



# **Intersession 2023 Proposal Submission Guidelines**

## **INTERSESSION DATES**

IMSA's 2023 Intersession will be held from Monday, January 9, 2023 through Friday, January 13, 2022. Travel Study opportunities may run outside of this window. Sessions will vary in time and length .

## **INTERSESSION MODALITIES**

Session proposals will be accepted in four categories:

- **Virtual:** The entire session will be facilitated remotely via Zoom, with the possibility of some limited asynchronous components.
- **On-Site @ IMSA:** The session will be facilitated in-person at IMSA's campus in Aurora, IL on days/times during the week of Intersession.
- **Local:** The session will be facilitated partly or fully off-site near IMSA's campus with no overnight stay. (ex: a bus trip into downtown Chicago)
- **Travel Study:** The session will take place partly or fully off-site and will require one or more nights of overnight stay due the distance from campus.

## **PROPOSAL DEADLINE**

Travel Study proposals are due by no later than Monday, September 26, 2022 by 11:59 PM.

Virtual, On-Site @ IMSA, and Local proposals are due by no later than Friday, October 7, 2022 by 11:59 PM.

## **ACCEPTANCE NOTIFICATION**

Primary Sponsors for Virtual, On-Site, and Local proposals will be notified of whether their proposal has been accepted by no later than 11:59PM on Friday, October 28, 2022. Travel Study proposals will be reviewed on an ongoing basis, with final decisions being communicated by no later than Friday, October 7, 2022.

## **STUDENT EXPECTATIONS**

All IMSA students are required to participate in Intersession. The minimum amount of participation required will be determined and communicated to students once the Course Catalog is released to students in late-October / early-November.

### **STUDENT FEES & SUPPORT**

Intersession proposals may have associated costs. The range of costs will differ greatly depending on the modality and proposal. While a Travel Study program may cost several thousand dollars per student, an On-Site @ IMSA proposal may have a small \$10 fee to cover needed supplies. IMSA is actively preparing plans for how to manage costs and provide financial support to students as needed to allow for equitable access to our programs for students.

### **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 FORMS**

The links to the Intersession proposal forms can be located at <https://imsa.edu/academics/intersession/>.

### **INTERSESSION PROPOSAL FORMS**

The following is an explanation of the required questions on the proposal forms. Next to each item, it will list which form(s) the item applies to: Travel Study (T), Local (L), On-Site (O), and Virtual (V).

#### **Session Title (T, L, O, V)**

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 (T, L, O, V)**

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 (T, L, O, V)**

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.

### **Travel Destination (T, L)**

For Travel Study, the destination can be general (ie: London) and does not need to include an itemized list of every specific location the program will visit. For Local, provide the specific location(s) the program will visit (ie: Museum of Science and Industry; various art installations around Chicago's Loop).

### **Travel Destination Transportation (L)**

For Local programs, identify if you will need buses for transportation purposes or fill-in what other means of transportation you are proposing to get the group to the off-campus destination.

### **Session Time Slots / Days (T, L, O, V)**

Each proposal form has a set of questions specific to the modality about the days and times the session / program will run. It is critical for the proposal to be intentional about requesting only as much time as deemed necessary to achieve the program's outcomes. If a proposal is submitted that the review committee wants to accept, but the review committee believes the time is too long / short, the committee will engage with the primary sponsor on adjusting the length of the session before accepting the proposal and adding it to the course catalog. Also, while the proposal forms gather information on preferred days/times for programs, **specific days and times for each accepted session will be finalized by the review committee.**

In reference to allotment of time, here are a few examples for the Virtual proposals of what would be an appropriate amount of time for different sessions:

- 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 (T, L, O, V)**

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. Each enrollment question also provides the option of “Other” in the event that the session has a very specific range or cap, which is particularly true of Travel Study programs.

**Prerequisites (T, L, O, V)**

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 (T, L, O, V)**

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 (L, O, V)**

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 (L, O, V)**

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 (L, O, V)**

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.

**Student Program Fee (T)**

Provide an approximation of how much the program will cost per student, including all aspects of the experience: travel expenses, lodging, food, entrance to experiences, etc. If the approximation is a range (ie: between \$2300-\$2600), please present only the high end of the range.

**Student Program Fee – Itemized (T)**

Itemize the student program fee total as best as possible. Again, err toward the higher end rather than presenting ranges. (ex: if airfare will be between \$800-1000, estimate \$1000 for planning purposes).

**Facilitator Costs (T)**

Provide an approximation of how much the program will cost per facilitator, including all aspects of the experience: travel expenses, lodging, food, entrance to experiences, etc. If the approximation is a range (ie: between \$2300-\$2600), please present only the high end of the range.

**Facilitator Costs – Itemized (T)**

Itemize the facilitator costs as best as possible. Again, err toward the higher end rather than presenting ranges. (ex: if airfare will be between \$800-1000, estimate \$1000 for planning purposes).

**Space Requirement (L, O)**

If the session requires on-campus space, please identify what the ideal type of space would be for your program. If a specific space is needed, select only that space. However, you may also select all that apply. For example, if either the lecture hall or auditorium would work for your session, select both.

**Additional Notes, Comments, Requests (T, L, O, V)**

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 (T, L, O, V)**

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 (T, L, O, V)**

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 (T, L, O, V)**

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 (T, L, O, V)**

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.