



July 23 – August 3, 2012

COURSE PROPOSAL

Sheldon Institute is an educational enrichment program co-sponsored by Team Sheldon and the School of Education at SUNY Oswego. Celebrating its 34th year, Sheldon Institute welcomes children, going into grades 2–10, to attend this two-week commuter program held on the beautiful SUNY Oswego campus. The day starts at 8:30 AM and ends at 3:40 PM. Sheldon Institute offers four separate divisions. The Novice I Program welcomes students entering grades 2 and 3. Novice II is designed for children going into grade 4. The Novice teachers work together as a team to develop and teach the curriculum. The Junior Division is for students entering grades 5 - 7, while the Senior Division is geared toward students entering grades 8 – 10.

This proposal is for your submission of course(s) to teach Junior and/or Senior Division students. Each year, we offer courses in communication, cultural appreciation, expression, wellness, language, reading/writing workshop, research, science, sports, technology, and the arts as well as other courses that may be proposed. You may propose to teach up to four courses. Upon receiving your proposal, your course proposal will be reviewed and we will notify you of the courses chosen to offer in our Program Booklet. *We must, however, reserve the right to cancel any courses that do not reach enrollment.* Class enrollments are evaluated for sufficient enrollment as soon as students have made their selections, in late May/early June. At that time, you will be notified as to what classes meet minimum enrollment and a contract will be sent to you. If enrollment allows your course(s) to run, you will be paid \$350 for each session you teach, with a \$45/session allowance for materials. Please note **that if you will require more than \$45 total per class for materials, you need to indicate the extra per student charges that will be required.** We try our best to cap Junior & Senior courses at 15 students. As a Sheldon Institute teacher, you are expected to teach for the ten days of the Institute. One to two weeks prior to the start of the Institute, there will be a mandatory faculty meeting for you to attend.

As required by law, everyone who is employed or volunteers to work at Sheldon Institute will need to have necessary information submitted to the NYS Sex Offender Registry for clearance to allow their participation in the program.

We invite you to join the teaching faculty of this summer's Sheldon Institute and look forward to receiving your proposal. Please return your course proposal, a letter of intent, and your resume by no later than March 21, 2012 to allow us time to select courses for this year. We may contact you if we need to change sessions for your courses to balance the schedule, or if we want you to revise the wording of your course description.

If you have any questions regarding Sheldon Institute, please contact Candy Rasbeck at 315-312-2103. You can submit your proposal via email to candace.rasbeck@oswego.edu, or if you prefer, mail your paperwork to Sheldon Institute, 7060 State Route 104, 201 Culklin Hall, Oswego, NY 13126. Additional forms can be obtained by emailing or calling Candy, or from our website, www.oswego.edu/sheldoninstitute.

I look forward to hearing from you and hope we will be working together at Sheldon Institute this summer!

Ms. Kathleen Bartley, Director



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TEACHER APPLICATION

Name: _____ Birthdate: _____

Telephone: (h) _____ (mobile) _____

Email: (h) _____ (w) _____

Home Address: _____

City/State/Zip: _____

If you are a teacher, what school district do you work for? _____

Grade Level? _____ Certification Area? _____

If you are a past Sheldon Institute teacher, how many years did you teach and what course(s) have you offered? _____

What additional experience do you have with children that would be beneficial to our program?

Please provide two professional references:

<u>Name</u>	<u>Telephone</u>	<u>Email</u>
_____	_____	_____
_____	_____	_____

We would like some biographical information from you for the Program Booklet. Please write a brief paragraph that includes your degrees, related experience and any other pertinent information (we need updated info each year). *If you hold any doctoral degrees, please submit a copy of your diploma.*



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Please fill in the information below for each of the time periods you are interested in teaching.

Please note that all courses are 90 minutes long.

Session I	<u>Circle One:</u>	Junior Division	Senior Division	Combo
(8:30 – 10:00 AM)		(grades 5, 6, 7)	(grades 8 –10)	(grades 5-10)

Name of Course: _____

Educational Goals or Objectives: _____

Description for Program Booklet: _____

*Please note that a completed two week syllabus will be required at the time of the faculty orientation meeting.

Student Materials Fee: With submission of receipts, you will be reimbursed up to \$45/course for materials purchased to teach your course(s). *If you need to spend more than \$45 per class*, we have to charge a minimal fee to each student enrolled in your class, i.e. \$5-15, to cover the cost of your additional expenses. By reimbursing you for your supplies, they become property of Sheldon Institute. *If you anticipate an additional charge for your course to cover materials, please indicate: \$_____ fee/student.*

Type of Room Needed: (Please circle one)

- Standard Classroom (*Desk/chairs*)
- Computer Lab
- Art room: Sculpture lab, Photography, Graphics Lab, classroom with worktables & sinks
- Science Lab: Chemistry, Biology, Astronomy
- Theatre, Music, Dance Studio
- Other _____

Do you need to cap your class at a number lower than 15? If so, please explain.

