CSU STEM VISTA Program:
Building Institutional Capacity for a Stronger Baccalaureate

Host Department Request for Proposals
2015 – 2016 Academic Year

Proposal Assistance Sessions:
Northern California – January 9, 2015 9am – 1pm CSU East Bay
Southern California – January 16, 2015 10am – 2pm, TBD

Intent to Apply due:
January 30, 2015 by 5pm

Proposals due:
February 20, 2015 by 5pm

In partnership with:
California State Office Corporation for National and Community Service
I. SUBMISSION GUIDELINES

a. PROPOSAL ASSISTANCE

All new and returning applicants are strongly encouraged to attend the regional proposal assistance sessions. Sessions will provide an overview of the CSU STEM VISTA program and the proposal process, as well as provide time for attendees to develop their proposal and ask project specific questions. Participants will leave with a draft VISTA project proposal that applicants may draw on to identify data, support, and participation needed for final proposal submissions.

Northern California – January 9, 2015 from 9am – 1pm, CSU East Bay

Southern California – January 16, 2015 from 10am – 2pm, TBD

Please register at https://www.surveymonkey.com/s/JW3PDLL.

b. INTENT TO APPLY

Applicants must submit an Intent to Apply by Friday, January 30, 2015 at 5pm. Please follow this link: https://www.surveymonkey.com/s/9FRFC9N . The Intent to Apply will request that you provide the following information:

- Applicant Information – Campus; Department; College; Academically-Based Institute
- Primary Contact Person – Name, Title, Email, Phone
- STEM Focus Area - Science; Technology; Engineering; Math; All STEM
- Proposed High Impact Practice – Service Learning; Internships; Undergraduate Research; Learning Communities; Summer Bridge; First Year Experience; Other
- Focus Area – CSU STEM Student Success; K-12 Student Success in STEM; Both

c. PROPOSAL SUBMISSION - Proposals must be received by 5pm on Friday, February 20, 2015.

Because the CSU STEM VISTA program is awarding a VISTA position and not a monetary award, CCE does not require proposals be submitted through their grants office. Please refer to your individual campus procedures to determine the appropriate involvement of your grants office.

Proposals must be typed in 12-point font and double-spaced. Submit proposals by:

1. Emailing a PDF file to kbarger@calstate.edu. The cover page, signature page, and letters of support should be scanned and emailed.
2. Mailing three (3) hard copies to:
   Kristina Barger, VISTA Program Manager
   CSU Chancellor’s Office
   Center for Community Engagement
   401 Golden Shore
   Long Beach, CA 90802

d. NOTIFICATION

Notification of proposal status will be made on or about March 13, 2015 via email. Selected CSU STEM VISTA host sites will receive additional instructions in regards to next steps at that time.
II. PROGRAM OVERVIEW AND PRIORITIES

a. CENTER FOR COMMUNITY ENGAGEMENT: Since 1997, the California State University (CSU) Chancellor’s Office Center for Community Engagement (CCE) has advanced the CSU’s systemwide and multi-campus commitment to serving the economic, public policy and social needs of our state. Through advocacy, innovation and leadership, CCE supports campus efforts that are rooted in the exchange and production of knowledge and resources in mutually beneficial partnerships with our local and global communities. Over the last 17 years, the CSU's reputation as a leader in community service learning has risen to national prominence due to innovative campus programs, dedicated stakeholders, and a uniquely coordinated systemwide approach.

b. AMERICORPS*VISTA: AmeriCorps*VISTA is a national service program of the Corporation for National and Community Service (CNCS) designed specifically to fight poverty. Founded as Volunteers in Service to America in 1965, VISTA was incorporated into the AmeriCorps network of programs in 1993. VISTA has been on the front lines in the fight against poverty in America for almost 50 years.

VISTA supports efforts to alleviate poverty by engaging individuals in a year of full-time service with a sponsoring organization. They are tasked with creating or expanding programs designed to bring individuals and communities out of poverty. Roughly 6,500 VISTA members are placed each year in more than 1,200 projects in low-income communities around the country.

AmeriCorps*VISTA operates under the following four core principles and all VISTA projects must be developed in accordance with them:

1. **Anti-Poverty Focus:** The purpose of the AmeriCorps*VISTA program is to support efforts that fight poverty. VISTA projects must be designed to help individuals and communities out of poverty, rather than just making poverty more tolerable. VISTA projects should strengthen long-term solutions, not merely provide short-term services.

2. **Community Empowerment:** Projects must ensure the involvement of residents of the low-income community being served in the planning, development, implementation, and evaluation the project. Proposed projects must be responsive and relevant to the lives of the community residents and should tap into existing community assets, strengths, and resources.

3. **Capacity Building:** VISTA projects leverage resources, expand the scale and reach, efficiency, and/or effectiveness of the programs or organizations that fight poverty. Rather than providing direct service to low-income individuals and communities, VISTA members strengthen and support organizations by building infrastructure, expanding community partnerships, securing long-term resources, coordinating training for participants and more as determined by local needs assessment. VISTA members create systems that remain long after their service ends.

4. **Sustainable Solutions:** VISTA members are short-term resources that serve to build the long-term sustainability of anti-poverty programs. VISTA projects should be developed with a goal to phase out the need for VISTA members and maintain the ability of the project to continue without them.

c. CSU STEM VISTA PROGRAM: In partnership with CNCS, the goal of the CSU STEM VISTA program is to support the academic and professional success of traditionally underrepresented students, particularly low-income, first generation, and students of color, in science, technology, engineering, and math (STEM). The President’s Council of Advisors on Science and Technology (PCAST) noted that “one million more STEM graduates are needed in the next ten years for the U.S. to remain a global leader in science and engineering”. PCAST also mentions that fewer than 40% of students who enter college intending to major in a STEM field complete a STEM degree. Women and members of minority groups now constitute approximately 70% of college students yet they are underrepresented among students receiving undergraduate degrees in STEM subjects at 45%. The CSU has a critical role in meeting this workforce
demand and must focus on broadening the participation and success of students from underrepresented populations.

“Our diverse pool of STEM graduates, with their unique qualifications and talent, is prepared to successfully meet the challenges and opportunities of our global society” is the vision for STEM student success developed by a team of Chancellor’s Office members throughout the CSU system as part of Project Kaleidoscope (PKAL) STEM Education Effectiveness Framework Project funded by the W.M. Keck Foundation. In working towards this overall vision, the CSU STEM VISTA program encourages STEM departments/colleges/institutes to develop proposals that:

1. Support and reward implementation of effective High Impact Practices (HIPs) that work best for our students, particularly traditionally underrepresented students;
2. Create stronger connections among campus and systemwide programs to increase sharing and efficiency for the benefit of STEM students and faculty;
3. Enhance the K-16 STEM pipeline by improved articulation of practices and curriculum; and,
4. Engender STEM graduates and faculty that reflect California’s demography.

CSU STEM VISTA members are awarded to CSU STEM departments, colleges, and academically-based institutes as a means to support these units’ efforts and build their capacity to offer more engaging, hands-on learning experiences, referred to as high impact practices (HIPs). Research has shown that HIPs, particularly among underrepresented groups, has resulted in increased graduation rates, retention and student success. Building the capacity of organizations and programs to alleviate poverty, by ultimately increasing the number of underrepresented students who are persisting and graduating with STEM degrees, is a core principle of the AmeriCorps*VISTA program and a critical component of every CSU STEM VISTA project. CSU STEM VISTA members build capacity by leveraging resources, expanding the scale and reach, effectiveness and efficiency of education programming designed to support those who live in low-income neighborhoods or who attend underperforming schools.

