

## ***NYU Center for Teaching Excellence***

### **Teaching and Technology Mentoring (TTM) Grant Program 2003-2004**

#### **Description**

The NYU Center for Teaching Excellence is pleased to announce the expansion of the Teaching and Technology Mentoring (TTM) grant program. This program aims to support mentoring relationships between faculty and graduate students engaged in the development, review, or application of technologies that enhance or improve teaching and learning. The TTM program is intended for projects whose technological applications or innovations create better, or contribute fundamentally to the enrichment of, learning environments for their students. Those environments might foster highly ambitious learning objectives that students have generally been unable to achieve, or they might cultivate deeper, more meaningful, and sustainable abilities to think, act, or appreciate. In all cases, successful applications will be well-designed to foster clearly articulated and assessable learning objectives, and will contain explanations of:

1. What students should be able to do intellectually as a result of engaging in this experience and how that achievement contributes to broader educational goals for the students (e.g., as an aspect of graduate student professionalization or within the graduate program or undergraduate major).
2. What evidence and reasons suggest that the chosen experience will best foster the achievement of these objectives, and what will be done to ensure that the experience does foster these educational goals.
3. How will the outcomes be assessed to determine (a) the degree to which the experience fostered meeting the targeted learning objectives, and (b) how a similar experience might be improved for future students.

Grants are intended primarily to support one-to-one mentoring relationships, though projects involving one or two faculty members and up to three graduate students are eligible. TTM grants are available to faculty and graduate students from all NYU schools.

Each award consists of the following components:

Up to \$4,500 to be used by the faculty member and graduate student(s)

Participating departments can receive up to \$500 if they are matched with \$500 in departmental funds for a total of \$1000 to support the project. The

department is expected to use these funds to expand development of local mentoring efforts in teaching and technology, and to publicize the funded project through a public forum, workshop, or substantive presentation of the project by the faculty member and graduate student.

### **Areas of Special Interest**

Proposals should be made in one of the following categories:

#### *Faculty and Graduate Student Educational Development*

To nurture learning environments by developing teaching skills and strategies, assessment and review instruments, or discipline-specific training or certification initiatives with strong technological components. Projects are encouraged that link departmental or program educational development efforts to those at the school or university level and make use of existing university technological resources. *(Examples: an application that coordinates students' progress toward teaching certification by the program, which itself might include technological resources for educational development; or, online environments that mimic the student essay review and revision process that faculty members and TAs conduct together in writing courses.)*

#### *Curricular Development or Enrichment*

To deepen learning through the development of curricular offerings that introduce or enhance technology and/or create innovative courses, delivery methods, learning environments, evaluation instruments, or online access or database collection tools by faculty and graduate student(s). *(Examples: an application that personalizes problem sets, quizzes, and exams, and records students' attendance, participation, and performance; or, software that enables the easy development and editing of student websites in conjunction with a specific course or curriculum.)*

#### *Project Development*

To provide seed money for initiatives seeking to foster learning environments through mentoring, teaching, and technology that are, in turn, the basis for the development of larger, more comprehensive proposals for submission to external funding agencies. *(Examples: software to coordinate the use of case studies, data collection or analysis; or, online or other technological environments meant to contribute to course- or discipline-specific efforts to empower and enable learners from diverse backgrounds. Project development proposals are not intended to support dissertation work.)*

## Eligibility

Full-time faculty members and students matriculated as candidates for graduate degrees are eligible to apply for this award. Graduate students should have served for at least one term as a Teaching Assistant prior to the beginning of the term of the award (though not, necessarily, for the same faculty member or for the term in which the project is being developed).

## Selection Criteria (in ranked order)

1. Integration of technological application or innovation with the enrichment of the learning environment
2. Centrality of mentoring and of interaction between faculty and graduate students
3. Articulation of outcomes and assessment mechanisms for learning of undergraduates and other graduate students
4. Contributions to professional development of graduate students, including pedagogical training and career preparation
5. Coordination of proposed mentoring and technology development with existing university resources, like the Faculty Technology Center and the Center for Teaching Excellence. *(Applicants are strongly encouraged to contact NYU Information Technology Services as early as possible in the project planning process in order to integrate existing resources and services fully into grant proposals.)*
6. Sustainability of mentoring relationship, learning environment, and technology outcomes beyond the award year

## Proposal Format

1. Each Proposal must use the attached face sheet, which asks for:
  - Project Title
  - Category: a) Faculty and Graduate Student Educational Development, b) Curricular Development or Enrichment, c) Project Development
  - Principal Investigators: a) Faculty, with departmental affiliation and contact information; b) Graduate Student(s), with departmental affiliation and contact information
  - Amount requested
  - Term(s) and year(s) for carrying out proposed project

Abstract (one paragraph, including clear statement of objectives)  
Signature of Department Chair, DGS, or Program Director

2. Department Chair or DGS's Review and Written Statement of Support

This should include an approximately one-paragraph justification for how funds, up to \$500, will be spent by the Department to support and publicize the proposed project.

3. Project Statement

Applicants are encouraged to submit concise (no more than five double-spaced pages) statements addressing the following:

Clear statement of purpose, scope, strengths of the project and its relation to the TTM criteria (no more than one page)

A concise description of how the faculty and graduate student(s) will work together, as well as faculty and student commitment to the project

(If appropriate) Identification of course(s) for which proposed project will be developed

Description in language accessible to the intelligent generalist of the proposed use of technology

Biographical summaries of other graduate students to be involved  
Preliminary timetable

Standards to be used in assessment of learning outcomes and evaluation of project

Statement of availability of other funds for project year and for future

4. Budget

Proposals for funding should not exceed \$4,500. The expectation is that proposed projects will be completed within a single academic year (including summer). Proposals for multiyear projects or renewals will not be considered.

The budget should be itemized, preferably according to the appropriate **fame** ACCOUNT chartfields (old object codes). Relevant fringe benefits must be included for all personnel. The budget should indicate cost-sharing or departmental/program resources that are being provided.

*A Special Note About Budgets*

It is not the spirit of these grants to fund capital budget relief. Application may be made for capital expense that is essential to the project or is technologically innovative. Small or unique equipment costs will be considered, but any equipment purchased is university property.

Requests to fund purchase of laptops computers and Personal Digital Assistants (PDAs) will be considered but are discouraged.

5. (Optional) Supporting materials or media, including disks containing special software, links to existing websites, or portfolios describing or outlining proposed projects will be considered. *However, it is required that these materials be submitted using widely available platforms or existing applications; examples include MSWord, Netscape Navigator, Access, and PowerPoint, and applicants are urged to contact Kenneth R. Bain, Director of CTE (at 998.2200 or [ken.bain@nyu.edu](mailto:ken.bain@nyu.edu)), or David Slocum (at 998.3970 or [david.slocum@nyu.edu](mailto:david.slocum@nyu.edu)) with questions about appropriate formats for supporting materials.* Unfortunately, in-person presentations to the review committees of technologies or applications being developed are not possible.

### **Proposal Deadline, Notification, and Project Schedule – 2003-2004**

(NB: It is expected that projects will be developed during spring and/or summer 2004. In some cases, however, such as when development work can only be undertaken during the time in which a course is offered, fall 2004 funding will be considered.)

December 1, 2003	Deadline for submission of completed proposals to the Center for Teaching Excellence, 7 East 12 <sup>th</sup> Street, 3 <sup>rd</sup> floor (Mail Code: 8925); fax: 212.995.4335; e-mail: <a href="mailto:center.for.teaching@nyu.edu">center.for.teaching@nyu.edu</a>
December 22	Notification of Awards for projects
January 22	Funding available for recipients
September 15, 2004	Project report due to the Center for Teaching Excellence on project and outcomes (except if awards are made for project work in fall 2004)

### **Selection Committee**

Kenneth R. Bain, Director, CTE (chair)  
Vincent Duggan, Director Academic Computing, ITS  
Karl Schilling, Associate Director, CTE  
David Slocum, Associate Director for TA Development, CTE  
Sharon Weinberg, Vice-Provost for Faculty Affairs (*ex officio*)

**NYU Center for Teaching Excellence  
Technology and Teaching Mentoring Program  
2003-2004**

*Proposal Face Sheet*

**Project Title:**

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**Category:** (check one)

- Faculty and Graduate Student Educational Development  
 Curricular Development or Enrichment  
 Project Development

**Principal Investigators:**

A) Faculty, with departmental affiliation and contact information:

B) Graduate Student(s), with affiliation and contact information:

**Amount requested:** \_\_\_\_\_

**Term(s) and year(s) for carrying out proposed project:** \_\_\_\_\_

**Abstract (one paragraph, including clear statement of objectives):**

\_\_\_\_\_  
**Signature of Department Chair, DGS, or Program Director**