

Washburn Transformational Experience Information Packet

WTE Area Directors

International Education – Baili Zhang

Scholarly or Creative Activity – Donna LaLonde

Community Service – Rick Ellis

Leadership – Gary Forbach

WTE AREA	CUSP Contact	Phone
International Education	Lori Spurgeon	670-1941
Scholarly or Creative	Dannah Hartley	670-1937
Community Service	Jeannie Cornelius	670-1918
Leadership	Pamela Erickson	670-1944

WTE information sources

<http://www.washburn.edu/wte> - WTE information targeted to Students

<http://www.washburn.edu/wte/wteinfo> - Information contained in this packet. During the implementation phase, this information packet will be updated to reflect the most current practices. Please regularly consult this site for the most current version.

wte@washburn.edu – Send WTE questions to this address

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I. **WTE Philosophy and Overview of WTE Areas**

The goal of the Washburn Transformational Experience (WTE) is to graduate students who turn out to be highly principled citizens who make a difference in society. The student's road to graduation from Washburn University must be more than the completion of an array of courses that is then rewarded with a diploma. Every student must be given the opportunity to be transformed by their Washburn experience.

The most powerful role the University plays is to facilitate important transformations in the lives of our students. While many of these life-changing moments occur in the classrooms, some incredibly rich transformational experiences transcend the traditional classroom experience. At Washburn University, at least four types of activities have resulted in excellent transformational experiences: community service, international education, leadership, and scholarly and creative activity. An essential component of every transformational experience is a report that addresses the significance of the project, the impact the experience had on the student, and the extent to which the project fit into the student's overall educational goals.

Community Service: The objective of the Community Service WTE is to graduate citizens who have a vision for how they can help make the community what it could be and not be resigned to accepting the community as it is. Students engage with faculty members and other students in significant, meaningful community service and are guided to reflect on the power and purpose of these experiences. Students participating in the community service transformational experience are required to complete 150 hours of service. The students are also required to complete a pre and post experience survey related to their experience. A mentor will guide each

student through this WTE. While engaged in direct service, students will meet with a mentor and other students at least four times per semester to reflect on their experiences.

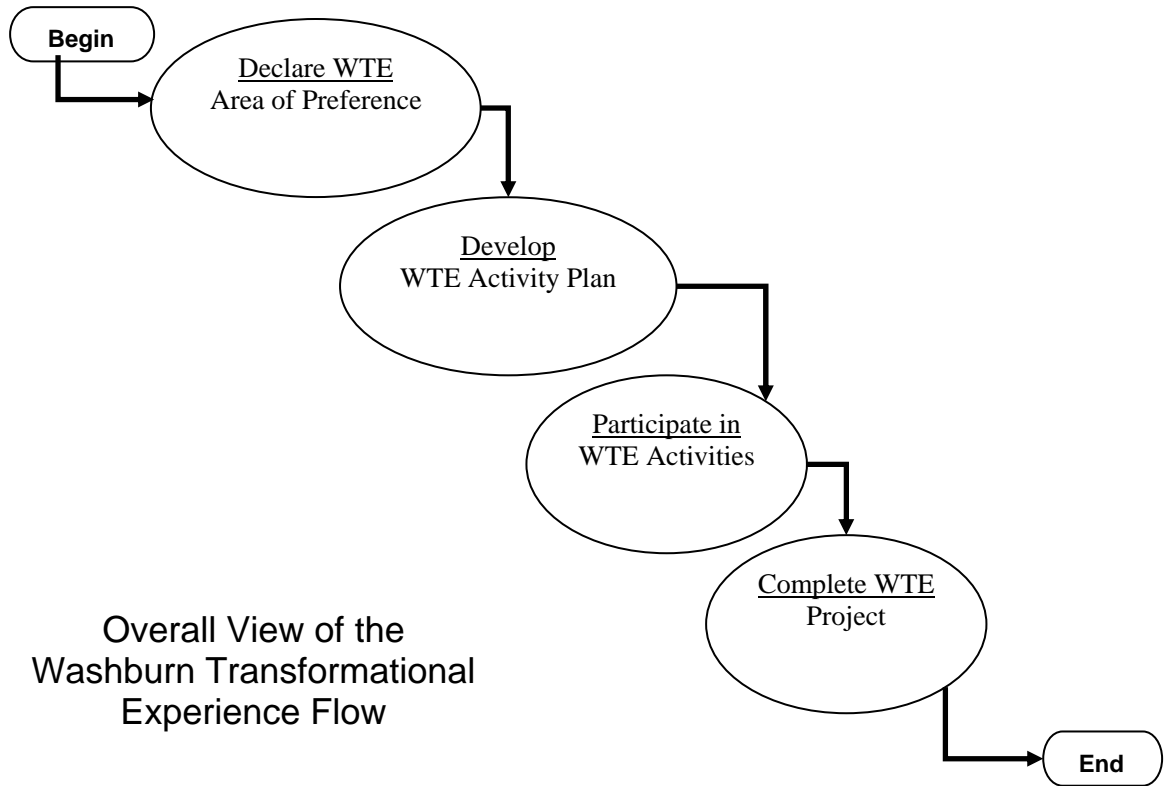
International Education: Students who have studied abroad, learned a foreign language, or been thoroughly exposed to the richness of history and culture beyond our shores graduate from the University ready to contribute to a fast-paced global society. Too often understanding stops at the borders even though information is delivered instantly around the world. To identify an appropriate experience, students will work with a faculty member or the study-abroad coordinator. Students will write a research paper on a relevant topic prior to their international experience to help prepare for the experience. At the end of the experience, a written final report is required. This report will describe how the student's experiences have impacted his or her view of the world. An oral presentation about the student's experiences is also required.

