**Brock Experiences for Transformational Learning**

***Application to Become a Brock Fellow***

Applicants for the Brock Fellowship must prepare a proposal according to the following guidelines and complete the signature page. Please know that the Office of Brock Experiences does not expect the proposed course to be completely developed at the time of application. Instead, the application will be judged on its potential to fulfill the aims of the Brock Experiences Program, the potential to fulfill the student learning outcomes of the curriculum, and on the feasibility of the proposal.

A completed application for a Brock Fellowship must be received by the Office of Brock Experiences for Transformational Learning by October 1. Since this application must have prior approval by the appropriate department chair and dean, the applicant must provide the chair and dean with copies of the proposal well in advance of the deadline (at least 7 working days prior to the application deadline) Applicants will be notified before the end of the Fall semester whether they have been awarded a Fellowship.

**Basic Information**

|  |  |  |
| --- | --- | --- |
| Name of Faculty Lead: |       |  |
| Civic Issue of Proposed Course: |       |  |
| Location of Proposed Course: |       |  |
| Contact Information (email and phone): |       |  |

Names and disciplines/areas of proposed team members (if known):

|  |
| --- |
|       |
|       |
|       |
|       |

Checklist of required items:

* Narrative description of program (See form below)
* Proposed budget (See form below)
* Faculty lead signature sheet
* Team member signature sheet (one per team member)

**Brock Experiences for Transformational Learning**

***Narrative Description of Program***

***(750-1000 words total)***

**Important, unresolved civic issue:** A Brock Experience should introduce students to a complex civic issue in the United States that features a variety of viewpoints and which will require a holistic approach for resolution. The civic issue can be placed in a historical context but should be oriented towards progress for the future. Brock Experiences should be designed to support the development of citizen leaders for the common good and should reflect an exploration of civic issues related to this mission. This civic issue should be framed as a question for which students will explore a variety of potential answers.

|  |
| --- |
|       |

**Student-centered, place-based approach:** Brock fellows will demonstrate a strong commitment to a student-centered approach to learning that prioritizes the student as learner, knower, and investigator. Traditional content delivery models based on lectures will not satisfy the aims of a Brock Experiences. Likewise, a place-based approach should be demonstrated which outlines why a particular location is not only helpful for student learning but invaluable for understanding of the particular civic issue in question. The issue should be the primary focus but the location should illuminate the issue at hand. Applicants should also discuss the feasibility of teaching the course in the place selected. How familiar or experienced is the applicant with the place selected? If the applicant is unfamiliar with the place selected, what steps would the applicant take to determine the feasibility of the place for teaching a Brock experience course?

|  |
| --- |
|       |

**Integrative or interdisciplinary focus:** Successful applicants will demonstrate how the complexity of their chosen civic issue requires students to explore the issue through a variety of disciplinary lenses and make connections between those disciplines. What specific disciplinary lenses or connections will be explored through the course? In what ways might a team approach be helpful, or even essential, to exploring the civic issue?

|  |
| --- |
|       |

**Brock Experiences for Transformational Learning**

***Departmental Needs***

***(150-200 words total)***

**This section should be completed only after discussion with your department chair.**

**Course Reassignment** – Each Faculty Fellow receives some course reassigned time for each of the Brock Fellowship semesters. Address specifically how the discipline might cover the faculty member’s responsibilities during the Brock fellowship. The applicant should address which courses he/she will continue to teach during the fellowship, and which courses will need to be reassigned or replaced.

|  |
| --- |
|       |

**Faculty Replacement** – The Brock Endowment for Transformational Learning has funding for coverage of a Fellow’s absence from the classroom while developing a Brock Experience course. The Endowment envisions a wide range of course coverage that could include adjunct pay or a full-time replacement. This individual should not just be a “substitute teacher,” but an individual who has the potential to enhance the learning experience of current Longwood students and contribute to the faculty. What type of faculty replacement would best suit the needs of the discipline and enhance the learning experiences of current Longwood students? To what extent might a faculty replacement also contribute to the teaching of the Civitae Core Curriculum?

|  |
| --- |
|       |

**Brock Experiences for Transformational Learning**

***Proposed Budget***

Use the worksheet below to submit an estimated budget for the proposed mature Brock Experience. It is important to remember that these numbers will be estimates and are not considered final. They should, however, be well-researched and informed rather than speculative. When possible, numbers should be rounded up to the nearest whole number.

