REQUEST FOR FUNDS TO SUPPORT FSEM STUDENT LEARNING/ENGAGEMENT

OFFICE OF ACADEMIC AND FACULTY AFFAIRS

This form is required when requesting funds from OAFA to support student learning and/or engagement in the First Year Seminar. Approval will be based on the amount of the request, the considerations below, and any other relevant information. Please return this form Susan Pliner at pliner@hws.edu.

Please consider carefully what the anticipated learning and/or engagement outcomes of the experience. When reviewing requests, we will consider:

- Student experience outcomes
- Community building outcomes
- Student learning outcomes
- Materials essential for the intended learning goals
- Experience(s) essential to intended learning goals

Note: If you plan to bring in a speaker please use the OAFA Speaker/Artist Request Form, https://www.hws.edu/pdf/CampusSpeakersRequestForm.pdf

Date of Request:

Instructor Name:

FSEM Course number:

1. Description of the request:

2. Materials needed:

3. Detailed Estimated Budget: (please account for the $75 student interaction fund in your budget)

4. Impact and Outcomes: