Intersession 2021
Proposal Submission Guidelines

PROPOSAL DEADLINE
Monday, November 16, 2020 by 11:59pm

ACCEPTANCE NOTIFICATION
Before 11:59PM on Monday, November 23, 2020

WHO CAN SUBMIT A PROPOSAL
Intersession proposals are invited from current and alumni IMSA faculty and staff; current and former IMSA Board members; current and alumni parents; alumni students; and other professional/academic IMSA partners.

INTERSESSION PROPOSAL FORM
Please review the following for a more detailed description of what information is expected in each field of the Intersession proposal: https://forms.gle/AXTxwTyWp3jVvsag6

Session Title
Provide a title for your session that is 10 words or fewer. The title should be descriptive and align with the session's content. This title will be used for the Intersession catalog, unless the Intersession Selection Committee accepts the proposal and determines an edited title is necessary.

Session Catalog Description
Provide a description of your session in 150 words or fewer. The description should describe accurately the session's content, scope, and outcomes. The description should also aim to provoke interest among current students to select the session. This description will be used for the Intersession catalog, unless the Intersession Selection Committee accepts the proposal and determines an edited description is necessary.

Outcomes Assessment
Describe in detail the intended student learning outcomes of the session, and how the session's sponsors intend to assess the learning outcomes. This information will be used by the

Intersession Selection Committee to evaluate and select the proposals; it will not be published directly in the Intersession catalog.

Session Categories
Select which of the following categories are a match with your proposed session: Academic; Academic Support; Diversity, Equity, and Inclusion; Professional Development; Service Learning; Socioemotional; UN Sustainable Development Goals. At least one category must be selected, but each session may select all categories that apply. Selecting multiple categories will help define the session, but adding more than one category will not inherently increase the likelihood of the proposal being selected. Session categories will be published in the Intersession catalog. The Intersession Selection Committee reserves the right to change the session's categories, if necessary, to reflect the content of the session as written in the proposal.

Session Time Slots
Identify how much contact time your session will need by selecting the amount of time needed per session (rows) and the number of days needed (columns). In this format, the minimum amount of contact is a single, 60-minute session; the maximum is 360 minutes spread across all three days of Intersession. This format provides for increased flexibility for session sponsors to identify the appropriate amount of contact time to match their session's outcomes and their own availability. Specific days and times for each accepted session will be determined by the Intersession Selection Committee.

To clarify this new time slot format, below are just a few examples of how some of the different time slots could be used:
- 60 minutes / One Day: A webinar that is presenter-focused providing content for attendees with perhaps some limited interaction and Q&A (ie: like a TED Talk).
- 60 minutes / Two Days: An exploration of a film, in which the first 60 minute session provides context around the film. Students then view the film on their own time, before returning for a second 60 minute session to discuss the film.
- 90 minutes / Two Days: An exploration of a topic, with the first day providing context and conversation, and the second day providing interactive opportunities for students to collaborate more deeply on the topic.
- 120 minutes / Three Days: A robust series of interactive sessions that combine elements such as lecture, labs, collaborative work, activities, and more.

Enrollment
Identify the ideal range for the total student enrollment to allow each student an equitable opportunity to achieve the session outcomes. Using the examples directly above, a TED Talk style webinar may be able to accommodate 50+ students with ease due to the speaker-centered nature of the session, while a more collaborative session may require a smaller group of students to allow from proper engagement and learning.

Prerequisites
Identify any specific prerequisites students would need to meet in order to enroll in this particular session. Prerequisites may include prior course work or content knowledge that are foundational to each students' ability to participate and learn in the session.

Student Resources
Will the students require any resources that would need to be purchased or shipped in advance of the session? If yes, identify the specific resources. Please do not list any resources that are free or can be shared remotely, like hyperlinks to videos or websites.

Sponsor Resources
Will the sponsors/facilitators require any resources that would need to be purchased or shipped in advance of the session? If yes, identify the specific resources. Do not list any resources that are free or can be shared remotely, like hyperlinks to videos or websites.

Budget
If any student or sponsor resources were noted in the previous section, please provide an approximate total cost for all of the resources, based on the highest total student enrollment. For example, if you selected a projected enrollment of 11-25 students, project your costs based on 25 students. If you selected 50+ students for enrollment, based your estimations on 50 students.

Primary Sponsor Name, Email, Phone Number
The primary sponsor is the person who is submitting the proposal and will act as the primary contact and session facilitator. Provide your full name, your email (IMSA email, if applicable), and best phone number to reach you.

Primary Sponsor Relationship to IMSA.
Identify the primary sponsor's relationship to IMSA among the available choices. The primary sponsor may not be a current IMSA student, though current students may serve as additional sponsors in collaboration with the primary sponsor.

Primary Sponsor Qualifications
The primary sponsor should describe briefly their qualifications that provide them the experience and/or knowledge to facilitate a session on the proposed topic. Qualifications may include academic degrees, professional experience, and personal experience.

Additional Sponsor 1 & Additional Sponsor 2
If the session will include one or two additional sponsors/facilitators, please complete these sections. Do note that current IMSA students may serve as an additional sponsor in collaboration with a primary sponsor; in this case, like with the primary sponsor, the student must have the requisite qualifications to assist in the facilitation of the session.