Course Proposal

Sheldon Institute for Barbara Shineman Scholars is an educational enrichment program co-sponsored by Team Sheldon and the School of Education at SUNY Oswego. Celebrating its 41st year, the program welcomes children and adolescents going into grades 2 through 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 document is to guide instructors in proposing course(s) to teach Junior and/or Senior Division students. The Junior Division is for students entering grades 6 and 7, while the Senior Division is for students entering grades 8 through 10. Each year, we offer courses in sciences, math, sports, humanities, the arts, cooking, technology, engineering, wellness, entertainment, academic subjects and other high interest areas that enrich the lives of local youth, as well as teach children and adolescents ways to enrich the lives of others. Instructors may teach up to four courses but can submit as many proposals as desired. Submitting multiple interesting proposals increases the probability of an applicant’s course being offered. New this year, students will no longer be charged extra material fees for any classes, but applicants should include estimated materials cost per student, along with any equipment costs and how essential the equipment is to run the course. Courses that are of high interest and have aligned and reasonable budgets are most desirable. We cap junior and senior courses at 15 students, but if a cap needed to be lowered for safety or other reasons, this can be indicated on the course proposal form.

Course proposals will be reviewed upon submission, and mid to late March, we will notify applicants which courses were selected and proposed timeslots. Applicants with accepted proposals must notify us immediately if there is a problem with a session time so we can attempt to accommodate changes. Applicants should indicate a preference for morning or afternoon sessions on the proposal form or if they are not available to teach any of the four session times from 8:30 AM to 3:40 PM.

Final course enrollments will be known late May or early June. If any courses are severely underenrolled, we may need to cancel them, in which case instructors will be immediately notified. For all courses that run, instructors will be paid $425 for each session, and instructors must agree to teach all 10 days. Instructors will also be required to submit information to be checked through the NYS Sex Offender Registry and attend an orientation a week before the Institute begins.

We invite you to submit courses for this summer’s Sheldon Institute and look forward to receiving your proposal(s). Please return your completed course proposal(s) and your resume by no later than March 1, 2019. You can submit your proposal via email to candace.rasbeck@oswego.edu, or if you prefer to use postal mail, send materials to SUNY Oswego, Sheldon Institute for Barbara Shineman Scholars, 7060 State Route 104, 302 Park Hall Oswego, NY 13126. Extra forms can be obtained by emailing or calling Candy, or from our website, www.oswego.edu/sheldoninstitute.

We look forward to receiving your proposal and hope you will be a part of our program this year!
Course Proposal
New Course Requests/Suggestions

- Natural sciences
- Social sciences
- Sports, recreation, & fitness
- Communication & media
- Entertainment
- Reading & Language Arts
- Cultures & language
- Philosophy, ethics, & law
- History & geography
- Technology & engineering
- Mathematics & logic
- Culinary arts
- Art, music, dance, & theater
- Leadership
- Maker space projects
- Other high interest areas

Sheldon Institute for Barbara Shineman Scholars is seeking proposals for high interest courses to enrich and educate local youth. We will accept proposals for courses that have been traditionally offered and are also seeking new proposals to vary program of choices for students. What we need from you is a completed instructor application and your completed course proposal form(s), which are included in this packet. Course proposals should include a description of what you’re planning and how it will enrich the age group(s) you’re looking to include, along with any materials and equipment needed, and their cost. Please indicate any special spaces or room requirements, and any other information you believe would help us understand what you need and the value of your session.
TEACHER APPLICATION

Name: _______________________________  Birthdate: _______________________________

Telephone: (home) ______________________ (cell) ________________________________

Preferred email: ______________________________________________________________

Home Address: _________________________________________________________________

City/State/Zip: _________________________________________________________________

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

Grade Level(s) ___________________  Certification(s) ______________________________

If you have taught at the Sheldon Institute previously (now the Sheldon Institute for Barbara Shineman Scholars), how many years have you taught and what course(s) have you offered? ________________

____________________________________________________________________________________

What additional experience do you have with children that would make you a good instructor for our program? ____________________________________________

Please provide two professional references:

Name  Telephone  Email

____________________________________________________________________________________

____________________________________________________________________________________

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).

____________________________________________________________________________________

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____________________________________________________________________________________

____________________________________________________________________________________

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Course Proposal

Please note that all courses are 90 minutes long.

**Session 1**
(8:30 – 10:00 AM)

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

Name of Course: ________________________________________________________________

Educational Goals or Objectives: __________________________________________________

**Description for Program Booklet:** (Needs to include ideas and language to excite, inspire, and spur students to select your session). ________________________________________________________________

________________________________________________________

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

**Course materials:** With submission of receipts, you will be reimbursed for materials purchased to teach your course(s) with any leftover materials to be turned in at the end of the program. We need an estimated materials cost per student for your course, as well as the cost of any possible equipment you might need.

