



## FIG-MLA Semester Reports

FIG-MLA semester reports are due following each semester that a course is offered through the program.

- Fall course reports are due by March 1
- Spring course reports are due by September 1

Please go to the link for the semester report that you are completing to submit your report online. Below are the questions for semester reports, in case you would rather complete the report and then copy/paste into the online form.

If you have any questions or need the report link for a given semester, please contact Erin at [erin.vinson@maine.edu](mailto:erin.vinson@maine.edu) or 581-4666.

Thank you!

---

---

### Please complete the following:

- Your name:
- FIG-MLA Course:
- Number of MLAs:

### Part I: Course Information and Practice

1. Describe what you did to prepare for the new offering of your course. Include information about your lesson or materials preparation, plans for how to utilize the MLAs, etc.
  
2. How many hours did MLAs put in each week for your course (including prep and weekly meetings, lecture, lab, recitation, office hours, help session or tutorial time). How many hours did you put in each week managing the MLAs, and any other course modification issues?
  
3. Describe how the actual offering of your course differed (if at all) from what you proposed in your FIG application last year. We are curious to hear how (and why) your plans changed.
  
4. Describe what it has been like to incorporate the MLAs into your course. Include information about any challenges or unexpected outcomes you have experienced with this aspect of your project.

## **Part II: Course Results**

We recognize that course results depend on data. Especially for spring FIG-MLA courses, this may mean that partial data or only qualitative assessment is included in the annual report. In these cases, we will ask for an addendum that can be submitted at a later time. If you would like to send additional results/analysis information as an attachment, please email them to Erin Vinson (erin.vinson@maine.edu).

1. Describe things you have done to investigate the changes you have made and their impact on your students. What kinds of instruments (surveys, assessments or assignments) have you used to gather data and information about the course and your students?
2. If you have had the opportunity to analyze any of the data/information you have gathered, describe what you have found and how this informs your thinking about the design of your course.
3. Do you have any observations or information that indicates to you that the project has had a positive impact on your students and/or their learning? This can include informal observations you have made—it need not be based on any systematic data collection.

## **Part III: Request for Support and Future Plans**

Please note, the FIG-MLA program's cost-share model for grant awardees is as follows:

Year 1-2: 100% of costs covered by the RiSE Center (roughly \$1434 per MLA)

Year 3-4: 50% of costs covered by the RiSE Center

Year 5+: 25% of costs covered by the RiSE Center

RiSE staff are available if requested, to meet with you and your department chair to discuss these costs and benefits. Please email Erin if you are unsure of your grant's cost-share level.

1. Would you like to have MLAs as part of your course next year? If so, include information about when the course will be taught (e.g., Fall or Spring) and the number of MLAs you are requesting. If the number of MLAs is different from your original proposal, please provide an explanation.
2. Describe your thoughts about what changes (if any) you would make to the course the next time you teach it as well as any changes/additions you might make to your efforts to assess the impact of the course on your students.