Leadership: Students who participate in leadership activities are transformed by the power of the examples and experiences and graduate from the University as citizens who see the abundance of opportunities to lead and are ready to accept the responsibilities that come with those opportunities. Students electing the Leadership WTE will 1) complete at least one 3 credit hour college leadership course with a grade of "C" or better, and 2) serve in one or more functional leadership roles for a minimum of 150 hours.

Scholarly or Creative Activity: Students who actively engage with faculty in scholarly or creative activity graduate from the University prepared to solve increasingly complex problems and to sort through complex and sometimes contradictory information in order to gain fresh insight. Through extra-classroom

settings, students and faculty advance knowledge, or create or perform music, or create art or literature, or participate in other experiences that require a high level of intellectual stimulation. The scholarly or creative experience is a significant scholarly or creative project completed under the tutelage of at least one faculty member.

II. WTE Flow Diagram



III. Overview of the Washburn Transformational Experience Process

- Step 1:** All students must declare a WTE in one of the areas: Community Service, International Education, Leadership, or Scholarly or Creative Activity by the time they have earned sixty (60) credit hours in a degree program.
- ∫ All students must declare a WTE even if they intend to meet the requirement by participating in a Program-Based Experience.
 - ∫ Declaration of the WTE should not be confused with the declaration of major. These are separate processes
 - ∫ Students and advisors may check the online degree audit to confirm the completion of this step.
 - ∫ A Student who wishes to declare the Scholarly or Creative WTE must have prior approval from her/his mentor.
 - Mentors from CAS or SAS must have the approval of her/his department chair and from all other schools or colleges must have the approval of his/her Dean to participate in a Scholarly or Creative WTE.
 - Compensation for mentors will be determined by academic dean.
 - ∫ Students considering the Leadership WTE are encouraged to complete the required leadership course at least one semester prior to the commencement of the functional leadership experiences required for the WTE.
 - ∫ Students are not limited to one WTE or to one WTE area. Multiple WTE declarations are allowed.

- ∫ Declarations cannot be modified, but can be cancelled if a student abandons a WTE project.
- ∫ Students are not limited to Program-Based WTEs.
- ∫ Email wte@washburn.edu to request the declaration.

Step 2: All students must complete the WTE Activity Plan. Even a Program-Based WTE requires an activity plan.

- ∫ Deadlines for the approval of the Activity Plan vary, so it is essential to contact the appropriate WTE director to confirm the submission deadlines.
 - Activity plans for all areas except Leadership must be completed and approved prior to beginning the WTE experience. This is especially important for the International Education WTE as funds will not be awarded unless an approved plan is on file.
 - A Leadership course can be completed prior to WTE declaration. However, functional leadership roles cannot be counted toward the required 150 hours until a Leadership WTE has been declared and an activity plan has been approved.
 - The activity plan is required of all WTEs and should not be confused with other requirements specific to a WTE.
 - Students participating in the Community Service WTE are required to complete a pre-experience survey in addition to the activity plan prior to beginning their community service experience.
- ∫ Students should allow at least one month for the review and approval of an Activity Plan.

Step 3: Participate in the WTE activities. The duration of this step will depend on the specific WTE. This step should be

completed at least one month prior to an anticipated graduation date.

- ∫ Students should maintain contact with their mentor, faculty sponsor, and/or WTE Area Director to ensure they are meeting all the requirements of the specific experience.

Step 4: Complete the WTE experience. WTE completion requires WTE project completion, reflection and assessment reporting, and in some cases public presentation of the work accomplished.

- ∫ Students participating in the Community Service WTE must complete a post-experience survey.
- ∫ Students must complete all required WTE assessments.

- ∫ Students must submit an artifact of their WTE to the University Library for archiving.

- ∫ Students may be asked to prepare and present a public presentation during a Day of Transformation, a venue that showcases WTE experiences [see section IX].

- ∫ Students should confirm that their Department Chair and/or Dean has submitted the WTE completion form and that the completion has been officially recorded.
 - Students and advisors should check the online degree audit to monitor this step.
 - Students and advisors should ensure this step is completed at least 1 week prior to the anticipated graduation date.

Please refer to Appendix A for a list of Frequently Asked Questions.

IV. WTE Declaration

A. Procedures for Student Declaration of a WTE

The student sends an e-mail to wte@washburn.edu indicating intent to declare a WTE. The declaration area (Leadership, International Education, Scholarly/Creative Activity, or Community Service) must be specified in the e-mail. The declaration must be submitted before the student has earned 60 credit hours in a degree program.

- 1) An E-mail containing a WTE declaration form will then be sent to the student.
- 2) After the student fills out the declaration form , the completed form is returned to wte@washburn.edu
- 3) The declaration form also contains the Pre-Assessment questions.
- 4) Once the pre-assessment questions are answered and returned to wte@washburn.edu, the declaration process is complete.
- 5) The declaring student's official records are updated and the online degree audit will reflect that the student has declared a WTE.

B. Example Declarations – See Appendix B

Development of a web based system to support the WTE program will commence during the spring, 2007 semester.

