

Stanford Introductory Studies (SIS)
Introductory Seminars
Supplemental Funding 2011-12

There are two levels of funding for seminars: 1) a basic allocation and 2) an enhancement allocation that will require approval and authorization in advance. Enhancement allocations can support 2a) salaries as well as 2b) activities; see below.

1) Basic Allocation: \$20 per student is provided for meals and other group activities that bring you and your students together on an informal basis. We encourage invitations to your home, if possible, as this brings a personal dimension to the faculty/student interaction. This pre-authorized expense is handled on a reimbursement basis, so please save your receipts. Contact Teresa Nguyen (teresan@stanford.edu) to handle the transaction.

2) Enhancement Allocation:

2a) **Course Development Assistants (CDAs) are eligible** for salary support up to \$2,000 structured on an hourly basis. Teaching Assistant (**TA positions** for classroom instruction **are ineligible** expenses. Teresa Nguyen will set up your student assistants on payroll. Please send her the student's information (name, status (undergrad/grad), email address so she can take care of this process.

2b) **Activities:** Proposals are reviewed on a rolling basis – the further in advance the better. The main criterion for approval is that the activity enrich the educational experience of the students in meeting the learning goals for your seminar. We welcome proposals with matching funding from departmental or individual sources.

Eligible expenses include field trips and special course materials needed for an in –or out- of-class hands-on activity. **Ineligible expenses** include photocopying, books, Course Readers, equipment and any materials that students would normally be expected to purchase to complete the course.

Send an email to woods@stanford.edu containing a brief description of the activity, why it helps students meet the learning goals for the course, when it takes place in the quarter (if possible, include a copy of the syllabus showing its timing), and how much it will cost.