|  |  |  |
| --- | --- | --- |
| **Number of Team Members** |       |  |
| **Number of Students** |       |  |
|  |
| The first section of this budget form will help calculate the total cost of the program, regardless of funding sources. If information does not align with the provided categories, include it in the miscellaneous section for consideration.  |
| **Travel to/from Location** |
|  | Faculty/Staff airfare | **Per person** | \* | **Team members** | **=** | **Total** |
|  |  | $      |  |       |  | $      |
|  |
|  | Mileage to/from airport ($.50/mile) | **Miles** | **\*** | **Rate** | **\*** | **Team members** | **=** | **Total** |
|  |  |       |  | $.50 |  |       |  | $      |
|  |
|  | Baggage fees | **Per person** | \* | **Team members** | **=** | **Tota**l |
|  |  | $      |  |       |  | $      |
|  |
|  | Airport parking | **Per person** | \* | **Team members** | **=** | **Total** |
|  |  | $      |  |       |  | $      |
|  |
| **Travel in Location** |
|  | Rental cars (assumes 8 to a car) | **Per car** | **\*** | **# of Cars** | **=** | **Total** |
|  |  | $      |  |       |  | $      |
|  |
|  | Public transportation | **Per person** | **\*** | **People** | **=** | **Total** |
|  |  | $      |  |       |  | $      |
|  |
|  | **Total from travel** |
|  | $      |
|  |
| **Lodging** |
|  | Faculty/Staff (assuming sharing) | **Per room** | **\*** | **Nights** | **\*** | **Team members/2** | **=** | **Total** |
|  |  | $      |  |       |  |       |  | $      |
|  |
|  | Students (assuming quads) | **Per room** | **\*** | **Nights** | **\*** | **Students/4** | **=** | **Total** |
|  |  | $      |  |       |  |       |  | $      |
|  |
|  | **Total from lodging** |
|  | **$** |
|  |
| **Meals** |
|  | Team Meals |  | **$** |
|  |
|  | Groceries |  | **$** |
|  |  |
|  | **Total from meals** |
|  | **$** |
|  |
| **Activities and Miscellaneous** |
|  | Student scholarship support | **# of students/2** | **\*** | **Avg. schol. amount** | **=** | **Total** |
|  | (assumes half apply) |       |  | $1,000.00 |  | $      |
|  |
|  | Activities, entrance fees, etc. | **Total** |
|  |       | $      |
|  |       | $      |
|  |       | $      |
|  |       | $      |
|  |       | $      |
|  |       | $      |
|  |       | $      |
|  |       | $      |
|  |       | $      |
|  |       | $      |
|  |  |  |
|  | **Total from activities and misc.** |
|  |  | **$** |
|  |
| **Compensation** |
|  | Faculty lead |  | $      |
|  |
|  | Team members | **Instructional faculty** | \* | **Summer pay** | **=** | **Total** |
|  |  |       |  | $      |  | $      |
|  |
|  | Misc. honoraria |  | $      |
|  |
|  | **Total from compensation** |
|  |  | **$** |
|  |
| **Total from travel** | **+** | **Total from lodging** | **+** | **Total from meals** | **+** | **Total from activities** | **+** | **Total from compensation** | **=** | **Total cost of program** |
| **$** |  | **$** |  | **$** |  | **$** |  | **$** |  | **$** |

|  |
| --- |
| **Student Costs** |
| This section will help calculate the approximate total cost for the student before any scholarship support. This will help keep the total cost of the Brock Experience in mind for planning purposes. |
|  | Tuition | **Per credit hour (summer)** | **\*** | **Course credits** | **=** | **Total** |
|  | $      |       | $      |
|  |
|  | Airfare/Transportation |  | $      |
|  |
|  | Program Fee | **Total cost of program** | **/** | **Students** | **=** | **Program fee** |
|  | $      |       | $      |
|  |
| **Funding Sources** |
| This section will help determine how much budget support is needed from the University. These funds may be secured from the Brock Endowment, Academic Affairs, or other sources. If the course is approved for delivery, funds will be allocated from appropriate sources. |
|  |  | **Students** | **\*** | **Program fee** | **=** | **Total** |
|  | Program fee revenue |  |       |       | **$** |
|  | NOTE: The formula used here would represent the students program fee supporting 100% of the costs of the course. Best practice is to keep program fees under $900. If the program fee calculated to the right exceeds this amount, the maximum of $900 will be shown. |
|  |  |  |
|  | Course specific funds (i.e. Foundation accounts or fundraising) | **$** |
|  | Explain nature of funds:  |       |
|  |  |
|  | Balance needed | **Total cost of program** | **-** | **Program fee revenue** | **-** | **Course funds** | **=** | **Total** |
|  | $      | $      | $      | **$** |