V. WTE Activity Plan

A. Process for Completing the WTE Activity Plan

1. Confirm declaration of WTE has been accepted. An activity plan may only be submitted by a student who has previously declared the relevant WTE.
2. Meet with the appropriate WTE Area Director and/or a faculty mentor.
 - a. Completion of the Activity Plan for the Scholarly or Creative WTE requires mentor approval.
 - b. Completion of the Activity Plan for the Community Service WTE is coordinated by the Director.
 - c. Completion of the Activity Plan for the Leadership WTE is coordinated by the Director but the student may initiate the process with the faculty sponsor of an Program-Based Leadership program. Otherwise, the student should contact Gary Forbach, Director, Washburn Leadership Institute.
 - d. Completion of the Activity Plan for the International Education WTE is coordinated by the Director but the student may initiate the process with the faculty sponsor of an approved experience. If a student is interested in pursuing an International Education WTE and does not have a faculty sponsor, the student should contact Baili Zhang, Director, Office of International Programs and WTE International Education Area Director.
3. Obtain the appropriate WTE Activity Plan form. Contact wte@washburn.edu to request an electronic copy of the form.
 - a. If you are completing a Program-Based WTE Activity Plan request the specific activity plan.
4. Complete the Activity Plan or Review the Program-Based Activity Plan
 - a. Provide a descriptive Project Title. The title should be appropriate for inclusion on your official transcript.
 - b. Project Description should be a concise but complete explanation of the project. Provide the

essential details including anticipated travel and whether or not the project will be completed as a component of a class.

- c. Project Goals: Provide 2 – 4 goals including a goal for transformation. Goal statements are designed to reflect your aspirations for the project.
 - d. Project Objectives: provide 3 – 5 objectives. Objectives should be measurable and outline specific activities.
 - e. Provide a Project Budget.
 - f. Complete the estimated timeline.
5. Review the completed Activity Plan with your mentor, faculty sponsor, or WTE area director and make appropriate revisions.
 6. Submit the completed Activity Plan to wte@washburn.edu

Help for filling out the Description, Goals, and Objectives fields on the Activity Plan is provided in Appendix C.

B. Example Activity Plans – See Appendix D

VI. WTE Completion

A. Process for Completing the WTE

1. The student completes all required WTE assessments
2. The student prepares and submits a WTE artifact of their WTE to the University Library.
3. The student prepares and presents a public presentation of the work accomplished [see Section IX].
4. For Scholarly or Creative Activity WTEs, the mentor's department chair and/or Dean notifies the WTE Area Director whether or not the project was successfully completed. For all other WTE areas, the WTE Area Director has approval or disapproval authority. Written justification of a disapproval decision must be provided to the student.
5. The WTE Area Director completes WTE Project Completion Form and gives official notice to the student of the completion event and of the completion status (successful or unsuccessful). If unsuccessful, a justification letter is also sent to the student. If the student wishes to appeal the decision then the student may formally appeal to the WTE Area Director.
6. The WTE Area Director notifies the University Registrar's Office is of the WTE completion and the online audit is updated by.

B. WTE Completion Time-Line

Sequential Deadlines

	Community Service	Leadership	Scholarly or Creative	International Education
EVENT				
Declaration Transfer students with 60 or more transfer hours declare during their first semester at WU	Flexible- as long as completed before student reaches Junior classification	Flexible- as long as completed before student reaches Junior classification	Flexible- as long as completed before student reaches Junior classification	March 1 summer and fall travel October 15 Winter and spring
Activity Plan	Flexible but required before beginning WTE Experience	Flexible but required before beginning WTE Experience	Flexible but required before beginning WTE Experience	March 15 Summer and fall travel October 30 Winter and spring travel
Scholarship application	Flexible as long as student has completed the WTE Activity Plan	See the director	Flexible submission deadlines established for each academic year. Requires completed Activity Plan	March 1 Summer and fall travel October 15 Winter and spring travel
Pre-trip Background Research Paper	NA	NA	NA	March 30 Summer and fall travel November 15 Winter and spring travel
WTE Assessment	Flexible but within the completion semester and prior to graduation	Flexible but within the completion semester and prior to graduation	Flexible but within the completion semester and prior to graduation	Three weeks after returning and prior to graduation

VII. WTE Student Funding

A. Student Funding Overview

There are structures in place to provide monetary assistance to students as they complete their WTE. Students should contact the appropriate Program director with specific questions. Students and faculty may also send questions to wte@washburn.edu.

Scholarly or Creative Activity:

Students can receive monies to purchase supplies, equipment, or resources (including travel) needed for productive independent work. The proposed project must be student driven, original, and faculty supervised. Students can also request monies for the opportunity to present their final product (e.g., travel expenses, conference/meeting registration). The maximum award will be \$1000. It is generally assumed that students will be in their junior or senior years when they complete these projects.

International Education:

Students seeking funding for International Education must complete a Study Abroad Admission and Scholarship Application Form. The Study Abroad Scholarship Committee will meet to recommend awards. Decisions about whether to award a scholarship and, if so, the extent of the scholarship will be based on the overall strength of the application, including the student's GPA and letters of recommendation.

Community Service:

Students requesting Community Service Project Support funding must complete the application. The application will be reviewed by the permanent Community Service Washburn Transformational Experience Committee. Students can request a maximum of \$500.00 which must be used for the service project. Applications will be accepted on a rolling application process, i.e. the student can apply any time for assistance, and will be reviewed as they are received.

Leadership:

Students who expect that funds will be needed to be able to complete a leadership project should consult with the Leadership WTE Director **before** submitting the WTE Activity Plan.