The CSU STEM VISTA program does not provide a monetary award, but awards a VISTA member to serve full-time for one year (July 2015 – July 2016) in STEM departments, colleges, and academically-based institutes. A CSU STEM VISTA member is a short-term resource to build the long-term sustainability of your STEM student success efforts. To learn more about the day-to-day activities of a CSU STEM VISTA, visit our website at: www.calstate.edu/cce/vista.

d. **CSU STEM VISTA PROGRAM PRIORITIES:** The CSU STEM VISTA program’s educational priorities directly address AmeriCorps*VISTA’s core principles of strengthening long-term solutions to poverty alleviation through capacity building efforts. The program’s priorities are to:
   - Develop, support and/or enhance efforts to increase CSU STEM student success, particularly among traditionally underrepresented student populations (students of color, first generation, low income, and women).
   - Expose, support, or increase K-12 STEM efforts.
   - Develop, support, and/or enhance connections and partnerships with the external community (alumni, industry, community based organization, government entities, etc.).

   “Student success” can include increased learning outcomes, persistence, and graduation rates as well as a greater sense of belonging or interest in STEM fields or disciplines.

e. **RESTRICTED ACTIVITIES:** The following are federal restrictions on the use of VISTA positions:
   - Members are not permitted to engage in any political or lobbying activities, including but not limited to voter registration drives and pro or anti-labor organizing.
   - Members are not permitted to hold another job or receive additional compensation for work performed.
Members are not permitted to proselytize or engage in related activities.

The following are additional restrictions on the use of CSU STEM VISTA positions:
- Members are not employees of the CSU Office of the Chancellor, nor are they employees of the CSU campus host sites that are selected to participate in the program.
- Members are not permitted to transport students to and from service sites on a regular basis.
- Members are not allowed to chaperone students or act as the sole campus representative on a student trip.
- Members are not allowed to travel outside of the country in an official capacity (this includes international service trips).
- Members are not permitted to serve as the legal applicant or Program Director for CCE or other state or federally sponsored grant program, or bear sole responsibility for such programs.
- CSU STEM VISTA positions may not supplant, replace, or eliminate staff positions. They are not to be used as an administrative stopgap.

III. PROGRAM ELIGIBILITY AND REQUIREMENTS

a. **ELIGIBILITY:**
   Proposal must be submitted by a STEM department, college, or academically-based institute. For this RFP, STEM is defined as Life and Physical Science, Engineering, Mathematics and Information Technology, excluding Social and Health Sciences. Multiple departments, colleges, and academically-based institutes from one campus may apply to host their own VISTA member, with each submitting a separate proposal.

b. **PROPOSAL FOR RENEWAL:**
   As directed by Congress, VISTA members are short-term resources that serve to build the long-term sustainability of anti-poverty programs. VISTA projects must be developed with the goal to phase out the need for VISTA members and ultimately enable the sponsoring organization to have the capacity to continue without them.

Those currently hosting a 2014-15 CSU STEM VISTA may apply for renewal of their current VISTA project for up to three years following all the guidelines in this RFP. Awards are made on an annual basis and are not guaranteed. The most competitive renewal proposals will show strong plans for sustainability and incremental plans for cost-sharing in year three.

c. **HOST SITE REQUIREMENTS:**

   i. **Recruitment:** Host sites are required to help with the recruitment of CSU STEM VISTA members by promoting the availability of the CSU STEM VISTA positions to potential eligible VISTA applicants through social media posts, blogs, host site webpage, and in on-campus and local newspapers.

   **CCE will recruit, screen, interview, and select VISTA members for each host site.** Selected host sites should send interested candidates to the VISTA Program Manager. CCE will be accepting applications and placing VISTA members on a rolling basis. Once CCE has identified the best candidate to fill the proposed VISTA project, the VISTA Program Manager will forward the host site supervisor the application and interview materials for their review. The host site supervisor will have 24 hours to voice any questions or concerns before an offer is made to the candidate.

