



## ECCE Speakers Series Proposal Form Instruction Sheet

### **What is the ECCE Speaker Series?**

The Speakers Series is part of the Engaged Citizenship Common Experience (ECCE), the distinctive set of courses taken by undergraduates at UIS to foster the appreciation for and practice of diversity and the active effort to make a difference in the world. The Speakers Series is designed to compliment the other categories of coursework in the curriculum, which include

- U.S. Communities
- Global Awareness
- Engagement Experience
- ECCE Elective

The Speakers Series supplements the learning that occurs in the other ECCE coursework and reflects the aims of the curriculum. This one-hour course may be taken in any semester during a student's baccalaureate experience, but students should plan to complete the Speakers Series requirement while taking or after having completed at least one other ECCE course. All undergraduates completing a degree at UIS must take one hour of Speakers Series. For the one hour of credit, students will participate in four campus-sponsored lectures or events by speakers who exemplify engaged citizenship.

### **How are ECCE Speakers / Events Chosen?**

The ECCE Speaker Series is administered by the Office of Undergraduate Education. The course is offered during the Fall, Spring, and Summer semesters. Any member of the UIS community (faculty, staff, students, or recognized organization on the UIS campus) is welcome and encouraged to complete a proposal for an ECCE Speaker Series event.

Speakers and events are chosen based on their relationship to the ECCE themes. Speakers and events that complement ECCE courses taught in a given semester are strongly encouraged. All proposals will be reviewed by the Office of Undergraduate Education and assessed for relevance to ECCE. Those proposals with a strong tie to ECCE will be forwarded to the General Education Council for review, discussion and approval.

**Submit the completed proposal form to Kimberly Craig at [craig.kimberly@uis.edu](mailto:craig.kimberly@uis.edu)**

**Email or call Kimberly at 206.6245 with questions about ECCE Speaker Series or the application process.**

## ECCE THEMES:

- Recognizing the social responsibility of the individual within a larger community
- Practicing awareness of and respect for the diversity of cultures and peoples in this country and in the world
- Reflecting on the ways involvement, leadership, and respect for community occur at the local, regional, national, or international levels
- Identifying how economic, political, and social systems operate now and have operated in the past
- Engaging in open-minded and ethical decision-making and action
- Distinguishing the possibilities and limitations of social change;

## Types of ECCE Speaker Series Proposals:

There are three types of ECCE Speaker Series proposals. For planning purposes, please read the description of each proposal type, noting the required timeline between the proposal type and the actual event.

<b>Participation Proposal</b>	<p>A <b>"Participation Proposal"</b> should be submitted when an event is organized by another department or group and only the attendance of ECCE Speaker Series students is requested.</p> <p><i>A Participation Proposal requires no funding or extra work on the part of ECCE Speaker Series. No budget information is required.</i></p> <p><i>Because of the minimal work involved for staff, Participation Proposals are accepted and encouraged at any time.</i></p>
<b>Co-Sponsorship Proposal</b>	<p>A <b>"Co-Sponsorship Proposal"</b> should be submitted when an event is in the planning stages, the primary sponsor requests to make the event an ECCE Speaker Series event, <b>AND</b> a financial contribution from ECCE Speaker Series is requested.</p> <p>This proposal does not require a full budget. In lieu of a budget the applicant is asked state the exact amount of the funding contribution requested from ECCE Speaker Series and a description of what the money will be used for, such as honoraria, publicity, reception food etc.</p> <p><i>A Co-Sponsorship Proposal is a mini-proposal stating here's what the event is, here is why it is a good ECCE fit, here's how much money we are requesting from ECCE Speaker Series as a co-sponsor, and here is what we are going to do with that money.</i></p> <p><i>For budgeting and planning purposes it is preferable that Co-Sponsorship Proposals are submitted several months in advance of the proposed event.</i></p>

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<b>Full Proposal</b>	<p>A <b>"Full Proposal"</b> is required when an individual or group proposes a speaker / event and requires full funding, organization, and / or management by the ECCE Speaker Series staff.</p> <p><i>A Full Proposal is the most in-depth of the three ECCE Speaker Series proposals, requiring a full budget. Because of the amount of work and planning involved for the ECCE Speaker Series staff, Full Proposals should be submitted at least one semester in advance of the proposed event.</i></p>
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