B. Scholarly & Creative Activity Grant Guidelines – See Appendix E

C. Scholarly & Creative Activity Grant Application – See Appendix F

D. International Education Scholarship Information – See Appendix G

E. Community Service Mini-Grant Application – See Appendix H

VIII. WTE International Education Pre-trip Background Research Paper Guidelines

The research paper subjects will be selected in consultation with the faculty sponsor or the WTE Director and will focus on topic which will prepare the student for the WTE-IE experience. The research paper should analyze some aspect of the country or culture to be experienced during the study abroad component of the WTE. The paper should be about five double spaced word-processed pages, excluding footnotes. Select an intellectually engaging topic which will contribute to your overall preparation to travel. As in any other paper, acknowledge all sources using an approved citation style.

The paper should include the following:

1. An introductory section that summarizes topic, including your reason for selecting the topic, and previews what you intend to cover in the remainder of the paper;
2. A description of the main points including your analysis; and
3. A conclusion that ties ideas together and discusses the impact of the research on your preparation for travel.

The organization and style of the paper should be appropriate for a Washburn University course, following the MLA format. If you have questions, consult your faculty sponsor. The paper must be completed and accepted before the beginning of the trip. Faculty sponsors or the WTE Director will establish the specific submission deadline.

IX. Public Presentation

One of the core components of the WTE articulated in the agenda item approved by the Faculty Senate was:

“An essential component of every transformational experience is a report presented in a manner, and to an audience, appropriate to the project. The report will address the significance of the project, the impact the experience had on the student, and the extent to which the project has fit into the student's overall educational goals.” [Approved by Faculty Senate, October 24, 2005]

Regardless of the venue selected the assessment process of the WTE will ensure the institution has sufficient evidence to be able to respond to the Kansas Board of Regents Performance Agreements and to evaluate the impact of the WTEs on student learning. The issue which remains to be addressed is to provide the opportunity for public presentation of the work accomplished. This will be implemented according to the following:

1. WTE presentations, where appropriate, will make use of existing venues for presentation e.g. Program-Based WTEs may have the opportunity for presentation;
2. The University will host a Day of Transformation, at the end of the Fall semester and another at the end of the Spring semester. Deans, WTE directors, and Department Chairs will be asked to nominate students to be showcased during these Days of Transformation. The Area Directors will be responsible for ensuring a representative sample of WTEs is presented i.e. all areas are represented. The number of presentations will reflect the magnitude of participation in the WTEs during the given semester. These presentations will be open to the community. The format will be similar to panel presentations at professional conferences. Selected presentations will be recorded for archiving.
3. A virtual community will be built to support virtual Days of Transformations.

X. Program-Based WTEs

Program-Based WTEs (formerly called Built-In TEs) exist to address academic needs of students, but also provide an appropriate experience in one of the four WTE areas, and require completion of all WTE requirements.

Program-Based WTEs are typically funded and staffed through normal academic unit procedures.

Implementation Issues: Spring 2007

During spring, 2007 the VPAA, through the deans, will distribute instructions on how to submit a program for approval as a Program-Based WTE. Submission deadlines will be specified. Assessable Goals and Objectives will be required for each program submitted (see the guidelines below).

A goal is to have an on-line submission process ready for implementation prior to the end of the spring, 2007 semester.

Assessable Goals and Objectives will be requested for those programs currently on the "approved" list [see Appendix I].

Approval Responsibilities

During the implementation phase of the WTE, the VPAA and the WTE area directors will determine whether existing and proposed experiences meet the WTE standards established by the Faculty Senate. The VPAA has determined that the implementation phase of the WTE will terminate at the end of the 2007-2008 academic year.

After the implementation phase of the WTE, a committee from each WTE area will be responsible for approving Program-Based WTEs. Each committee will be chaired by the Area WTE director, be made up of faculty, and must include representation from the Faculty Senate.

A program submitted for approval as a Program-Based WTEs must first be approved by the appropriate Dean, and where appropriate, by the chair of the submitting department.

Help for filling out the Description, Goals, and Objectives fields for Program-Based WTE is provided in Appendix C.

Appendix I contains a list of approved Program-Based WTEs

XI. WTE Committees

Community Service

<u>Name</u>	<u>Function</u>
Rick Ellis	Community Service Director
Kristine Hart	Community Service Coordinator
Jeannie Cornelius	CUSP
Pam MacDonald	CAS
Roy Wohl	CAS
Angela West	SAS
Lee McGinnis	SOBU
Caren Dick	SON
Marsha Carrasco-Cooper	SAGL
Molly Shea (Vice Pres)	WSGA
Rebecca Garcia	Student- completed experience
Nancy Palmer	Faculty Senate Member

Leadership

<u>Name</u>	<u>Function</u>
Gary Forbach	Leadership TE Director
Meg Hawthorne	Assoc Director (Comm Chair)
Russ Smith	SOBU Dean or appointee
Kim Morse	CAS Dean or appointee
Debbie Isaacson	SON appointee
Mike Manske	SAS Dean or appointee and Faculty Senate Member
Jessica Niederee	SR Class Leadership Students
Marcus Schultz-Bergin	SR Class Leadership Students
Josh Shald	WSGA
Molly Shea	WSGA

Scholarly or Creative

<u>Name</u>	<u>Function</u>
Donna LaLonde	Dean, Honors (Chair)
Margaret Wood	CAS - Soc Science
Bruce Mechtly	CAS - Nat Science
Amy Fleury	CAS - Humanities
Jim McCormick	CAS - Education
Catherine Mallett	CAS - Creative & Perform Arts
Kimberly Harrison	SAS
Rob Hull	SOBU
Paul Byrne	SOBU
Brenda Patzel	SON, Faculty Senate Member
Gordon McQuere	Dean, CAS
David Sollars	Dean, SOBU

International Education

The International Education Committee (IEC) has the additional responsibility of being the International Education WTE committee. If no member of the IEC is a faculty senator, then faculty senate appoints a member to the IEC.