   **Renewal Host Sites: VISTA Selection Option** - Second year awarded host sites who wish to conduct their own VISTA selection process, including recruiting, screening, interviewing and selecting their own VISTA member, should indicate this choice on their proposal application. Host sites must
forward their selected applicant to CCE for final interview by May 30, 2015. CCE reserves the right to interview and make final selection decisions prior to forwarding the candidate to CNCS for approval. It is important to note that recruiting qualified and quality VISTA members is no easy feat, please read about CSU STEM VISTA member qualifications and benefits below. If second year host sites who select this option are not able to identify a VISTA candidate by May 30th, CCE will select the best candidate from their pool of qualified applicants.

About CSU STEM VISTA Members: CSU STEM VISTA members are recruited, selected, trained, and placed at host sites by CCE. CCE recruits four-year college graduates who willingly commit to a year of national volunteer service. They come from around the country with various backgrounds and professional goals. They are not experts in any specific field but typically all CSU STEM VISTA members have significant experience working with community-based organizations and/or have participated in college-level civic engagement or high impact educational opportunities. Host sites are encouraged to help CCE identify realistic skills and qualifications that will be critical when filling their VISTA position. To learn more about our VISTA members’ experiences, visit: www.csistemvista.wordpress.com.

CSU STEM VISTA Member Benefits:
- a modest living allowance based at the poverty level in the county where the host site is located (e.g. Los Angeles County VISTA members make $15,996 and Fresno County VISTA members make $11,352);
- an end-of-service option of either an education award of $5,645 or cash stipend of $1,500;
- basic health coverage;
- most training and travel costs covered; and
- modest moving allowance for relocation over 50 miles.

ii. Supervision: Proposals must designate a person who will serve as the host site supervisor for the entire VISTA year (July 2015 – July 2016). This person must have the capacity to provide day-to-day supervision and support for the VISTA member. CCE strongly prefers that the proposed supervisor be a full-time employee of the host site, but it is at the discretion of the host site whether a 9-month faculty will have the time and capacity to serve as the supervisor. Host site supervisors are required to:
- serve as the primary contact for the VISTA Program Manager
- provide ongoing direction, support, and feedback on the VISTA member’s work
- participate in the Supervisors’ Orientation (June 2015), VISTA and Supervisor Kick-Off Training (July 2015), Mid-Year Check-In (January 2016)
- accommodate at least one site visit
- conduct mid- and end-of-year progress check-ins
- support data collection efforts to be submitted by the VISTA in quarterly progress reports

iii. Support: Host sites are expected to provide their CSU STEM VISTA member with:
- Secure office/desk space with office supplies
- Daily access to computer with internet and individual email account
- Daily access to phone and private voicemail
- Access to fax, photocopier, and printer
- Parking permit, if necessary
- College ID with library privileges.
- Comprehensive community and campus orientation
- Travel budget to cover the cost of the VISTA member’s travel to community sites/meetings, as part of their service duties (reference section VII.B.4 of the CSU travel policy)

CCE also encourages host sites to provide any additional support possible, including but not limited to:
- Providing a housing allowance and/or assistance in securing on-campus housing
- Meal plans
- Bus/Train passes
- Access to campus gym

iv. Reporting: With the support of their host site supervisors, VISTA members will be required to submit quarterly reports to the VISTA Program Manager. These reports will collect qualitative and quantitative data to demonstrate the progress of each VISTA project. Data will be compiled and submitted to CNCS. Aggregated data for the entire program will also be shared with a larger audience through social media and the CSU STEM VISTA website.

Projects may utilize their VISTA member to design and develop data collection tools and performance outcome tools for their project. It is critical that host sites are able to measure their project’s effectiveness. Proposals must include evidence that there is a plan in place to collect necessary data, describe data collection methods, and target outputs that will result from the project.

v. Host Site Fee: In order to provide host sites with highly trained VISTA members and provide VISTA members with significant professional development opportunities, CCE requires all CSU STEM VISTA host sites provide a host site fee. The host site fee follows common practice in statewide AmeriCorps*VISTA programs across the country and is strongly supported by CNCS. CCE will initiate a cash posting order (CPO) to host sites for this fee in August 2015. The host site fee for the 2015 – 2016 program year is:
- New Proposals: $2,000
- Renewal Proposals: $3,000

d. SUPPORT FOR HOST SITES AND VISTA MEMBERS:
   i. VISTA Program Manager: The full-time VISTA Program Manager, located in the Center for Community Engagement in the Chancellor’s Office, is responsible for the overall supervision and management of the program including recruitment, day-to-day administration, supervision of the VISTA leader, and serving as the liaison to CNCS state and national offices.

