MEMORANDUM
DATE:

TO: Dr. Denise Martinez
    QEP Coordinator (T-0508)

FROM:

SUBJECT: QEP Applied Learning Experience Stipend

Approved task rates (stipend) for supervision of an Applied Learning Experience (ALE) are based on the amount of time spent by the ALE supervisor working directly on the experience.

- ALE supervisors may request a task rate of $1500 (stipend) if the total committed time is 60 hours or more.
- ALE supervisors may request a task rate of $750 (stipend) if the total committed time is more than 20 but less than 60 hours.
- Projects requiring 20 hours or less of the supervisor's time are not eligible for a stipend.

This form must be signed by the faculty/staff member delivering the ALE as well as their direct supervisor.

ALE title: __________________________________________________________

Number of hours spent supervising this ALE: ____________

I certify that this work was performed and the hours reported on this form are true and correct.

____________________________________________________________________
Employee Name             Employee Signature             Date

☐ If this box is checked, I have a 12-month appointment and certify that these hours were spent outside of my approved work schedule.

____________________________________________________________________
Employee Signature             Date

I certify that the hours and information reported on this form are true and correct.

____________________________________________________________________
Supervisor Name             Supervisor Signature             Date