<u>Name</u>	<u>Function</u>
Baili Zhang	Director, International Programs
Azyz Sharafy	CAS
Kent Stone	CAS
Mary Sheldon	CAS
Vic Landrum	CAS
Brian Ogawa	SAS
Shirley Dinkel	SON, Faculty Senate Member
Dmitri Nizovtsev	SOBU
Alex Glashausser	SOL
Ron Wasserstein	VPAA

APPENDIX A - Frequently Asked Questions

When does WTE become a requirement? *Fall 2006, except for those transfer students who enter in fall 2006 with 64 hours or more.*

When should I get started? *Typically, these will be done in the junior or senior year, though they could be started and completed earlier. You will be required to declare a WTE once you have earned 60 hours.*

When should I submit my proposal for my WTE? *After completing the declaration process, you will develop and submit a proposal. Typically, the proposal will be submitted in the semester prior to the semester you anticipate beginning the WTE.*

How many hours will it take? *This will depend on the individual situation. Generally, one can assume at minimum the workload of a three-credit course. The student and mentor will be responsible for documentation. Specific requirements for documentation will vary by WTE.*

Can I do my WTE during the summer? *Yes, you will need to coordinate this with your mentor.*

Will I be advised by faculty & staff or students? *You will have a faculty mentor. However, advanced students are likely to serve as "role models," sharing their experiences with students who have yet to complete a WTE.*

Will there be money available to help with my project?

Yes, in many instances. Email questions regarding funding to wte@washburn.edu.

Who decides what counts as a WTE and what doesn't?

Ultimately, the faculty will decide, through the directors of each WTE and the WTE committee.

Will it transfer as credit hours to another college?

If a WTE activity is taken for credit, it will probably transfer.

Can I switch advisors if I don't like my advisor? *The director of your WTE will work with you to ensure a good fit between you and your mentor.*

Will my experiences at another college count as my WTE?

It is possible, but in most cases no, since this is an experience designed to be shared by members of the Washburn University community. An important part of the experience will be the relationships formed among WU students, faculty, and staff.

Is this done at other colleges? *No, the commitment to the WTE demonstrates WU's commitment to its mission and your education.*

Will I have to write a paper? *Yes, your mentor will guide you through this process, and there will also be an opportunity for you to make a presentation regarding your experience.*

How much is it going to cost? *It depends on the activity. Community service, for example, may not cost anything, except time, of course. An international experience will be more costly.*

Will this be reflected on my transcript? *Yes, the title of your transformational experience will be included on your official transcript.*

Can I switch the type of WTE I am doing if I don't like the one I choose? *Yes, as with all curriculum decisions, you would do this in consultation with your advisor.*

Can I do my community service hours in my hometown?

Yes, under most circumstances, as long as the project received prior approval by the Director of the Community Service WTE.

Can students enrolled before the fall of 2006 receive credit for this too?

Absolutely. Contact the Center for Undergraduate Studies and Programs, or email wte@washburn.edu to plan a WTE.

Are faculty & staff concerned about students who are not going to put out their full effort? *We always are, not just in the WTE. As faculty and staff we are committed to helping you reach your full academic potential.*

Is it pass/fail or will I get a grade? *There is no impact on GPA although you may complete the WTE as a part of a course for which you will receive a grade.*

Why do I have to do this? *These experiences have been found to greatly benefit students, making them better prepared for post-undergraduate life. The WTEs are the mark of a Washburn education, something that will help distinguish you from others.*

APPENDIX B - Example WTE Declarations

Please complete the following information and return the completed form to wte@washburn.edu

WTE Declaration – Fall 2006	
WIN	W12345678
Name (first, mi, last)	I. M. Leader
Degree/Major	Business – Marketing
Anticipated Graduation Date	May 2008
Academic Advisor	Stacy Woltje
Faculty Mentor	Gary Forbach – Leadership Institute
Mentor e-mail	gary.forbach@washburn.edu
Has mentor agreed to work with you on this project?	YES
Project	Leadership position with Kansas Academic Advising Network
Questions:	

In addition to providing the information requested above, please consider and thoughtfully respond to the following. Your thoughtful responses will help us as we develop the assessment plan for the Washburn Transformational Experience. Thank you!

1. Describe a positive transformational experience in your lifetime.

My first year of college was a major change in my life. When I reflect on all that has happened to me, I realize that that time in my life really shaped the person whom I am today. I left home the day after high school graduation and moved to Florida to attend the University of South Florida. I didn't know a soul and I was soon to find out that I didn't know just how hard college would be. High school was always very easy and I was used to taking very challenging courses and doing well in them. This would not prove to be the case in college. I had not developed good study skills and I assumed I could do the same amount of work in college as I had previously done. Needless to say, I ended up dropping some classes and I moved back to Kansas after that first semester. I realized that I had had unrealistic goals for myself and that it was time to assess what I wanted my future to be like.

2. What were the important characteristics of this experience?

If I had to characterize this experience, I would say that it forced me to be independent and look at myself in a critical manner that I had never had done before. It was a humbling experience, but it also made me realize that I was now responsible for the kind of life I wanted to create for myself. I was no longer living the life of the daughter of my parents. It was time to strike out on my own. I realized it was up to me to get my education and that I had to work hard for it.

3. What do you expect to get out of the transformational experience at Washburn University?

I hope to realize my potential as a leader through my WTE project. I am very interested in leading people and feel like I have always been a leader rather than a follower. However, I lack some learned characteristics and behaviors that I feel I need to acquire to be a leader. I hope to gain these through this experience. My college courses in my business curriculum have provided me with much needed knowledge, however I hope to attain the "hands-on" experience that will aid me in my future career.