   ii. VISTA Leader: The VISTA leader will conduct regular check-ins with the VISTA members; maintain the email listserv, web presence, blog, SharePoint site, and social media. With the support of the VISTA Program Manager, the VISTA leader will conduct a minimum of 1 site visit per year and will support the logistics and design of all training and recruiting events.

   iii. VISTA Professional Development: Professional development is a priority of the CSU STEM VISTA program; lifelong learning is a value CCE hopes to instill in each of the VISTA members before the year ends. We expect that host site supervisors will support and encourage VISTA members to actively participate in and seek ongoing professional development in addition to the mandatory trainings that will be provided by CCE. These trainings include:
   - 4 in-person meetings/trainings (July, October, February, June);
   - monthly training webinars (first Friday of every month 9:30-11:30am) facilitated by an external AmeriCorps*VISTA training consultant; and,
• several check-in and professional development webinars facilitated by the VISTA Program Manager.

Training topics will be determined by the VISTA members and feedback from host site supervisors. All training dates will be sent to the host site supervisor and VISTA member. It is the VISTA member’s responsibility to keep their work calendar updated and not schedule other work related activities during training times. VISTA members should also remind host site supervisors when they have training commitments from the Chancellor’s Office.

III. PROPOSAL GUIDELINES

1. COVER PAGE: Please complete the cover page found at the end of this document.

2. NARRATIVE: The project narrative must be organized into the six (6) sections outlined below.¹

   Renewal Proposals: Host sites applying for renewal of a CSU STEM VISTA position must respond to all questions and any additional italicized questions in the sections below.

   I. Vision
      a. Describe your campus/college/department’s shared vision for STEM student learning and success. Please describe what national trends and/or research may have influenced the development of your shared vision.

   II. Landscape and Capacity Analysis
      a. Provide a current and detailed assessment of the status of underrepresented STEM students in your department, college, or academically-based institute by providing data to document the baseline participation, persistence, and graduation rates of underrepresented groups in your discipline(s), disaggregated by race, ethnicity, gender and discipline.
      b. What types of learning environments and opportunities do students in your department/college/institute currently experience? Are there existing initiatives devoted to student success on campus? Are there grant or other proposal opportunities that can be leveraged to support STEM student success? Has the student affairs division created programs that target student success more broadly or for STEM students (e.g., summer bridge, early start, first year experience, service learning/community engagement offices)? How can their expertise be leveraged?

   III. Identify and Analyze Challenges
      a. What conclusions can be drawn from the data? Where and for whom are the gaps in STEM student success? What current interventions/strategies listed above are successful? Which are not successful? What are some of the reasons for each?
      b. What other challenges and opportunities have you identified based on your landscape analysis?

¹ The narratives questions are adapted from the Keck/PKAL Scientific Framework for Strategic Change in STEM Education.
IV. Strategies/Interventions/Opportunities
   a. What are your goals for the VISTA project and how do they align with your college/department/institute’s vision and your campus’ priorities?
   b. What high impact practice strategy(ies) have you selected for the VISTA project? How is the selected intervention supported by the data and directed at solving the issues or challenges identified? How does your chosen intervention(s) map to the landscape and capacity analysis? How does it connect to your vision for STEM learning and student success?
   c. What are your desired results? What outcomes will you achieve as a result of the intervention? Identify and indicate the estimated number of stakeholders (e.g., low income, first-generation, students of color, women, K-12 students) who will participate in and/or benefit from the proposed intervention.
   d. How does your chosen intervention leverage existing resources, programs expertise?

