelists will come from different fields, and the examples they provide needn't be topical.

6. How will your workshop reach all four Kolb learning styles?

AE – the panelists will demonstrate *how* they use technology; attendees will be given time to question the panelists

CE – attendees will share stories about their experiences with technology thus far

RO – just after the introduction, attendees will talk in small groups about ways they use technology or reasons they don't

AC – experts will be speaking; also, there will be time at the end to formulate a plan for including technology in course design

7. How does your workshop take a new or innovative approach to improving teaching and/or meet a pressing need of postsecondary teaching and learning?

We want to bring humanities classrooms into the 21st century by incorporating cutting-edge technology. We also hope to promote the idea that technology can be truly useful, not a time-waster or a way to entertain technology-savvy students.

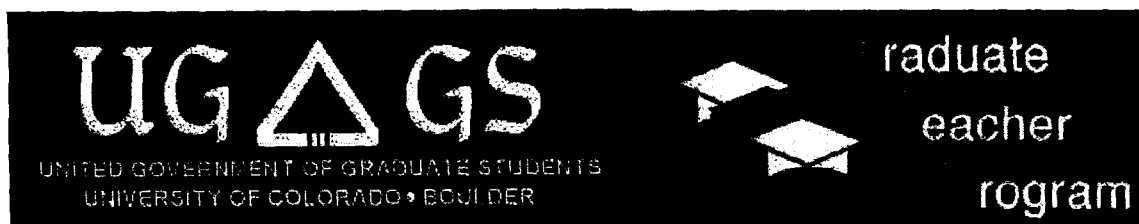
8. How will you assess how well your goals have been met?

We will have attendees fill out G.T.P. feedback forms, but we will also include a couple of specific questions about our workshop.

9. Attach the UGGS Funds Budget Allocation Form for your workshop, indicating UGGS and any department matching funds.

John Leffel has filled out this form and handed it in to the G.T.P. office

Further Instructions:



— Please submit with application form —

K.3 UGGS Funds Budget Allocation Form

Instructions:

1. This form is to be completed by a delegated team member. This person will be the "authorized signer" on this form, and will be the responsible party for submitting it in conjunction with the Lead Team Grant application. This person will also be the contact for UGGS if we need to contact your team for any reason, and will be responsible for making arrangements with the Student Organization's Finance Office (SOFO) office to pay for your necessary supplies.
2. Upon filling out this form and turning it in with your application to the GTP Lead Coordinators, UGGS will obtain these funds and we will use your budget to complete our necessary paperwork to ensure this allocated amount is available to you.
3. After this form and your application are submitted, have the authorized signer visit the SOFO office **two weeks prior** to your event date to receive the funds necessary to support your event.
4. If your group pays for items before receiving UGGS money (through SOFO), the authorized signer on this form is responsible for paying for those items, signing receipts if those items are paid by debt/credit (preferred), and for saving all **ORIGINAL receipts** to be submitted for reimbursement.
5. If you do pay for items in advance and do *not* save **ORIGINAL receipts** or follow the above instructions, there is *no guarantee* that you will be reimbursed for money spent.
6. If you have questions or need assistance with this process at any time, please contact the UGGS office no less than one (1) week prior to your event at (303) 492-5068, uggsinfo@colorado.edu, or stop by our office at UMC 123.
7. After the event, complete the "actual expenses" column on the budget sheet and submit with the report.

Name of Team: Humanities
 Title of Workshop: tba (using technology in the Humanities classroom)
 Authorized Signer Name (print): John Leffel ; Jennifer Armstrong
 Telephone: 646.594.0569 Email: John.Leffel@colorado.edu

Do you anticipate funding from other sources: yes no
 If yes, specify source: _____

Total amount requested (from other side): \$ 152.00

<p>GTP use only: Funding has been approved in the amount of \$ _____ Comments:</p>

<p>UGGS use only: Funding authorization signature: _____ Date: _____</p>
--

Team Activity Report Form
(to be submitted one week following the team workshop)

Team Name: Humanatees

Team Members:

NAME	DEPARTMENT
Jennifer Armstrong	English
Marream Krillos	English
John Leffel	English
Jason Hanna	philosophy
Chelsea Bridges	Humanities
Julia Echternach	Humanities

Title of Workshop: Facing up to our Fears: Engaging Technology in the Humanities Classroom.
 Day and Date of Workshop: Feb 22, 08 Time: 2:00

Location: Hum 250 Presenters: Mary Klages, Greg Johnson

1. Purpose/Goals of workshop:
2. Description of workshop:
3. List the ways your team promoted the workshop:
4. How did your workshop benefit graduate student teachers?
5. How was your workshop interdisciplinary (within your team)?
6. How did your workshop reach all four Kolb learning styles?
7. How did your workshop take a new or innovative approach to improving teaching and/or meet a pressing need of postsecondary teaching and learning?
8. How did you assess how well your goals have been met?

Next page

1. Purpose of workshop:

The purpose of our workshop was to familiarize and inform instructors teaching in the humanities on how to more effectively use technology in their classrooms. Our goal was to leave them with a sense of how technology could aid them in helping their students better understand the material and participate in the classroom.

2. Description of workshop:

The workshop consisted of two presenters, Mary Klages and Greg Johnson, who described how they use technology to make the classroom environment more engaging and interactive. Mary Klages showed how her thorough lecture notes posted on her class website gives her the opportunity to make the actual time spent in the classroom more geared towards the needs of her students by giving her the time to field questions and interact in class rather than lecture. Greg Johnson explained how the articles that he asks his students to look up on line give his students a chance to see for themselves how class material is ever present and a part of the world around them.

3. The ways the team promoted the workshop:

Our team promoted the workshop by word of mouth in our departments, flyers, and email correspondence within the departments.

4. How did you workshop benefit the graduate student teachers?

We hope that it benefited the teachers by making them aware that the use of technology in the classroom could give them new ways to teach the material that would otherwise be unavailable to them.

5. How was the workshop interdisciplinary?

The workshop was interdisciplinary because the presenters were from two different areas of the humanities field. Klages teaches English and Johnson teaches Religion. The methods the presenters discussed were applicable to any humanities classroom.

6. How did the workshop reach the Kolb learning styles?

The workshop reached the different learning styles because there was a lecture, a visual presentation, and a question answer period.

7. How did the workshop take an innovative approach to improving teaching?

The workshop was innovative in that the subject matter was very current and relevant to today's graduate teachers. Technology in the classroom is a topic that would not have been as significant to instructors ten years ago. Today technology is a part of our students' day to day lives.

8. How did you asses how well your goals were met?

The group discussed the workshop afterwards. In terms of attendance we were happy with the turn out and so were comfortable with how well we had promoted the workshop. Everybody that did attend seemed engaged, and the two presenters did an excellent job of explaining to the group how they employed technology to suit their needs in class.

9. Attach a budget report for your workshop, indicating UGGS and department funds and expense types and amounts.

John

10. Submit flyer, agenda, and handouts that were used.

Julia Jason

ONLY TO GTP:

11. Submit the sign-in sheets (each lead should keep a copy for discipline-specific attendance records).

Jason

12. Submit a copy of the evaluation sheets (every team member should look these over).

13. Submit the videotape of the workshop.

*Jason
Aelsea*

Sign-In Sheet

	<u>Name</u>	<u>Gender</u>	<u>Year</u>	<u>Department</u>	<u>SID</u>
	Clarissa Casso	F	2	ENGL	810-68-6255
	Alicia Higginbotham	F	1	ENGL	257-67-0298(SS#)
	Erin Kingsley	F	1	Engl	830-17-0077
	John Lettler	M	3	Engl	810 13 7396
	Scott Hagele	M	1	ENGL	277-82-7353(SS#)
	ALEX WEDEMEYER	M	1	ENGL	81084015701
	PJ Bennett	M		GTP	
Dept. Credit →	Amandine Catala	F	2	PHIL	810-69-0111
	Jasm Hanna ^{Hanna}	M	5	PHIL	810 434 708
	Lisa Scott	F	1	RLST	810-82-9418
	Robert Eschbach	M	1	RLST	?
	Allison Smith	F	1	RLST	?
	Innemann Galena		3	RLST	810-58-1957
	Mary Cate Singold		1	ENGL	810839184
	Debbie Killingsworth		1	ENGL	810-83-1085
	Chelsea Bridges		3	ENG.	
	Jennifer Armstrong		5	English	810-544-8074

University of Colorado at Boulder
Graduate Teacher Program
Graduate School

Workshop Title: Engaging Technology

Date: 1/22/08

in the Humanities Classroom

Feedback Form

1. Please circle a number to indicate how you rate the workshop/session overall.

POOR		GOOD		EXCELLENT	
1	2	3	4	5	6

2. Please circle a number to indicate how you rate the presenter(s).

POOR		GOOD		EXCELLENT	
1	2	3	4	5	6

3. What was the most helpful part of this workshop/session?

hearing professors defend the use of technology in the classroom

4. What was the least helpful part of this workshop/session?

more discussion would be good

5. What teaching or other behaviors do you plan to improve due to this workshop/session?

I like substituting lecture with more discussion

6. Would you recommend this workshop/session to a friend? Why or why not?

Yes, by using technology in class

7. Please give us suggestions for topics you would like to see presented or faculty whom you think would be able to give outstanding workshops/sessions for the GTP.