APPENDIX C - Guidelines for Description, Goals, and Objectives Fields for WTE Activity Plans and for Program-Based WTEs

Description: A well constructed paragraph that provides the critical information about the nature of the Program-Based WTE project. If travel is involved, the duration of the travel should be included.

Goals: Include 2-4 statements that describe what is to be accomplished and how the experiences will transform.

Objectives: Include 2-5 statements that describe the activities students will engage in to insure that goals are met. Include a time-line for each activity.

Field lengths on the form (previously established) are: Title (60 char max), Description (200 char max), Goals (1000 char max), and Objectives (2000 char max).

APPENDIX D - Example Activity Plans

WTE Activity Plan

Student Information	
Student WIN	W12345678
Student Name	I.M. Leader
Mentor Information	
Mentor Email	gary.forbach@washburn.edu
Mentor Name	Gary Forbach
Project Administrator	
Project Administrator Email	donna.lalonde@washburn.edu
Project Administrator Name	Donna LaLonde
Activity Plan Detail	
Program Based WTE Title [if applicable]	

Title of Project	
	Kansas Academic Advising Network Steering Committee member and conference planning
Project Description	
	The project I have chosen for my WTE is to lead and plan the annual conference for the Kansas Academic Advising Network (KAAN). As a part of this project, I will sit on the KAAN Steering Committee. The committee will meet three times prior to the annual conference which will be held September 15, 2007 in Hays, Kansas. Prior to the conference, I will be meeting with the committee to decide on themes, scheduling of the program and other aspects such as food and entertainment. We will decide what the goals are we have as a committee and what we want members to gain from their professional development activity. I will also get the opportunity to balance the budget for our conference, choose the presenters and programs that will be given during the conference and plan the actual format of the conference.
Project Goals	
	Provide 2 – 4 goals which describe what you want to accomplish and how you expect to be transformed.
	There are a number of goals that I want to accomplish for this conference both professionally & personally. The first goal is to provide a memorable, fun and informative professional development experience for the conference attendees. To do this, I hope to communicate on a regular basis with the membership and receive feedback as to what type of activities and topics that interest them. The second goal I have is to learn to be an effective leader while running the steering committee meetings. My idea of “effective” is to provide direction for the committee and to lead the group towards accomplishing goals we have set. By the end of my term, I hope to be able to have specific accomplishments achieved.
Objectives:	
	Provide 3 – 5 specific objectives (actions) you will undertake to ensure you meet your goals. This should include a timeline for accomplishing the specific activities.
	Goal #1 – Provide a memorable, fun and informative professional development experience Action steps: 1. To choose conference proposals that address topics that the members have indicated an interest (per

survey). This will be completed in early June 2007.

2. To provide food and entertainment (including a dynamic keynote speaker).
3. To create a visually appealing program and signage for day of conference for attendees.

Budget: include supplies, equipment, travel, etc.

I will be traveling to Steering Committee meetings in February & June of 2007. The conference will be in Hays, KS in Sept. 2007

Estimated Start Semester [Fall, Spring, Summer]	Spring
Estimated Start Year [YYYY]	2007
Estimated Completion Semester [Fall, Spring, Summer]	Fall
Estimated Completion Year [YYYY]	2007
Student Agrees that the Plan is ready for Mentor Approval [Yes/NO]	Yes

APPENDIX E - Scholarly & Creative Activity Grant Guidelines



WASHBURN UNIVERSITY

SCHOLARLY & CREATIVE ACTIVITY GRANT GUIDELINES

(Maximum Award -- \$1,000)

~ Revised July 2006 ~

These guidelines are to help clarify the application instructions and to give insight into the decision-making process of the Scholarly & Creative Activity Committee. Not all of these guidelines will apply to every grant request, and there may be information unique to a request that should be included in the application. **Provide sufficient justification and information to avoid a delay in the approval of your application.**

PURPOSE AND FUNCTION: Washburn University's vision is to expand the culture of undergraduate creative and scholarly work. The opportunity to conduct independent projects at Washburn University provides students with a rigorous education and individualized instruction, typical of small teaching institutions, and the opportunity to perform independent work and projects, more often typical of large universities. The opportunity for undergraduates to perform independent creative work is also consistent with the University's commitment to individual achievement and its mission to "prepare individuals for careers and ...for continuous learning."

Students can receive monies to purchase supplies, equipment, or resources (including travel) needed for productive independent work. The proposed project must be student driven, original, and faculty supervised. Furthermore, the funded project must represent more than a class assignment unless it is part of a capstone project that reflects **advanced** scholarly or creative activity. Students can also request monies for the opportunity to present their final product (e.g., travel expenses, conference/meeting registration). Funds are competitive and awarded based on the quality of the proposal (which must be well written and organized), and the project (which must be rigorous, focused and professional). It is generally assumed that students will be in their junior or senior years when they complete these projects.

APPLICATION AND EVALUATION PROCEDURE: The Scholarly & Creative Activity Committee evaluates proposals **monthly** during the academic year and will publish summer deadlines during the preceding academic year. In order for the committee to fairly evaluate proposals for disbursement of grant funds, students are encouraged to submit proposals **by the appropriate deadline** for each month. Students can receive monies to purchase supplies, equipment, or resources including travel needed for productive independent work. The proposed project must be student driven, original, and faculty supervised. Furthermore, the funded project must represent more than a class assignment unless it is part of a capstone project that reflects **advanced** scholarly or creative activity. Students can also request monies for the opportunity to present their final product (e.g., travel expenses, conference/meeting registration). Funds are competitive and awarded based on the quality of the proposal (which must be well written and organized), and the project (which must be rigorous, focused and professional). It is generally assumed that students will be in their junior or senior years when they complete these projects.

