



# **Intersession 2022 Proposal Submission Guidelines**

## **INTERSESSION DATES**

IMSA's 2022 Intersession will be held from Monday, January 10, 2022 through Friday, January 14, 2022. Sessions will vary in time and length (see page 2 of this document), but all sessions will be facilitated between 8:00 AM CST and 4:00 PM CST.

## **INTERSESSION MODALITY**

All sessions will be held remotely via Zoom in 2022 for the following reasons: increased access to alumni, parent, and guest presenters; reduced COVID exposure to our IMSA community; ensure consistency in planning in the event the pandemic worsens over the holidays; provide students with more time at home. IMSA intends to provide in-person and travel study intersession opportunities again in 2023.

## **PROPOSAL DEADLINE**

All proposals are due by no later than Wednesday, November 10, 2021 by 11:59 PM.

## **ACCEPTANCE NOTIFICATION**

All Primary Sponsors will be notified of whether their proposal has been accepted by no later than 11:59PM on Monday, November 22, 2021.

## **STUDENT EXPECTATIONS**

For planning purposes, note that all IMSA students are expected to participate in Intersession. Students will be expected to participate in a minimum of three different sessions, though students will have the option to participate in more if their schedule allows.

## **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. Current IMSA students may participate as Additional Sponsors, but current students may not be the Primary Sponsor who submits the proposal.

## 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/5E9hSr1JYdSH4dmX8>

### 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 **synchronous contact time** your session will need by selecting the amount of time needed per session and the number of days needed. Please note that sessions may ask students to complete work outside of the synchronous meetings. The minimum amount of synchronous contact time is a single, 60-minute session; the maximum is 360 minutes spread across three days. 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 the session time slots format, below are just a few examples of how 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.
- 60 minutes / Three Days: Day one explores a topic and establishes the parameters of a project; day two provides time for students to workshop their progress with classmates and facilitators; day three is when students present the outcomes of their project.
- 120 minutes / One Day: A more robust, presenter-focused session that provides more opportunities for breakout discussion, extended Q&A, or some interactive components.
- 120 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. 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 for 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 provided 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.

### **Student Resources Budget**

If you provided an answer for the "Student Resources" question, please provide an approximate cost, per student, for the resources. For example, if every student would need to have access to a paid, online program that costs \$10, you would like that the cost is \$10/student.

### **Sponsor Resources**

Will the sponsors/facilitators require any resources that would need to be purchased or provided 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.

### **Sponsor Resources Budget**

If you provided an answer for the “Sponsor Resources” question, please provide an approximate cost for the resources you would need to facilitate the session effectively.

### **Additional Notes, Comments, Requests**

If there is any additional information you would like the selection committee to know about while considering your proposal that does not fit into any of the other questions on the proposal form, please note it here.

### **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.

**IMPORTANT NOTE** for any Primary Sponsors who are **NOT** current IMSA employees: All Intersession proposals that are accepted and included in the program will need to have a current IMSA employee, staff or faculty, as a Primary or Additional Sponsor. For any non-employees (parents, alumni, etc.), you may submit a proposal as a Primary Sponsor and either: A) Connect with a current employee to serve as an Additional Sponsor prior to submitting the proposal, or B) Submit the proposal and IMSA will help identify an Additional Sponsor if your proposal is accepted.

### **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.