___No ___Yes If yes, what number & why? _____

Does your class require the use of a large (12) passenger van? ___No ___Yes

Please note that if your class requires the use of a van, you must have a valid NYS license and will be responsible for driving your students to and from class.

Other special needs: _____



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Session II

(10:10 – 11:40 AM)

Circle One: Junior Division
(grades 5, 6, 7)

Senior Division
(grades 8 –10)

Combo
(grades 5-10)

Name of Course: _____

Educational Goals or Objectives: _____

Description for Program Booklet: _____

*Please note a completed two week syllabus will be required at the time of the faculty orientation meeting.

Student Materials Fee: With submission of receipts, you will be reimbursed up to \$45/course for materials purchased to teach your course(s). ***If you need to spend more than \$45 total per class***, we have to charge a minimal fee to each student enrolled in your class, i.e. \$5-15, to cover the cost of your additional expenses. By reimbursing you for your supplies, they become property of Sheldon Institute. ***If you anticipate an additional charge for your course to cover materials, please indicate: \$ _____ fee/student.***

Type of Room Needed: (Please circle one)

- Standard Classroom (*Desk/chairs*)
- Computer Lab
- Art room: Sculpture lab, Photography, Graphics Lab, classroom with worktables & sinks
- Science Lab: Chemistry, Biology, Astronomy
- Theatre, Music, Dance Studio
- Other _____

Do you need to cap your class at a number lower than 15? If so, please explain.

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Other special needs: _____



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Session III

(12:25 – 1:55 PM)

Circle One: Junior Division
(grades 5, 6, 7)

Senior Division
(grades 8 –10)

Combo
(grades 5-10)

Name of Course: _____

Educational Goals or Objectives: _____

Description for Program Booklet: _____

*Please note a completed two week syllabus will be required at the time of the faculty orientation meeting.

Student Materials Fee: With submission of receipts, you will be reimbursed up to \$45/course for materials purchased to teach your course(s). ***If you need to spend more than \$45 total per class***, we have to charge a minimal fee to each student enrolled in your class, i.e. \$5-15, to cover the cost of your additional expenses. By reimbursing you for your supplies, they become property of Sheldon Institute. ***If you anticipate an additional charge for your course to cover materials, please indicate: \$_____feelstudent.***

Type of Room Needed: (Please circle one)

- Standard Classroom (*Desk/chairs*)
- Computer Lab
- Art room: Sculpture lab, Photography, Graphics Lab, classroom with worktables & sinks
- Science Lab: Chemistry, Biology, Astronomy
- Theatre, Music, Dance Studio
- Other _____

Do you need to cap your class at a number lower than 15? If so, please explain.

___ No ___ Yes If yes, what number & why? _____

Does your class require the use of a large (12) passenger van? ___ No ___ Yes

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Other special needs: _____



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Session IV
(2:10 – 3:40 PM)

Circle One: Junior Division (grades 5, 6, 7) Senior Division (grades 8 –10) Combo (grades 5-10)

Name of Course: _____

Educational Goals or Objectives: _____

Description for Program Booklet: _____

*Please note a completed two week syllabus will be required at the time of the faculty orientation meeting.

Student Materials Fee: With submission of receipts, you will be reimbursed up to \$45/course for materials purchased to teach your course(s). **If you need to spend more than \$45 total per class**, we have to charge a minimal fee to each student enrolled in your class, i.e. \$5-15, to cover the cost of your additional expenses. By reimbursing you for your supplies, they become property of Sheldon Institute. **If you anticipate an additional charge for your course to cover materials, please indicate: \$ _____/fe/student.**

Type of Room Needed: (Please circle one)

- Standard Classroom (*Desk/chairs*)
- Computer Lab
- Art room: Sculpture lab, Photography, Graphics Lab, classroom with worktables & sinks
- Science Lab: Chemistry, Biology, Astronomy
- Theatre, Music, Dance Studio
- Other _____

Do you need to cap your class at a number lower than 15? If so, please explain.

___ No ___ Yes If yes, what number & why? _____

Does your class require the use of a large (12) passenger van? ___ No ___ Yes

Please note that if your class requires the use of a van, you must have a valid NYS license and will be responsible for driving your students to and from class.

Other special needs: _____