



**PAID PROFESSIONAL ASSIGNMENT  
(PPA) REQUEST FORM**

**TO:** Vice President of Instruction

**DATE:** 06/26/17

**FROM:** David Kucera, Division Chair and Barbara Lynn, Grant PI

**DIV or UNIT:** Business/Technology Division and *teachHouston* Grant

**SUBJ:** PPA request for: Dr. Kamile Yagci

Title of PPA activity: *teachHouston* Grant – STEM Content Student Advisor #1

Dates (or semesters) of activity: Fall 2017 & Spring 2018

**A. Activity and Expected Outcomes.**

Serve as a STEM Content Student Advisor for the WCJC portion of National Science Foundation *teachHouston* grant through University of Houston; expected activities and outcomes include:

- Proactively advise WCJC STEM major students of *teachHouston* career pathway opportunities
- Document four planned activities per semester (eight total for 2017-2018) to proactively advise students of the *teachHouston* program at WCJC and UH
  - Planned activities include speaking to a class other than your own, speaking to a student group/club outside of the *teachHouston* Student Club, working at a table promoting *teachHouston* on campus, etc.
  - Documentation includes date and time of activity, content of activity, number of students reached, and contact information of interested prospective students
- Lead one STEM centered service, education, or enrichment activity per semester for the *teachHouston* Student Club (two total for 2017-2018)
- Provide 6-8 hours each semester (12-16 total hours for 2017-2018) of STEM content advising for CUIN 1102 course/students (taught by an education faculty member) to support STEM specific teaching experiences and activities for students
- Submit monthly documentation to the PI and Student Cohort Advisor of outreach activities
- Participate in one team planning meeting at the beginning of each semester to coordinate duties within the grant team

**B. Cost \$2,500 (grant funded)**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)	Fall: 30 hours Spring 30 hours	Fall 17 \$1,250 Spring 18 \$1,250	\$2,500
<b>TOTAL</b>		\$2,500	\$2,500

BUDGET NUMBER: 2195.6062.6175.100 (grant funds)

**C. Approvals**

Supervisor: *Barbara Lynn*

Date: 06/27/2017

VPI: *David Kucera*

Date: 7-21-17

President: *Betty O. Melnick*

Date: 7-21-17

Vice President of Instruction

Date: 6/28/17 Initial: *DK*