**Brock Experiences for Transformational Learning**

***Signature Page – Brock Fellow Applicant***

**Commitment** – Brock Fellows are expected to develop a new student learning experience that allows students to earn academic credit through completion of a Longwood course. That creative process will usually unfold over two academic years and will involve the building of a diverse collaborative team of faculty and staff. After the first year of development, the course will be piloted with a small group of students. Then, in the second academic year, the Brock Fellow and team will revise the course for a full offering, taking into account successes and shortcomings of the pilot. In return for this investment, the Brock Endowment will support the Fellow with a course reassigned time each semester for the period of the Fellowship and an additional stipend annually. In addition, the Brock Endowment will support professional development opportunities and appropriate travel to support course development. This fellowship is a significant commitment and Brock Fellows must be dedicated to completing the entire process. Ideally, Fellows will be chosen in the fall semester to begin their fellowship in the following fall semester. If possible, they will participate in an established Brock Experience in the summer prior to the beginning of their fellowship.

***I signify that I understand the commitment necessary to create a new Brock Experience and that I pledge to uphold the expectations of the program.***

Signature (Applicant): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**Department chair and Dean support** – Since the Brock Fellowship will necessarily impact the Fellow’s home department, each applicant must obtain the support of his/her Department Chair and Dean. In exchange for supporting the Brock Fellow, the home department will receive appropriate resources to cover the Brock Fellow’s teaching responsibilities of the Fellowship experience.

 ***I signify that I have reviewed the proposed plan for departmental support for this Brock Fellow and feel that, to the best of my knowledge, it is accurate, complete, and reasonable to fulfill the responsibilities of this Fellow in his/her reassignment.***

|  |  |  |
| --- | --- | --- |
| Signature (Chair): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ | Comments: |
|  |  |  |
| Signature (Dean): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ | Comments: |

**Brock Experiences for Transformational Learning**

***Mature Program Signature Page – Team Member***

**Commitment** – Members of Brock Experience teams will be expected to participate in all aspects of the Brock Experience as determined by the educational needs, the team’s decision-making, and the University’s priorities. Team members may be expected to travel with the Brock Experience for an extended period of time and must be willing to enforce University policy, assist in the transportation of students, deliver course content, evaluate/grade student work (where appropriate), and perform other duties necessary to the course. Team members may be asked to participate in planning meetings throughout the year for which there will be no additional compensation. Team members who are on 12-month contracts will not receive a stipend for their participation in the course but will not need to log leave time for their time away from the office. Team members who are off contract during the course or who are acting in the capacity of a faculty member will receive a teaching stipend equivalent to three credits of summer teaching.

***I signify that I understand the commitment necessary to offer a Brock Experience and that I pledge to uphold the expectations of the program.***

Signature (Applicant): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**Department Chair or Supervisor** – Since participating in a Brock Experience team may impact the employee’s home department, each team member must obtain the support of his/her Department Chair or Supervisor. If the course is offered in a summer format, the team member will be expected to work on the course during the normal, academic year. While participating in the Brock Experience, the team member will not be expected to log leave time. If a stipend is warranted (see above), that compensation will not come from the department’s budget.

 ***I signify that I have reviewed the proposed plan for departmental support for this Brock Fellow and feel that, to the best of my knowledge, it is accurate, complete, and reasonable to fulfill the responsibilities of this Fellow in his/her reassignment. Further, I feel confident in the Team Member’s contribution to this course.***

|  |  |  |
| --- | --- | --- |
| Signature (Chair): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ | Comments: |