**Brock Experiences for Transformational Learning**

***Application to Offer a Mature Brock Course***

Applicants interested in offering an already developed Brock Experience must prepare a proposal according to the following guidelines and complete the signature page. Please know that completing the application document does not guarantee that the course will be approved for inclusion in the slate of offered programs. The Brock Advisory Board will review all applications and submit recommendations to the Provost who will – in consultation with the Director and the Brock Advisory Committee – make the final decision on courses to be offered. Agreeing to offer a developed course does not obligate the University to offer the course again in the future nor does it obligate the faculty member to teach the course beyond the scope of this application. Completed applications for offering an already developed course must be received by the Office of Brock Experiences for Transformational Learning according to the following timeline:

Summer/Fall courses – October 1 of the academic year prior

Spring courses – March 1 of the academic year prior

**Basic Information**

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| Name of Faculty Lead: |       |  |
| Name of Brock Course: |       |  |
| Contact Information (email and phone): |       |  |

Names and disciplines/areas of proposed team members:

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Checklist of required items:

* Explanation of changes from previous offerings (See form on page 2)
* Proposed budget (See separate worksheet)
* Full course syllabus
* Faculty lead signature sheet
* Team member signature sheet (one per team member)

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***Explanation of Changes***

Brock Experiences are intended to be innovative courses that continually reflect the changing dynamics of civic issues as they present in the world. As such, it is expected that Brock Experience courses will continue to develop and evolve as new avenues of inquiry arise or field partnerships become available. This form provides a centralized place to gather relevant information about the updates and adjustments to a mature Brock Experience for review by the Brock Advisory Board.

NOTE: This form does not replace any of the curriculum review and update processes that may be required by the University. Refer to the Curriculum Handbook found here for appropriate steps in putting forward a significant change in the curriculum: <https://blogs.longwood.edu/curriculum/resources/>.

New or developing areas within the Brock Experience and how you plan to incorporate these new areas into the course:

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Items you plan to remove or de-emphasize to make space for the new or developing areas noted above:

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***Mature Program Signature Page – Faculty Lead***

**Commitment** – Brock Faculty Leads will be expected to offer their course according to the timeline and in the timeframe agreed upon by the lead, the Office of Brock Experiences for Transformational Learning, and Academic Affairs. If the course is offered in a summer format, the faculty lead will receive a teaching stipend equivalent to three credits of summer teaching. If the course is offered in a Fall/Spring semester format, every effort will be made to incorporate the teaching into the faculty member’s standard teaching load. If that is not possible, the faculty lead will be paid overload compensation.

***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 and Dean Support** – Since offering a Brock Experience may impact the Fellow’s home department, each applicant must obtain the support of his/her Department Chair and Dean. If the course is offered in a summer format, the faculty member will be expected to work on the course during the normal, academic year. If the course is offered in a Fall/Spring semester format, the Department Chair will attempt to incorporate the teaching into the faculty member’s standard teaching load. Where that is not possible, the faculty member will receive overload compensation which will not come from the department’s budget.

 ***I signify that I have reviewed the application for offering this Brock Experience and feel that, to the best of my knowledge, it is accurate, complete, and reasonable. Further, I feel confident in the leadership of this course.***

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| 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 unit, 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.***

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| Signature (Chair/Supervisor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_ |
| Comments: |