University of Colorado at Boulder
Graduate Teacher Program
Graduate School

Workshop Title: Engaging Tech. in the HUMN Classroom Date: 02/22/08

Feedback Form

1. Please circle a number to indicate how you rate the workshop/session overall.

POOR		GOOD		EXCELLENT	
1	2	3	4	5	6

2. Please circle a number to indicate how you rate the presenter(s).

POOR		GOOD		EXCELLENT	
1	2	3	4	5	6

3. What was the most helpful part of this workshop/session?

Klages' presentation was excellent!

4. What was the least helpful part of this workshop/session?

I think the 2nd presentation needed work, but the govt. repository info was helpful.

5. What teaching or other behaviors do you plan to improve due to this workshop/session?

Perhaps post my lecture notes online.

6. Would you recommend this workshop/session to a friend? Why or why not?

Maybe.

7. Please give us suggestions for topics you would like to see presented or faculty whom you think would be able to give outstanding workshops/sessions for the GTP.

University of Colorado at Boulder
Graduate Teacher Program
Graduate School

Workshop Title: Using Technology in the Classroom Date: 2/22/08

Feedback Form

1. Please circle a number to indicate how you rate the workshop/session overall.

POOR		GOOD		EXCELLENT	
1	2	3	4	5	6

2. Please circle a number to indicate how you rate the presenter(s).

POOR		GOOD		EXCELLENT	
1	2	3	4	5	6

3. What was the most helpful part of this workshop/session?

Getting concrete pluses & negatives of tech in classroom

4. What was the least helpful part of this workshop/session?

5. What teaching or other behaviors do you plan to improve due to this workshop/session?

More critical thinking re tech/texts of all medias

6. Would you recommend this workshop/session to a friend? Why or why not?

Yes - useful & engaging!

7. Please give us suggestions for topics you would like to see presented or faculty whom you think would be able to give outstanding workshops/sessions for the GTP.

University of Colorado at Boulder
Graduate Teacher Program
Graduate School

Workshop Title: Engaging Technology Date: 2/22/08

Feedback Form

1. Please circle a number to indicate how you rate the workshop/session overall.

POOR		GOOD		EXCELLENT	
1	2	3	4	5	6

2. Please circle a number to indicate how you rate the presenter(s).

POOR		GOOD		EXCELLENT	
1	2	3	4	5	6

3. What was the most helpful part of this workshop/session?

The fact that both speaker
focised on teaching and kept it
simple

4. What was the least helpful part of this workshop/session?

5. What teaching or other behaviors do you plan to improve due to this workshop/session?

6. Would you recommend this workshop/session to a friend? Why or why not?

7. Please give us suggestions for topics you would like to see presented or faculty whom you think would be able to give outstanding workshops/sessions for the GTP.

University of Colorado at Boulder
Graduate Teacher Program
Graduate School

Workshop Title: Technology in the Humanities Classroom Date: 2/22/08

Feedback Form

1. Please circle a number to indicate how you rate the workshop/session overall.

POOR		GOOD		EXCELLENT	
1	2	3	4	5	6

2. Please circle a number to indicate how you rate the presenter(s).

POOR		GOOD		EXCELLENT	
1	2	3	4	5	6

3. What was the most helpful part of this workshop/session?

Mary Klages's e-syllabus and linked lecture notes

4. What was the least helpful part of this workshop/session?

Not a lot of practical examples; it would have been nice to see a speaker who runs a highly-engaged techno-classroom.

5. What teaching or other behaviors do you plan to improve due to this workshop/session?

I definitely want to create a website for my class next semester.

6. Would you recommend this workshop/session to a friend? Why or why not?

It was okay, but could definitely have done more.

7. Please give us suggestions for topics you would like to see presented or faculty whom you think would be able to give outstanding workshops/sessions for the GTP.

perhaps a whole presentation on "reading" or "interpreting" visual and/or digital media.