Priority is given in awarding grants to students who seek funding in order to complete the scholarly and creative transformational experience required for graduation. Students who have completed a scholarly and creative transformational experience may seek funding for a second project, but priority for funding continues to be for first time projects. Students are eligible to receive a maximum of \$1,000 in any academic year. Grant recipients will be required to submit a brief report indicating how the grant funds were used. **Please submit the completed application via email to wte@washburn.edu with the subject line, "Scholarly or Creative Grant." Please submit the original copy of the signature page to CUSP, MO 122.**

REQUEST FOR SUPPORT OF A PROJECT: Provide a brief synopsis to include the following items: descriptive title, purpose, significance (be specific), project premise, project plan, function of investigators, and possible publication (be specific), performance, or exhibit avenues. If equipment* is requested, comment on how it will be used to support the project, current availability of similar equipment, and its uniqueness to the project. research

involving the use of human or animal research subjects must also show compliance with the federal, state and local laws governing research involving human and animal research subjects. This information may be included in the narrative or in an appendix. **Funding is contingent upon approval of the Institutional Review Board.** **Note: Equipment purchased with grant funds remains the property of Washburn University.*

REQUEST FOR REPRINT AND/OR PAGE CHARGES: To complete a literature search, provide the title, authors and their affiliation, the journal citation, acknowledgment of the article acceptance, and an invoice or copy of your personal check.

BUDGET DETAILS APPLICABLE TO ALL REQUESTS: Provide a budget that is well thought out with details and justification. For example, what is being copied, how many copies, and the cost per copy. Travel requests must include the particulars such as the number of days to be traveled, the number of overnights, cost of lodging and meals per day, miles traveled per day and total mileage, the dates of travel, and any airline trips and expenses. Items to be purchased must include estimated freight/delivery charges. The business office should be contacted to obtain information on budget items such as current travel reimbursement rates. **Grant approval is limited to items listed on the budget only. Substitutions will not be authorized without prior written approval from the Chair of the Committee.**

FINAL REPORT: Upon signing the application and agreeing to accept Scholarly & Creative Activity Grant funds, you are agreeing to submit a **BRIEF FOLLOW-UP REPORT to the Chair of the Committee WITHIN 30 DAYS OF COMPLETION OF THE RESEARCH.**

APPENDIX F - Scholarly & Creative Activity Grant Application

APPLICATION

Scholarly & Creative Activity

WASHBURN UNIVERSITY

~ Revised July 2006 ~

NAME _____

Contact

email: _____

Faculty Mentor _____

DEPARTMENT/ACADEMIC UNIT _____

NATURE OF PROPOSED PROJECT (Complete one of the attached forms as it relates to your specific request and attach supporting data.)

- Attach a description that presents the rationale of the project and its objective, along with any appropriate documentation.
- Include a proposed **timeline** indicating **start** and **completion** dates.
- Include an **explicit** and **detailed** budget (include estimated delivery/freight/postage charges).

Proposed research requires the use of human or animal research subjects () YES () NO
(funding is contingent upon the approval of the Institution Review Board)

AMOUNT REQUESTED (Maximum \$1,000): \$ _____

- a) Have you received prior funds for **THIS** project from the WTE Committee? () YES () NO
- b) Have you applied for or received funds for **THIS** project from another source? () YES () NO
If yes, indicate the amount _____ and source _____
- c) Have you received prior funds for a **SIMILAR OR RELATED** project from the Committee? () YES () NO
If yes, indicate the amount _____ and date received _____
and **attach information regarding the previous project.**
- d) Have you received prior WTE funding for another experience? () YES () NO
If yes, indicate the amount and source _____.

APPROVALS

Applicant _____ -Date _____

By signing this application, you agree to submit a **BRIEF FOLLOW-UP REPORT** to the WTE Scholarly and Creative Activity Committee **WITHIN 30 DAYS OF COMPLETION OF THE RESEARCH.**

Faculty Mentor _____ Date _____

Department Chair or Dean _____ Date _____

Department Chair's or Dean's signature indicates acknowledgement of proposal submission and the applicability of this project to needs of the student and Washburn University, as well as confirmation that applicant is a current student who has declared a WTE.

DELIVER TO CUSP – MO 122 OFFICE AFTER ALL REQUIRED SIGNATURES HAVE BEEN OBTAINED. CUSP OFFICE USE ONLY Date Application Received in CUSP Office _____

Application Complete () YES () NO Comments _____

Scholarly & Creative Activity REQUEST FOR SUPPORT OF A PROJECT

DESCRIPTIVE TITLE

ABSTRACT (include):

Purpose:

Significance:

Project Premise:

Project Plan:

Function of Investigator(s):

Potential for Publication, Performance or Exhibit:

(a) Why is it publishable:

(a) Where is it publishable (be specific):

Is Equipment Requested?

If yes, how will it be used?

YES ()

NO ()

Current availability of similar equipment?

If yes, rationale for this request?

