Course Proposal

Sheldon Institute is an educational enrichment program co-sponsored by Team Sheldon and the School of Education at SUNY Oswego. Celebrating its 38th 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.

This proposal is for your submission of course(s) to teach Junior and/or Senior Division students. The Junior Division is for students entering grades 6–7, while the Senior Division is geared toward students entering grades 8–10. 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 teach up to four courses but can submit as many proposals as you would like. Upon receiving your paperwork, your course proposals will be reviewed. By mid to late March, we will notify you of what courses have been selected to be offered as well as the sessions we are offering them for. If you are only proposing one or two classes (or if only one or two of your proposals are offered) and have a preference of morning or afternoon, please make that indication when you submit your proposals. (We reserve the right to cancel any courses that do not reach minimum enrollment.) Course enrollments are evaluated as soon as students have made their selections, 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: 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 week 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 submit courses for this summer’s Sheldon Institute and look forward to receiving your proposal(s). You can download the application and course proposal forms from our website, www.oswego.edu/sheldoninstitute. Please return your course proposal, a letter of intent, and your resume by no later than March 1, 2017 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 would like 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 SUNY Oswego, Sheldon Institute, 7060 State Route 104, 302 Park Hall Oswego, NY 13126. 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
The survey forms that are filled out at the end of last year’s program included requests for the following kinds of classes:

- Woodworking
- More Science/Science exploration
- Auto Shop
- Music/singing
- Lego Mindstorms
- Chemistry class that would incorporate the lake
- Languages other than Spanish
- Cooking classes (not sweets)
- Swimming for junior/senior division
- Fashion/sewing
- Nails & hairdo
- Gardening
- Cake & cupcake decorating
- Weight lifting
- Web based classes

In recent years, we have had the opportunity to show off some areas in the Shineman Center, the beautiful new state of the art science building. Novice I students have explored the greenhouse, had a presentation on the wind turbine, a show in the planetarium and a field trip to the geological lab. Two years ago, 6 of our science department professors offered a course, *Windows to Science*, that was spectacular! Students launched a weather balloon, learned about the wind tunnel, studied rocks & minerals, learned about plants & flowers, participated in chemistry experiments, and went to the planetarium. We are hopeful that our professors will once again be willing to offer a similar course.

This past year, we had a class on stained glass that was awesome with beautiful projects created by the students. We also had two woodworking classes with some great projects completed by the students. Students had the opportunity to sign up for guitar lessons, given by a very talented instructor with many years of experience. Now that the extensive renovations and construction have been completed in Tyler Hall, we’re hopeful that we will be able to hold some Art classes there once again. We’re looking for another fun-filled program and do hope you’ll consider being a part of it!
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:

<table>
<thead>
<tr>
<th>Name</th>
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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 for each of the time periods you are interested in teaching.
Course Proposal

Please note that all courses are 90 minutes long.

<table>
<thead>
<tr>
<th>Session I</th>
<th>Circle One:</th>
<th>Junior Division</th>
<th>Senior Division</th>
<th>Combo</th>
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<tbody>
<tr>
<td>(8:30 – 10:00 AM)</td>
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<td>(grades 6, 7)</td>
<td>(grades 8 –10)</td>
<td>(grades 6-10)</td>
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Name of Course: ___________________________________________

Educational Goals or Objectives: __________________________________

Description for Program Booklet: (Needs to pique their interest when reading this) ____________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

*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: ________________________________
Session II  Circle One:  Junior Division  Senior Division  Combo
(10:10 – 11:40 AM)  
(grades 6, 7)  (grades 8 – 10)  (grades 6-10)

Name of Course: ________________________________________________

Educational Goals or Objectives: __________________________________

Description for Program Booklet: (Needs to pique their interest when reading this) ______________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

*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.

___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: ____________________________________________________
Course Proposal

Session III  Circle One:  Junior Division  Senior Division  Combo
(T2:25 – 1:55 PM)  (grades 6, 7)  (grades 8 –10)  (grades 6-10)

Name of Course: ____________________________________________________________

Educational Goals or Objectives: ____________________________________________

Description for Program Booklet: (Needs to pique their interest when reading this) ____________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

*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.

___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: ____________________________________________________________
Course Proposal

Session IV  Circle One:  Junior Division  Senior Division  Combo
(2:10 – 3:40 PM)  (grades 6, 7)  (grades 8 –10)  (grades 6-10)

Name of Course: __________________________________________

Educational Goals or Objectives: __________________________________________

Description for Program Booklet: (Needs to pique their interest when reading this) _________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

*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.

___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: ________________________________________________________________