Renewal Proposals Only: Briefly summarize progress from the previous year and describe the steps taken to ensure that activities and partnerships initiated in previous year have been/will be sustained.

V. Determine readiness for action

   a. Management Plan: Who will supervise the VISTA member? What strategies will be used to ensure that the VISTA member is prepared for the assignment, held accountable for their work, supported, and given regular feedback throughout their year? Describe the supervisory and reporting relationships planned for the VISTA position, including a communication plan that will guide the implementation of the VISTA project.

Renewal Proposals Only: Describe the supervision and management approach for the CSU STEM VISTA member in the past year and describe modifications, if any, for the upcoming year.

   b. Sustainability Plan: Describe the lasting outcomes that will result from the proposed VISTA project. Provide evidence of department, college, or institute level commitment to effect and sustain the anticipated project outcomes beyond the one-year VISTA placement.

Renewal Proposals Only: Describe the outcomes achieved as a result of the work being done by the existing VISTA member. What are your anticipated project outcomes for year two and how does this build on prior year work by the VISTA member?

   c. Evaluation Plan: How will you measure success based on the data you have already analyzed? What new data will you need to collect? How will the supervisor monitor progress of the VISTA project toward the accomplishment of its goals? Describe in detail your plans for data collection and assessing the impact of the capacity building effort? What data collection tools will be used?
d. **Resources:** Describe any additional resources and support your department, college, or institute is able to provide the VISTA member outside of the required support outlined on page 5 (this could include housing allowance, meal plan, assistance securing on campus housing, parking permit, train/bus pass, professional development, etc.).

*Renewal Proposals only: Outline the resources that were provided for the CSU STEM VISTA member in the past year and describe modifications, if any, for the upcoming year.*

**VI. Implementation**

a. **Recruitment and Development:** What skills are most needed for the CSU STEM VISTA to have a successful year in your proposed project? What service-related transportation is necessary for this position (VISTA must have a car or is public transit available)?

*Renewal Proposals Only: Please indicate here whether you will be recruiting and selecting your own VISTA member (selected applicants must be forwarded to CCE by May 30, 2015). Please also indicate whether your current CSU STEM VISTA member has plans to serve for an additional year.*

b. **VISTA Assignment Description:** Complete the VISTA Assignment Description (VAD) in the template provided on page 11-15. Much like a position description, the VAD should detail the major activities and steps for the VISTA project. A word document version of the VAD is posted on our [website](#).

3. **ATTACHMENTS:** The following are required attachments:
   - Letter of support from the senior academic administrator in charge of the division where the CSU STEM VISTA member will be hosted detailing knowledge of the VISTA project, how the goals of the proposed project are aligned with the institutional mission and vision and a statement of the resource commitment of the campus to support the CSU STEM VISTA placement. This person is required to sign the cover page.
   - Letter of support from any community partners (K-12 schools, nonprofits, industry, government agencies) or faculty members key to your project. Letters should reflect commitment and mutual investment in the partnership and the capacity building goals.
   - Organizational chart for the department, college, or academically-based institute where the CSU STEM VISTA member will be hosted, clearly showing lines of supervision and including the VISTA position, roles of key staff members, and alignment with existing programs and partnerships.

**IV. Proposal Review Criteria**

- **30%** - Supervision, training, and support of VISTA member
- **20%** - Strong VISTA Assignment Description (VAD) with clear activities, tasks, and timelines
- **20%** - Identified and demonstrated a need
- **20%** - Project design and connection to the goals and activities of the CSU STEM VISTA program
- **10%** - Clear assessment and evaluation plan for measuring project impact on host site and community
2015 – 2016 CSU STEM VISTA Host Site Proposal Cover Page

CSU Campus: _____________________________ Host Site: ______________________________

Host Site Supervisor: ______________________________________________________________

Title: _____________________________ Department: _________________________________

Email: _____________________________ Phone Number: _____________________________

STEM Focus Area:                      High Impact Practice Focus:
  □ Science                         □ Service Learning
  □ Technology                      □ Internships
  □ Engineering                     □ Undergraduate Research
  □ Math                            □ Learning Communities
  □ All STEM                         □ Summer Bridge