YES ()

NO ()

REQUEST FOR TRAVEL (If traveling more than once, please complete this section for each trip)

Location _____

Travel Dates _____

Budget:

Registration \$ _____

Hotel
 _____ nights @ _____/per night _____

Airfare _____

Mileage
 _____ miles @ 0.40.5 per mile _____

Shuttle/taxi _____

Meals

Breakfast _____ @ _____ each _____

Lunch _____ @ _____ each _____

Dinner _____ @ _____ each _____

Other

List below

Total Expenses \$ _____

Other Funds Received (_____)

TOTAL REQUEST \$ _____

(Include any available supporting documentation)

**Scholarly & Creative Activity
REQUEST FOR SUPPORT OF A PROJECT**

SUMMARY OF ALL REQUESTS:

TOTAL REQUESTED: \$

Equipment purchased with grant funds remains the property of Washburn University.

**Scholarly & Creative Activity
LITERATURE SEARCH
REQUEST FOR REPRINT AND/OR PAGE
CHARGES**

TITLE:

Authors (include affiliation):

Journal Citation:

ACKNOWLEDGEMENT OF ARTICLE ACCEPTANCE **YES ()** **NO ()**

INVOICE OR COPY OF PERSONAL CHECK INCLUDED **YES ()** **NO ()**

DETAILED BUDGET:
(Number of Copies/Cost per Copy)

TOTAL REQUESTED: \$

APPENDIX G - International Education Scholarship Information

Washburn Transformation Experience (WTE) International Education WTE SCHOLARSHIP INFORMATION

Washburn University makes scholarship funds available to help study abroad program participants defray travel expenses. Below you will find information on the scholarship procedure, eligibility, and restrictions.

Scholarship Procedure

1. Declare International Education WTE
2. Complete a Study Abroad Admission and Scholarship Application Form (<http://www.washburn.edu/services/is/sap.html>).
3. The Study Abroad Scholarship Committee will meet to recommend awards. Decisions about whether to award a scholarship and, if so, the extent of the scholarship will be based on the overall strength of the application, including the student's GPA and letters of recommendation. The Director of International Programs will make recommendations to the VPAA for final approval.
4. Students receive the award after completing all the paperwork related to WTE (declaration, background research paper, and activity plan) and study abroad regulations.
5. Students receiving scholarships are expected to attend the orientation and award ceremony.
6. At the conclusion of the program, students are expected to submit at least a photo and testimonial of the benefit of studying abroad.

Eligibility

- *All degree-seeking students at Washburn with an average grade of at least C
- *Having declared International Education as the WTE option

Note: Students seeking to study abroad as a second WTE after already completing the initial WTE, and students going abroad for the second time will be considered only if there are available funds.

Restrictions

1. Student's WTE proposal must be approved before funding can be disbursed.
2. Student must complete the entire WTE process (i.e., finishing the final report and presentation) in order to keep the award. Otherwise, the return of funds or partial funds is expected. A "financial hold" will be placed on the student's record until clearance has been achieved.

APPENDIX H - Community Service Mini-Grant Application



WASHBURN UNIVERSITY

Community Service Mini-Grant Application

You must complete the following application if you are requesting Community Service Project Support funding. Your Application will be reviewed by the permanent Community Service Transformational Experience Committee. You can request a maximum of \$500.00 which must be used for the service project. We will accept applications on a rolling application process and will review applications as they are received.

SEE IT

Describe the problem that your project addresses.

Describe yourself and your vision for a better community.

BELIEVE IT

What have you done so far to get your project started?

How will your project measurably improve your community? How will you measure the success of your project?

Once it's completed or underway, how will you build on the success of your project?

BUILD IT - part I

Give a detailed outline of your proposal to solve this problem.

When and where will your project take place?

Give a detailed timeline for your project.

BUILD IT - part II

Who else is working with you on your project?

List the name, age, and role in your project of everyone involved.

Is there an organization in your community that you will be working with?

If so, give the name of the organization, the name and title of your contact at the organization, and your contact's phone number.

(Make sure that your contact knows that we may call him or her to ask questions about your project).

BUILD IT - part III

Give a detailed budget for your proposal. Include price quotes if possible.

What elements of your project are being donated, and by whom?

References:

Submit one recommendation from a non-family/non faculty member who can speak to your character and ability to complete the project you are proposing.

Submit one recommendation from faculty member who can speak to your character and ability to complete the project you are proposing.

**APPENDIX I – Approved Program Based WTEs
(as of 1/1/2007)**

Academic Unit	WTE Area	Met By:	Applies to:
Art	Scholarly/Creative Activity	Senior Art Exhibit	all BFA students
Biology	Scholarly/Creative Activity	BI395 project	all biology majors
Chemistry	Scholarly/Creative Activity	research course	all chemistry majors
English	Scholarly/Creative Activity	EN400	literature emphasis students
	Scholarly/Creative Activity	EN384	writing emphasis students
History	Scholarly/Creative Activity	HI399	all history majors
Math	Scholarly/Creative Activity	new capstone course	Some math majors
Modern Language	International Education	study abroad req.	all ML majors
Music	Scholarly/Creative Activity	senior recital	all performance. Majors
Philosophy	Scholarly/Creative Activity	398/399 sequence	all PH and RG majors
Physics	Scholarly/Creative Activity	PS360	all PS majors
Political Science	Scholarly/Creative Activity	research courses	Some PO majors
Psychology	Scholarly/Creative Activity	capstone course	all PY majors
Theatre	Scholarly/Creative Activity	capstone course	all TH majors
School of Nursing	Leadership	course combination	all nursing majors
	International Education	exchange program	Some NU majors
	Scholarly/Creative Activity	honors project	eligible NU majors
Legal Studies	Scholarly/Creative Activity	internship+capstone	all LS majors
Tech Administration	Scholarly/Creative Activity	capstone course	all TA majors
Health Science	Scholarly/Creative Activity	AL480	all BHS majors
Social Work	Community Service	practicum experience	All BSW majors