# Departmental Grant

## Application

Please submit this application as a Word attachment to the GSI Teaching & Resource Center ([gsi@berkeley.edu](mailto:gsi@berkeley.edu)). Should the applicant not be the departmental Chair, we will contact the Chair to ensure this proposal has departmental support.

Name of department submitting proposal:

Faculty name and title:

Campus phone number:

Email:

Departmental Chair: (name) (email)

### Application Guidelines

The Graduate Council’s Advisory Committee for GSI Affairs has set the following criteria of eligibility for these awards. Please indicate with “yes” or “no” whether you will fulfill these criteria:

* conduct a needs assessment of GSIs who have taught in your department in 2020-2021 and use the findings to guide the development of the funded project; \_\_\_
* ensure that the departmental 375 pedagogy is taught by a faculty member (Senate or non-Senate) and meets all of the other requirements the Graduate Council has stipulated for the 375 courses; \_\_\_
* provide documentation of the work completed with the grant funds (e.g., needs assessment results summary, 375 syllabus, GSI handbook) and an evaluation of the project at the end of the grant period; \_\_\_
* work toward establishing an ongoing, comprehensive program to prepare GSIs for teaching. \_\_\_
  1. How many GSIs does your department appoint each year?
  2. Please list the name and number of all of the courses in your department that use GSIs and the number of GSIs that teach in each one of these courses.

**Course Name and Number Number of GSIs**

* 1. How many new GSIs do you anticipate for 2021–2022?
  2. What courses do new GSIs teach in?
  3. What responsibilities do first-time GSIs in your department assume (e.g., conducting discussion sessions or labs; teaching stand-alone sections of foreign language, R&C, or studio courses; grading papers, exams, and/or homework sets; creating tests and exams, and/or developing essay/paper topics; holding office hours; developing or maintaining course website; writing syllabi for Reading & Composition courses)?
  4. What does your department currently do to prepare GSIs for these responsibilities?
  5. How does your department assess the teaching of GSIs?
  6. Please describe the project your department would like to undertake with grant funds. What are the goals of your project and how will you accomplish them? If you are a previous grant recipient, please describe the perceived effectiveness of current departmental efforts to prepare GSIs for teaching and what changes are envisioned for the 2021–2022 year.
  7. How will you evaluate the effectiveness of the project?
  8. What role will experienced GSIs play in the development of the project?
  9. What role will faculty play in the development and implementation of the project?
  10. Please estimate the number of hours of GSI assistance that you will need to undertake this project.

Please feel free to contact the GSI Teaching & Resource Center at gsi@berkeley.edu.