Project Focus Area:
  □ CSU STEM Student Success
  □ K-12 Student Success in STEM
  □ Both

Proposal Checklist

□ Completed Proposal Cover Page
□ Completed Narrative Sections
□ VISTA Assignment Description (see template)
□ Letter of support from senior academic administrator
□ Letter of support from key community partners or faculty members
□ Organizational Chart

We understand that we are required to provide a cash match as outlined in the RFP and that our institution is responsible for covering host site project operating expenses (such as supervision, local travel, site-specific training, phone, office supplies, parking permit, etc.)

Signatures:

Host Site Supervisor ________________________________________________________________

__________________________________________  ____________________________
Print Name                     Signature                     Date

Senior Administrator ____________________________

__________________________________________  ____________________________
Print Name                     Signature                     Date
VISTA Assignment Description Instructions and Template

Selected host sites are required to use the attached VAD format to create their VISTA’s work plan in order to be in compliance with AmeriCorps*VISTA standards and the CSU Center for Community Engagement (CCE) reporting process to the Corporation for National & Community Service (CNCS). The VAD is designed to outline a clear path for the VISTA member to achieve her/his primary objectives and overall project goal. While the VAD should be comprehensive, updates can and should be made as the year progresses. To help guide you through the VAD creation process, we have provided a list of potential activities for each objective. You are not required to use these activities, nor should you feel limited by them.

**Instructions:** Please fill in the VAD for your VISTA position based on the vision, landscape analysis, and strategies identified in your proposal.

<table>
<thead>
<tr>
<th><strong>Program Goal:</strong></th>
<th>Pre-populated with the overall goal of the CSU STEM VISTA Program.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Goal:</strong></td>
<td>The overall goal of your specific VISTA project.</td>
</tr>
<tr>
<td><strong>Project Outputs:</strong></td>
<td>The outputs include the measurable, tangible products or results from your program activities. This list will include the “number” of whatever it is you are doing (total number of meetings held, number of hours of training offered, number of volunteers recruited, number of hours served, etc.). Outputs will help you determine whether or not you are effectively implementing your program. This section is quantitative, not qualitative.</td>
</tr>
<tr>
<td><strong>Project Outcomes:</strong></td>
<td>Outcomes provide qualitative analysis of the program. Its central focus is on measurable changes that have occurred because of the program. These changes can be anything from gaining new knowledge, increasing skills, changing attitudes &amp; opinions, changing motivations or goals, changes in action and changes in condition. It is important to state who should be experiencing those changes. A few examples are: “Students will gain knowledge of community partner services” and “Campus administrators will feel more committed to the community partnership.”</td>
</tr>
<tr>
<td><strong>Long-Term Impact:</strong></td>
<td>Long-term impact takes place around 7-10 years after the short-term outputs and outcomes. Describe anticipated long-term impact of the VISTA member activities.</td>
</tr>
<tr>
<td><strong>Objective</strong></td>
<td>Pre-populated to align with CSU STEM VISTA Program Goal. The objectives cannot be changed. The first 3 objectives are pre-populated based on the CSU STEM VISTA overall program objectives. If your position does not include one of these, do not fill it out. We have provided a blank objective as well, so you can use that if necessary. Most likely, your position will fall under the first three.</td>
</tr>
<tr>
<td><strong>Planned Period of Work:</strong></td>
<td>Estimate the time period for each activity. Some activities could happen throughout the entire year while others will take place at a certain time within the year.</td>
</tr>
<tr>
<td><strong>Resources:</strong></td>
<td>Available assets to complete objective (money, staff, equipment, etc.)</td>
</tr>
<tr>
<td><strong>Activities:</strong></td>
<td>These should be the primary activities to be performed by the VISTA member that are identified as the highest priority. These should be based on the activities outlined in the CSU STEM VISTA proposal and job description. We request that you provide at least three (3) activities.</td>
</tr>
<tr>
<td><strong>Steps:</strong></td>
<td>Steps are benchmarks that will lead to achieving or completing the overall activity. Sets of steps should be identified for each activity.</td>
</tr>
<tr>
<td><strong>Evaluation and Tracking Plan:</strong></td>
<td>Describe how the VISTA member will collect data on the outputs and outcomes and how they can put systems in place to track the anticipated long-term impact. Also, describe how the VISTA member will evaluate the effectiveness of their activities.</td>
</tr>
</tbody>
</table>
CSU STEM VISTA Program Objectives with Example Activities (this is provided as a resource and is not intended to be an exhaustive list. Please identify activities that meet your VISTA project goal).