Materials cost/student $_______ Do you require special equipment for this course? Yes ___ No ___

Is this equipment essential for the course? Yes ___ No ___ Cost of equipment $ ______

For high cost equipment, are you willing to give reasonable assurance that this course will be offered for several years after the equipment is purchased? Yes ___ No ___

**Type of room needed:** (Please circle one)
- Standard Classroom *(Desk/chairs)*
- Computer Lab (check one): □ Mac lab □ PC lab If your course requires specific computer programs, please indicate what those are: __________________________________________________________
- Art room: Sculpture lab, Photography, Graphics Lab, classroom with worktables & sinks
- Science Lab: Chemistry, biology, astronomy, other ______________________________________________________
- Theatre, music, dance studio
- Any other needs: _______________________________________________________________

If you need to cap this class with fewer than 15 students, please indicate maximum number of students, along with an explanation: _______________________________________________________________________

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

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 the field trip.
Course Proposal
Please note that all courses are 90 minutes long.

**Session II**
(10:10 – 11:40 AM)

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

Name of Course: ____________________________________________

Educational Goals or Objectives: ____________________________________________

Description for Program Booklet: (Needs to include ideas and language to excite, inspire, and spur students to select your session).________________________________________

____________________________________________________________________________________________

____________________________________________________________________________________________

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

Course materials: With submission of receipts, you will be reimbursed for materials purchased to teach your course(s) with any leftover materials to be turned in at the end of the program. We need an estimated materials cost per student for your course, as well as the cost of any possible equipment you might need.

Materials cost/student $_______ Do you require special equipment for this course? Yes ___ No ___

Is this equipment essential for the course? Yes ___ No ___ Cost of equipment $_______

For high cost equipment, are you willing to give reasonable assurance that this course will be offered for several years after the equipment is purchased? Yes ___ No ___

Type of room needed: (Please circle one)

- Standard Classroom (Desk/chairs)
- Computer Lab (check one): □ Mac lab □ PC lab If your course requires specific computer programs, please indicate what those are: ____________________________________________
- Art room: Sculpture lab, Photography, Graphics Lab, classroom with worktables & sinks
- Science Lab: Chemistry, Biology, Astronomy
- Theatre, Music, Dance Studio
- Any other needs: ____________________________________________

If you need to cap this class with less than 15 students, please indicate maximum number of students, along with an explanation: ____________________________________________

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

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 the field trip.
Course Proposal

Please note that all courses are 90 minutes long.

<table>
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<td>(12:25 – 1:55 PM)</td>
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<td>(grades 6, 7)</td>
<td>(grades 8 –10)</td>
<td>(grades 6-10)</td>
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</tbody>
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Name of Course: __________________________________________

Educational Goals or Objectives: __________________________________________

Description for Program Booklet (Needs to include ideas and language to excite, inspire, and spur students to select your session). __________________________________________  

__________________________________________________________________

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Materials cost/student $________  Do you require special equipment for this course? Yes ___  No ___

Is this equipment essential for the course? Yes ___  No ___  Cost of equipment $________

For high cost equipment, are you willing to give reasonable assurance that this course will be offered for several years after the equipment is purchased? Yes ___  No ___

Type of room needed: (Please circle one)

- Standard Classroom (Desk/chairs)
- Computer Lab (check one):  □ Mac lab  □ PC lab  If your course requires specific computer programs, please indicate what those are: __________________________________________
- Art room: Sculpture lab, Photography, Graphics Lab, classroom with worktables & sinks
- Science Lab: Chemistry, Biology, Astronomy
- Theatre, Music, Dance Studio
- Any other needs: __________________________________________

If you need to cap this class with less than 15 students, please indicate maximum number of students, along with an explanation: __________________________________________

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

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 the field trip.
July 22 – August 2, 2019

Course Proposal
Please note that all courses are 90 minutes long.

**Session IV**
(2:10 – 3:40 PM)

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

Name of Course: ____________________________

Educational Goals or Objectives: ____________________________

Description for Program Booklet
(Booklet (Needs to include ideas and language to excite, inspire, and spur students to select your session). ____________________________

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

Course materials: With submission of receipts, you will be reimbursed for materials purchased to teach your course(s) with any leftover materials to be turned in at the end of the program. We need an estimated materials cost per student for your course, as well as the cost of any possible equipment you might need.

Materials cost/student $_____  Do you require special equipment for this course? Yes ___  No ___

Is this equipment essential for the course? Yes ___  No ___  Cost of equipment $_____

For high cost equipment, are you willing to give reasonable assurance that this course will be offered for several years after the equipment is purchased? Yes ___  No ___

Type of room needed: (Please circle one)

- Standard Classroom *(Desk/chairs)*
- Computer Lab (check one):  □ Mac lab  □ PC lab  If your course requires specific computer programs, please indicate what those are: ____________________________
- Art room: Sculpture lab, Photography, Graphics Lab, classroom with worktables & sinks
- Science Lab: Chemistry, Biology, Astronomy
- Theatre, Music, Dance Studio
- Any other needs: ____________________________

If you need to cap this class with less than 15 students, please indicate maximum number of students, along with an explanation: ____________________________

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

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 the field trip.