



## Curricular Enhancement Program Smith College Botanic Garden

### *Application Guidelines*

These faculty grants have been funded through the Louise de Bevers Spetnagel Endowment Fund.

#### **Activities Supported:**

The program supports the development of new or revised courses or portions of courses utilizing the Botanic Garden and its resources. Teaching may revolve around collections in the Lyman Conservatory as well as the Campus Arboretum and outdoor gardens. Details about types of course activities and Botanic Garden resources are available at [www.smith.edu/garden/Academics/curricularenhancement-information.pdf](http://www.smith.edu/garden/Academics/curricularenhancement-information.pdf).

#### **Eligibility:**

Faculty in any discipline may apply. Normally, applicants should hold a tenured or tenure-track position at Smith and have completed at least one full year at the College prior to submitting an application. Preference is given to those who have not previously received Curricular Enhancement Program support. Faculty who currently use the Botanic Garden for their courses without Curricular Enhancement Program support are eligible, provided their proposal is for a new or revised course or portion of a course.

#### **Types of Funding and Support:**

Faculty stipends are offered at three scales: full semester (\$3000), half-semester (\$2000) or substantial component of 3-4 sessions (\$1000). Stipends are accompanied by supplemental course funds up to \$500 (full semester) or \$400 (half-semester or substantial component). Supplemental course funds may be used for field trips, outside speakers, and the like. A recipient may opt to convert the amount of his/her stipend to course expense funds (e.g. student assistance, stipend for community partnership, purchase of course materials, etc.). Stipends will be paid upon receipt of a syllabus or course plan prior to the start of the semester.

An important component of the program is staff support to faculty in developing course plans and becoming familiar with Botanic Garden resources. This will be provided by the Curricular Enhancement Program Consultant with other Garden staff as appropriate.

#### **Reporting Requirement:**

Each recipient will be expected to submit a brief report within 30 days of the conclusion of the course.

#### **Application Procedures:**

Prior to submitting an application, applicants must confer with the Botanic Garden's Curricular Enhancement Consultant. Applicants interested in mounting a class-organized

exhibition as part of a course should begin conferring a year to a year-and-a-half in advance.

Applicants should submit a concise proposal of two to three pages, consisting of:

1. Applicant information:

- Name
- Course number and title
- Anticipated number of students
- Anticipated dates/times of class meetings
- Semester/year to be taught
- Scale of support requested

2. Project description including the scale of project support requested, and how the Botanic Garden's resources may be involved (e.g. particular portions of the plant collection, physical spaces such as Botanic Garden classrooms, assistance needed from Botanic Garden staff, etc.).
3. A proposed budget. If you wish to convert the stipend into course expense funds, please so indicate.
4. If the plan calls for a class-organized exhibition, a separate budget will need to be worked out with the help of the Curricular Enhancement Consultant and submitted with the application. It is expected that the academic department will make a contribution toward expenses if these exceed the funding available through the program.
5. The semester the course is to be taught, or, if it is a new or substantially revised course, the projected date the course will be ready for departmental and CAP review and the semester in which it might first be offered.

Proposals should be submitted to the Botanic Garden, attn: Nancy Rich, Curricular Enhancement Consultant.

**Awards:**

Several awards will be made on a competitive basis each year. Please note that for courses that are awarded support, a syllabus or course plan must be submitted at least 2 weeks prior to the start of the course.

**Deadlines:**

**October 15, 2007** for courses to run in spring 2008 or academic year 2008-2009

**March 30, 2008** for courses to run in academic year 2008-2009 or fall 2009

**For further information:**

Detailed program information may be found at:

[www.smith.edu/garden/Academics/curricularenhancement-information.pdf](http://www.smith.edu/garden/Academics/curricularenhancement-information.pdf)

or contact Nancy Rich at [bgcourse@email.smith.edu](mailto:bgcourse@email.smith.edu) .