**Mellon Course Development Grant**

**Proposal Template**

Responses to sections 1-5 are required, responses to sections 6 & 7 are optional. Please download and send completed templates along with any supporting documentation to [erd@wellesley.edu](mailto:erd@wellesley.edu).

1. **Project Overview—brief, but descriptive**
   * Please include the proposed course’s full title and course description.

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1. **Basic information about the project**
   * In which departments/disciplines will the course be cross-listed?

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* + Has your proposed new or existing course been approved by both departments and CCAP to count towards a particular major?

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* + What specific humanities or humanistic social sciences department(s) is your proposed course intended to liaise with?

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* + Which major(s) does the course satisfy?

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* + When will the course be offered?

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* + Will anyone, other than yourself, be involved in the course (e.g., peer mentors)?

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* + What is the expected number of students per semester or per year that will be impacted by this course?

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1. **Description of the course and its goals** (In this section, make sure to highlight the purpose of the course and its intended impact.)
   * Please describe the specific teaching strategies, course content, or other relevant materials you intend to use to integrate the particular combination of disciplines you have chosen.

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* + What will students know or be able to do as a result of completing your proposed course? [What specific improvements do you hope to observe? List the key learning outcomes/objectives related to the project.]

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1. **How will you assess the project?** 
   * Participating faculty will be asked to write an assessment of the course at the end of the semester. What assessment method(s) will be used to determine if the objectives/outcomes of the project have been met? Where applicable, assessment data might be collected through tests, projects, assignments, interviews, surveys, focus groups, etc.

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1. Please outline a **detailed budget,** including categories of expenditures and estimated amounts. Eligible expenses directly linked to the project may include the following:
   * Faculty stipends
   * Research assistant for course development
   * Materials for course development and instructional activities
   * Activity related expenses required for course development and instructional activities, training or support in instructional technology

Please note that grant funds may not be used for student or faculty food and/or entertainment.

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1. **Optional** - The strongest proposals would describe courses that departments would foresee offering again in the future. We may support courses in a team-taught format for one or two offerings and then the courses can be taught in alternating years by each of the participating faculty. Do you foresee either department offering this course again in the future or on an ongoing basis?

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1. **Optional** - Along with the proposal template, you may also email any supporting documentation (e.g. draft of a syllabus, sample assignment, letter of support from collaborating department) that you feel will strengthen your proposal.

**Proposals will be accepted on a rolling basis and evaluated for funding during our regularly scheduled meetings which typically occur in September, November, February and April. Please email your completed template along with any supporting documentation to** [**erd@wellesley.edu**](mailto:erd@wellesley.edu)**.**