

Ready to Act

*Infusing Service Learning
into Teacher Preparation*

Institute Sponsors

The California State University
California Campus Compact
California Department of Education/CalServe Initiative
National Service-Learning in Teacher Education Partnership
Service Learning 2000 – Youth Service California

A Service-Learning Summer Institute
for faculty teams from
California's public and private,
two-year and four-year institutions

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Introduction

Thank you for your interest in this summer opportunity to help your school infuse service learning into teacher preparation. This application includes more information about the Ready to Act Institute, as well as directions for submitting an application to participate. Applications must be received no later than 4 p.m., Monday, May 7, 2001, at the Service Learning 2000 Center. We have tried to simplify the process for you, but if you have any questions, do not hesitate to call or e-mail.

Please note the following important elements of the application process which you might want to use as a checklist before you submit.

- We encourage you to write your Statement of Intent to Participate in direct, conversational language. Remember that this Institute is designed to support both teams that are just starting a course and teams that are intent on improving existing courses or programs. The final design of the Institute will, moreover, be shaped by the information provided by your statement.
- You must include a team application form and individual member information sheets for each member of the team. The team must include at least three people, with two members being professors, and may include as many as five people.
- Your team application form must include the signature of the department chair or dean.
- Preference will be given to teams that are able to commit to taking part in a follow-up reflection/support meeting in January 2002.
- Successful teams must agree to hold one meeting before the Institute to complete a simple self-analysis and to develop tentative goals for their Institute participation.
- Scholarship grants will include registration costs but will not cover transportation. Make sure that you check the boxes that accurately describe your institution on the application form, because scholarship funds are matched to this information.
- Scholarship grants are available for eight K-12 teachers who are collaborating with a teacher education team. Try to take advantage of this resource supported by the Department of Education/CalServe Initiative.
- Make certain that you check the resident or nonresident box for each participant.

Good luck with your application!

Institute Overview

This three-day residential Institute is intended for teacher education faculty teams of three to five participants who are intent on crafting high quality service-learning curriculum to infuse into their teacher preparation programs in the 2001-2002 academic year. Teams are strongly encouraged to include a K-12 teacher from a partnering school district.

Institute emphasis will be on creating thoughtful curriculum and effective assessment plans that are implementation ready.

Institute facilitators will include instructors with extensive experience using service learning in teacher education who are prepared to help teams improve existing courses, create a new course from scratch, and think strategically about the role of service learning in their department or college.

The Institute allocates extensive work time for team curriculum development and collaborative sharing of ideas.

Institute Cost

The Institute costs \$450 per resident participant and \$300 per nonresident. Travel costs are the responsibility of the participant. Some scholarship opportunities are available for teams from California State University and California Campus Compact member institutions. Scholarship support is also available for K-12 faculty members from the California Department of Education/CalServe Initiative.

Time and Place

The Institute will take place July 9 – July 11, 2001, at the Vallombrosa Conference Center in Menlo Park, California. The Institute begins at 9:30 a.m. on July 9 and concludes at 3 p.m. on July 11, 2001.

Timeline

- Applications due to the Service Learning 2000 Center Monday, May 7, 2001, 4 p.m.
- Teams notified of selection to attend Institute Friday, May 18, 2001
- Notification of scholarships Friday, May 18, 2001
- Registration payment due to Service Learning 2000 Center Monday, June 11, 2001

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Guidelines for Participation

Team Member Eligibility

Teams must consist of:

- Two (2) faculty/professors teaching teacher preparation courses
- Other members may include graduate students, service-learning support staff, K-12 teachers, and/or community resource people.

Note: The Institute encourages collaborative teams that might include the School of Education partnered with a K-12 school, or a university/community college team, etc.

Team Coordinator

Identify one person to serve as the lead team coordinator (this person will be the main contact liaison between the Service-Learning Summer Institute staff and the team).

Pre-Institute Commitment

- Accepted teams will agree to meet at least once before the summer Institute to complete a brief self-assessment (form will be provided upon acceptance) and to establish tentative outcome goals for the summer Institute.
- The signature of the department chair or dean must accompany the application to indicate awareness and support of the team application.

Post-Institute Commitment

Preference will be given to teams that commit to taking part in a follow-up meeting in January 2002 to assess progress and work collaboratively on implementation challenges that have emerged.

Financial Assistance/Scholarships

A limited number of registration scholarships are available to team members. Please indicate on the application the amount and type of scholarships your team is applying for.

Application

In order to apply to participate in the Institute, please:

1. Complete the application form (insert)
2. Complete the individual member information sheet for each member of the team (insert)
3. Provide a Statement of Intent to Participate and Description of Team Composition

Statement of Intent to Participate and Description of Team Composition

Please provide a narrative of no more than two pages (double-spaced, 12-point typeface) responding to the following questions:

1. Why is your team interested in participating in this summer Institute?
2. What relationships exist between the different team members (e.g., what roles do members play within the department, community, school system, etc.)?

Additionally, please indicate if your team will or will not commit to attending a follow-up meeting in January 2002.

Applications Must Be Received by 4 p.m., Monday, May 7, to Be Considered.

Mail Your Completed Team Application To:

Service Learning 2000 Center
c/o Don Hill, Director
24 East 25th Avenue, Suite #2
San Mateo, CA 94403

Questions May Be Directed To:

Don Hill, Service Learning 2000
Phone: 650-356-0288
E-mail: donhill@leland.stanford.edu
Elaine Ikeda, California Campus Compact
Phone: 415-338-3983
E-mail: ekikeda@sfsu.edu
Erika Randall, CSU Chancellor's Office
Phone: 562-951-4773
E-mail: erandall@calstate.edu

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TEAM APPLICATION FORM

Name of Institution: _____
Team Coordinator: _____
Campus Address: _____
City/State/Zip: _____
Work Telephone: _____ Fax: _____
E-mail: _____
Home Address: _____
City/State/Zip: _____
Home Telephone: _____

Institute Team Members: List names and positions of 3 (minimum) to 5 (maximum) team members.*

Name	Position/Title
_____	_____
_____	_____
_____	_____
_____	_____

*All team members must complete individual contact information forms.

Scholarships

A limited number of scholarships are available to cover the cost of resident or nonresident registration fees for team members. Please complete the following section if your team (or members of your team) is/are interested in being considered for scholarship assistance:

Please list names of team members requesting registration scholarships and the amount being requested:

1. _____
2. _____
3. _____
4. _____
5. _____

Please mark the boxes below (check all that apply) if participants on your team are members of any of the following categories:

- Employed/Enrolled at a CSU Institution
- Employed/Enrolled at a California Campus Compact Institution
- Employed/Enrolled at a California Community College
- K-12 Faculty

Authorization and Support

I authorize this team to apply to attend to the Service-Learning Summer Institute and fully support their participation.

Signature of Department Chair or Dean

Print Name of Department Chair or Dean

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INDIVIDUAL MEMBER INFORMATION SHEET

(please duplicate and distribute to each team member for completion)

Name of Institution: _____

Team Coordinator: _____

TEAM MEMBER CONTACT INFORMATION

Name: _____

Campus Address: _____

City/State/Zip: _____

Work Telephone: _____ Fax: _____

E-mail: _____

Home Address: _____

City/State/Zip: _____

Home Telephone: _____

[] I will need overnight accommodations for the Summer Institute (Resident)

[] I will NOT need overnight accommodations for the Summer Institute (Nonresident)

**PLEASE SUBMIT THIS FORM TO YOUR TEAM COORDINATOR SO THAT IT CAN BE SUBMITTED
WITH THE FINAL TEAM APPLICATION.**