



Office of the Vice-Principal Academic and Dean

MEMORANDUM DCD #12, 2018-19

To: Chairs and Academic Directors
From: Ahmed Allahwala, Special Advisor on Experiential Education *A. Allahwala*
Date: 10 October 2019
Re: **Experiential Education Fund (2019-2022): Second Call for Proposals (Tier I only)**

With the establishment of the **Experiential Education Fund** earlier this year, the Dean has committed one-time-only funding of up to **\$100,000 per year**, for a period of three years (2019-2022), to support new and ongoing experiential learning initiatives - refer to **DCD#6**.

I am writing once again to invite your Tier I proposals for Year 1 (September 1, 2019 – August 31, 2020) from the balance of this fund. We are especially encouraging proposals for experiential pilot projects that are integrated with program curricula, and aligned with faculty teaching and research interests. Projects will be funded for one year, but requests for renewal in subsequent years may be considered alongside other applications and a report of the outcomes of the previous year(s). Applicants can submit proposals to **me**. The deadline for this funding cycle is **October 25, 2019**. If you or colleagues in your unit have any questions, please contact **me**.

Proposals will be evaluated on their intrinsic merit and the degree to which they meet UTSC's objectives within the **University of Toronto's (2017) White Paper**. All project proposals must be approved by the respective department head.

Tier I: Course-based Experiential Learning Enhancement

Up to \$2,500/year, awarded in April and October. One course can receive one grant per academic year. Requests for renewal in subsequent years may be considered alongside other applications and a report of the outcomes of the previous year(s). All UTSC faculty and instructors who teach an existing course with an experiential learning component, or wish to add an experiential learning component to their course, are encouraged to apply.

Proposals should include

- A short description of the initiative with clear articulation of its experiential learning components and objectives
- A short description of how the initiative intends to enhance student learning and/or program outcomes through experiential learning
- An estimate of the number of students who would benefit from the initiative
- A budget, including a description of how the funds will be used
- A project timeline
- Preliminary ideas of how the impact of the experiential learning initiative will be evaluated
- A supporting letter from the department head
- Tier I proposals are expected to be about 1-2 pages long.

Eligible Expenses

- Hiring casual staff for project development, coordination, and implementation. (Note that support for placement development and curricular integration is offered centrally through the Arts & Science Co-op Office and the Centre for Teaching and Learning.) Proposals requesting staff support should describe how it compliments existing staff resources on campus.
- Hiring teaching and research assistants for programming and support.
- Reimbursement of student expenses (transportation, police checks, food, etc.).
- Costs associated with student preparation for experiential learning.
- EL-related technology support.
- Honoraria for external partners.
- Project events (workshops, student conferences, community events, etc.).
- Communication and dissemination (websites, graphic design, printing, etc.).

Reporting

Grant recipients are expected to submit a report upon completion of the funding cycle. In an effort to build capacity and foster curricular and pedagogical innovation around experiential learning, grant recipients will be encouraged to share their project outcomes and learnings in a variety of formats more broadly across campus.