



Active Learning Certificate Program

Request for Proposal Spring 2021

eCampus
Center for Faculty Development
San José State University
Instructional Resource Center (IRC), 2nd Floor
One Washington Square, San José, CA 95192-0026
Active Learning Certificate Program: Request for Proposal Spring 2021

1. Summary

eCampus and the Center for Faculty Development are pleased to offer an Active Learning Certificate Program. The goal of the program is to provide professional development workshops and resources to encourage faculty to enhance the design of their courses by incorporating active learning. Topics that program participants will consider include teaching practices designed to build a sense of community, strategies to enhance student participation, methods to encourage students' reading for understanding, techniques and examples of engaged teaching, best practices for designing group work, and tips for enhancing student's meta-cognitive strategies. We invite all faculty (full, associate, assistant and adjunct professors) to submit a proposal for the program.

2. Purpose and Guiding Principles

The program builds upon the principles articulated in SJSU's Transformation 2030. Participants will explore teaching strategies and activities designed to enhance their students' academic success by increasing their engagement with their courses. Each of the modules of the program will provide support for faculty as they

- create learning environments that are more welcoming, inclusive and supportive while still being academically rigorous; and
- help students become more aware of how their own learning works and recognize study practices that will best enable them to master their course material.

3. Program Requirements

The completion of the program includes meeting the following requirements:

- Attend the online kick-off session in February and concluding session in May
- Attend additional workshops on active learning topics (online)
- Complete activities within the Canvas course
- Meet with an instructional designer
- Record and reflect on a class session that implements active learning strategies

Upon successful completion of all components, participants will receive a certificate and \$500 professional development funds.

5. Proposal

Please use the following as a guideline to develop the content for your proposal. The proposal should be submitted *online only* using the online application form available at the Active Learning Certificate Program website: <http://www.sjsu.edu/ecampus/programs/certificate/active-learning/index.html>.

I. Instructor Information

Provide basic information: name, email address, telephone number, and department.

II. Course Description

Provide details about the proposed course that will be taught during Spring 2021: title, section, description, and a copy of the syllabus. As you are participating in the program, you will try strategies and/or redesign activities in this course.

III. Qualification

Provide details about your interest in active learning.

IV. What draws you to apply for this experience?

V. What does active learning mean to you?

VI. Describe your experience (if any) being part of a Faculty Learning Community. (Note: This is not a requirement for participation in this program.)

4. Provide one goal you hope to achieve by participating in the program.

6. Program Deadlines

Proposals are due by **January 15, 2021 11:59 p.m.** *Late and incomplete proposals will not be considered.* The following table provides the timeline of events. All workshops are 1½ hours in length on Fridays from 1:30 p.m. – 3:00 p.m. Participation requires attending the kick-off session on February 7, completing online modules by March 15 and April 17, and then selecting one or more of the remaining workshops to attend.

Online Proposal Submission Due	January 15, 2021
Decision on Proposal and Notification	January 22, 2021
Start of the Program (Required)	February 5, 2021
Workshop 2	February 19, 2021
Workshop 3 (Required)	Online Module Asynchronous between March 5 - 12, 2021
Workshop 4	March 26, 2021
Workshop 5 (Required)	Online Module Asynchronous between April 9 - 16, 2021
Workshop 6 (Required)	April 30, 2021
End of the Program	May 28, 2021

Proposal reviews will begin immediately after the application deadline and continue until all proposals have been evaluated. Evaluations and notifications are expected to be completed by January 22, 2021.

7. Contract Terms

eCampus and the Center for Faculty Development will finalize contract terms upon selection. The professional development funds will be disbursed after completing the workshops, Canvas course activities, course updates, reflective activity, and meeting with an instructional designer. A certificate of completion will be awarded to all participants who complete the requirements of the program.

8. Chair's Approval

Faculty need to complete and submit a signed approval form from the chair of the department specifying details about the course and the semester in which it will be taught. The form is available on the Active Learning Certificate Program page:

<http://www.sjsu.edu/ecampus/programs/certificate/active-learning/index.html>.

Please attach it with your proposal submission.

9. Questions

For questions about the program, contact:

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