Objective #1: Develop, support and/or enhance efforts to increase CSU STEM student success, particularly among underrepresented populations in STEM (first gen., low-income, students of color or women).

- Design and implement projects to engage college students in hands on learning experiences, such as service learning and internships
- Create and implement a process that provides students with information about on-campus and external opportunities
- Create and implement a process to learn about student interests and needs
- Establish a tutoring system for struggling students
- Develop systems to track and assess student success, effectiveness of projects, and impact on community
- Develop orientation manuals or guides
- Develop and/or deliver training curriculum and/or train-the-trainer curriculum for college students
- Design and conduct reflection activities related to service experience
- Create and implement program assessment and evaluation tools
- Develop new or support existing student leadership positions

Objective #2: Expose, support, or increase K-12 STEM efforts.

- Develop/enhance partnerships with local K-12 schools, after school programs, local science museums, and other youth programs
- Develop and/or deliver curriculum and/or train-the-trainer curriculum for college students
- Collaborate with faculty to develop appropriate K-12 level curriculum
- Design and implement projects to engage K-12 students in STEM
- Design a STEM career exploration or awareness program for K-12 students
- Provide and/or facilitate workshops for families and their children
- Provide information about the CSU’s outreach efforts and campus support structures
- Provide training and support to K-12 STEM teachers
- Work with faculty at the college and K-12 level to develop service learning opportunities

Objective #3: Develop, support, and/or enhance connections and partnerships with the external community (alumni, industry, community based organizations, government entities, etc.).

- Develop partnerships with alumni, industry, community based organizations, and government entities to engage college students
- Educate the department about the partners’ assets and/or needs
- Create and implement a strategy to assess and prioritize the needs of the partnership
- Develop or enhance and/or implement mechanism for partnership and/or program evaluation
- Develop and/or deliver training curriculum and/or train-the-trainer curriculum for partners who will work with college students
- Contribute to or create guides for working with the department for the partner
- Develop an evaluation process for measuring effectiveness of the partnership
- Plan or participate in regular meetings with the external community partners
- Design materials to assist the partner organization in outreach to clients
- Create or enhance awareness of the partnership and the community served by the partnership
VISTA Assignment Description Form

(must be completed as part of host site proposal - word document version available on our [website](#).)

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<th>VISTA Position Title:</th>
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### VISTA Assignment Objectives and Member Activities

**Program Goal:** CSU STEM VISTA members will serve in CSU STEM departments/colleges/academically-based institutes to build capacity to support student success in STEM, particularly among traditionally underserved student populations. VISTAs will serve as liaisons between campus host sites and their community partners so that CSU students can participate in mentoring and academic support programs, as well as engaged learning experiences like service learning, internships, community-based research and undergraduate research. VISTAs can also support K-12 student success in STEM through host site partnerships with local K-12 schools, after school programs, local science museums, and other youth programs. The overall goal of this VISTA program is to link education and community engagement to help alleviate poverty.

### VISTA Project Goal:

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<td><strong>Objective #1:</strong> Develop, support and/or enhance efforts to increase CSU STEM student success, particularly among traditionally underrepresented student populations.</td>
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<td><strong>Objective #2:</strong> Expose, support, or increase K-12 STEM efforts.</td>
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**Objective #3 Resources:**

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**Evaluation Plan**