**Introduction:** Montana State University’s Information Technology, along with Academic Technology & Outreach, invite proposals for the 2020-2021 academic year relating to creativity in the classroom and digital literacy. In the spirit of promoting these skills across campus, MSU has partnered with Adobe to make Adobe Creative Cloud subscriptions available to all enrolled students free of charge. Adobe CC is a cloud-based suite of creative tools designed for all skill levels in areas such as video editing, photography, digital art, print layout, web design, and many more. In order to enhance digital literacy and career readiness across campus, MSU is seeking applications from faculty for funding ($2,500) to support the revision of an existing course assignment to include student use of one or more Adobe CC tools.

A sample of Adobe CC assignment ideas include:

* English – Write an original poem and record it in Audition (audio).
* History – Create a digital museum exhibit using Spark (webpage).
* Chemistry – Document a lab experiment using Premier Rush (video).
* Business – Storyboard a conflict resolution scenario in Illustrator (drawing).
* Marketing – Build a digital photo collage that represents a specific target audience (photo).
* Online Courses – Record and post a personal introduction in Spark (video).

**2019 Awardees:** It may be helpful to review the [listof proposals that were funded in 2019](http://ato.montana.edu/adobe/awards/).

**Getting Ideas:** ATO staff is available to help you navigate the Adobe CC suite and to inspire ideas for its use. All interested faculty are invited to contact us at **AdobeAmbassador@montana.edu** **or (406) 994-6550** for assistance with your project ideas. The Adobe Student Ambassador team is also available to make technology recommendations, answer questions, and help fine-tune the details of your proposal. Drop-in hours are available in Barnard 128:

* **Mondays** 11am - 1pm MT
* **Tuesdays** 10am - 1pm MT
* **Wednesdays** 10am - 12pm MT
* **Thursdays** 9am - 1pm MT

We also recommend you explore [Adobe Creative Cloud Across the Curriculum: A Guide for Learners and Teachers](https://edex.adobe.com/adobeforacademics/cc-across-curriculum) for ideas on integrating Adobe CC with your assignment(s). Montana State University also provides all faculty with access to [LinkedIn Learning](https://www.lib.montana.edu/resources/about/743), where you may complete self-paced tutorials for any of the Adobe CC products of interest. **You must have a basic understanding of the types of media that can be created and how you will support your students with Adobe CC before submitting your proposal***.*

**Award Information:** Funding is available for ten proposals at $2,500 each. Funding for any given proposal is one-time only, and awardees should not expect ongoing funding. It is expected that funds will be spent during the 2020-2021 fiscal year. **Faculty who do not currently have an Adobe license will receive one at no cost.**

**Award Resources and Requirements: Faculty are required to schedule at least one in-class session with the MSU Adobe Student Ambassador team to assist your students and introduce them to this support team.** The Ambassadors can provide your choice of an introductory demo, Q&A session, or interactive workshop.

Faculty will also be provided with a required end-of-course survey to gather quantitative and qualitative feedback from students related to their experience completing the assigned digital media project.

Awardees are expected to share their experience and samples of student work. They will also be asked to share their progress (and results) with the Academic Technology Advisory Committee at the end of the project year.

**Eligible costs:** All funds must be expended following MSU and State of Montana policies and will be transferred to the appropriate MSU department, college, or unit to be managed. **Requests to use funds for additional compensation must follow the Additional Compensation approval process.**

**Who Can Apply:** All teaching MSU faculty may apply regardless of program, college, or FTE status. The goal is to distribute funding across a diverse mix of disciplines and departments representing a broad range of academic areas. Applications will be reviewed by members of the Academic Technology Advisory Committee.

## **Timeline:**

* RFP Distribution – January 31, 2020
* Submission Deadline – March 6, 2020
* Award Announcements – March 13, 2020

**Proposal Preparation and Submission:** Proposals should include a cover page, follow the proposal outline below, and be no longer than 3 pages in length. The proposal should be submitted as a single PDF and sent as an email attachment to **Tess Meacham by 5:00pm on March 6, 2020.**

## **Proposal Review Criteria:**

1. Does the proposal include the use of an appropriate Adobe CC tool for the goals and level of the course?
2. Will the creation of the multimedia assignment submission enhance the learners’ digital literacy and career readiness?
3. What steps has the faculty taken to become familiar with the basics of their chosen Adobe CC tool?
4. How well does the proposal outline the faculty’s plans to support learners in completing this assignment throughout the semester? *Scaffolding with an early, low-stakes assignment is highly recommended.*
5. What are the outcomes the faculty will measure by the end of the project year?

**Contact:** If you have questions about the application process or if you have a project idea relating to Adobe CC that goes beyond the scope of this request, please contact:

**Dr. Kim Obbink**

*Director, Academic Technology & Outreach*

kobbink@montana.edu

(406) 994-5681

**OR**

**Tess Meacham**

*eLearning Support Manager*

tess.meacham@montana.edu

(406) 994-6635

# **COVER PAGE**

**Proposal Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Contact Information:**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department or Unit to receive funds:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Signatures:**

**Faculty:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Chair/Unit Director:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **PROPOSAL OUTLINE**

1. Cover Page
2. Describe the current course, including learning outcomes.
3. How will digital literacy be incorporated into these outcomes? Include a timeline with major milestones and/or goals.
4. Describe the assignment that is to be revised. State the chosen Adobe CC tool and explain how the assignment will be changed to include a creative media deliverable (video, audio, website, etc.).
5. How does this new assignment enhance digital literacy and career readiness? What do you imagine success will look like?
6. How have you familiarized yourself with your chosen Adobe tool and how do you plan to support your learners throughout the semester?
7. Beyond the required survey provided by ATO, how will you collect and implement learner feedback related to this new course experience?
8. Appendix - Attach your current course syllabus and/or any other relevant materials.