University of Colorado at Boulder
Graduate Teacher Program
Graduate School

Workshop Title: Facing your fears
tech in the classroom

Date: 2/22

Feedback Form

1. Please circle a number to indicate how you rate the workshop/session overall.

POOR		GOOD		EXCELLENT	
1	2	3	4	5	6

2. Please circle a number to indicate how you rate the presenter(s).

POOR		GOOD		EXCELLENT	
1	2	3	4	5	6

3. What was the most helpful part of this workshop/session?

new perspectives on how to use technology -
the idea of using classroom time only for interaction

4. What was the least helpful part of this workshop/session?

questions - but that's not the fault after the workshop

5. What teaching or other behaviors do you plan to improve due to this workshop/session?

See #3 (+ posting notes for lecture)

6. Would you recommend this workshop/session to a friend? Why or why not?

YES - I thought I had this tech thing down,
but there's always more to learn

7. Please give us suggestions for topics you would like to see presented or faculty whom you think would be able to give outstanding workshops/sessions for the GTP.

University of Colorado at Boulder
Graduate Teacher Program
Graduate School

Workshop Title: Using technology in the classroom Date: 2/22/08

Feedback Form

1. Please circle a number to indicate how you rate the workshop/session overall.

POOR		GOOD		EXCELLENT	
1	2	3	4	5	6

2. Please circle a number to indicate how you rate the presenter(s).

POOR		GOOD		EXCELLENT	
1	2	3	4	5	6

3. What was the most helpful part of this workshop/session?

4. What was the least helpful part of this workshop/session?

5. What teaching or other behaviors do you plan to improve due to this workshop/session?

6. Would you recommend this workshop/session to a friend? Why or why not?

7. Please give us suggestions for topics you would like to see presented or faculty whom you think would be able to give outstanding workshops/sessions for the GTP.

*Tell us how to use technology in the classroom (available resources)
not just what we should use it.*

PURCHASING AGREEMENT

Purchasing goods and services through SOFO using Affiliated Student Group accounts involves many steps. Please contact SOFO BEFORE you make any purchasing arrangements.

SOFO staff will complete departmental purchase orders (DPOs) for goods and services that are \$4500 or less. These DPOs can be completed in a few minutes provided the vendor is already in the Procurement Services system. New vendors take several days to set up. For purchase over \$4500, a formal purchase request with product specification must be made to SOFO staff. Please allow a minimum of four weeks for these purchases to be completed. Once a purchase order is completed, it is your responsibility to return, *within seven days of the purchase*, the dated, itemized invoice to SOFO for payment.

ACARD purchases are credit card purchases that SOFO can make for you. They are made by contacting the vendor on-line or by phone. Once the purchase is made, it is your responsibility to return the invoice/receipt to SOFO for payment within seven days of the purchase. Please request a fax invoice/receipt for phone orders. The invoice/receipt must be dated and itemized. Please sign below, once you have read these terms.

I, (please print) John Leffel agree to turn in any invoice or receipt to SOFO within seven days of any purchase. Failure to do so will result in my not being able to make further purchases until the receipt or invoice is received.
My phone number is 646.594.0569

PO# _____ ACARD _____
Date 2/19/08 Amount 126⁵⁰ Account code SS0300
Vendor Name UCGS - GTP "Humanatras"
Student Organization Name Half Fast Subs
ST: _____ FD: _____ Org: _____ Prog: _____
Type of Expen food for GTP Event
Ordered John Leffel
Approved by: [Signature]
White Copy - Lisa Canary - Student Signer Pink Copy - Account File



Purchase Order

University of Colorado
 Procurement Service Ctr, Purchasing
 PO Box 173364 - Campus Box 116
 Denver, CO 80217-3364

Vendor: 0000011982

Half Fast Inc dba
 Half Fast Subs On The Hill
 1215 13Th St
 Boulder, CO 80302

P.O.#	Dispatch Date	Page
0000324759	02/19/2008	1 of 1
Payment Terms:	Freight Terms:	Ship Via:
Due Now	FOB DT PPA	UPS - Regular Serv
Bill To:		
University of Colorado Procurement Service Ctr, Accounts Payable PO Box 173364 - Campus Box 119 Denver, CO 80217-3364 303/315-2846		
Ship To:		
University of Colorado University Memorial Ctr Rm 231 Student Finance 1669 Euclid Ave Campus Box 207 Boulder, CO 80309-0207		
Unit Price	Total Line Price	Due Date

Line	Qty	UOM	Description	Unit Price	Total Line Price	Due Date
1	1.00	EA	food for group event	126.50	126.50	02/19/2008
Total Amount					126.50	

This order CANNOT exceed \$4500

1. All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order # 2. Overshipments will not be accepted

Authorized Signature