



Interession 2024

Proposal Submission Guidelines

INTERSESSION PURPOSES / VALUES

Purpose of Interession

Interession provides students the opportunity to:

- investigate topics and questions of interest.
- explore new topics and disciplines.
- explore concepts in different ways and relationships.
- engage and build relationships with additional IMSA faculty, staff, alumni, guests, and partners.
- engage in intensive study with limited distractions from other classes learning.
- connect to previous and future learning experiences such as classes or inquiry.
- receive additional support in academic areas of need

Values of Interession

Interession provides the IMSA community with the following:

- Community-building by involving students, faculty, staff, alumni, guests, and partners.
- Advancing integrative ways of knowing.
- Opportunities to pilot new curricula and instructional approaches.
- Advancement of the academy's missions and goals.

INTERSESSION DATES

IMSA's 2024 Interession will be held January 8-12 and January 16-19. Full-Time sessions will run during both weeks; Part-Time sessions will run during one of the two weeks. Travel Study opportunities will take place in January 2024, but may run outside of the dates listed.

INTERSESSION MODALITIES

Session proposals will be accepted in the following categories:

- ***On-Site @ IMSA:*** The session will be facilitated in-person at IMSA's campus in Aurora, IL. On-site sessions will be facilitated between 9:00 AM CST and 4:00 PM CST, with an hour lunch break from 12:00 - 1:00 PM.

- **Local:** The session will be facilitated partly or fully off-site near IMSA's campus with no overnight stay. Local sessions can include on-campus, classroom components. For example, a Local program may be in the classroom on Monday and Tuesday learning about art history, Thursday travel into Chicago to the Art Institute, and Friday return to the classroom to reflect on the excursion and complete accompanying projects. Local sessions may occur outside the 9:00 AM – 4:00 PM timeframe, if needed.
- **Virtual:** The entire session will be facilitated remotely via Zoom, with the possibility of some limited asynchronous components. Virtual sessions are intended for guests, alumni, and parents for whom facilitating an on-site or local session would not be possible; current IMSA faculty and staff may not serve as the Primary Facilitator on a virtual session.

Note that Travel Study proposals are closed for 2024. A Call for Proposals for Travel Study programs during the 2024-2025 academic year will go out during the Spring 2024 semester.

INTERSESSION TIMES / DURATIONS

Proposals should select the time that is most appropriate for their content and goals. Session facilitators will be expected to engage and monitor students for the entire duration of the session. Engagement can include laboratory, collaboration, and work time. For monitoring, attendance will be taken at the start of each session and reported to the attendance office. Even if students are allowed time to work / collaborate, it must be in a proctored environment with the facilitator(s). (ie: Facilitators cannot release students to go back to the Halls to work independently.)

On-Site @ IMSA

- **Full-Time:** Meets January 8-9, 11-12 **AND** 16-19 from 9:00 AM – 12:00 PM and 1:00 PM – 4:00 PM each day.
- **Part-Time – One Week:** Meets January 8-9, 11-12 **OR** 16-19 from 9:00 AM – 12:00 PM and 1:00 PM – 4:00 PM each day.
- **Part-Time – Two Weeks:** Meets 9:00 AM – 12:00 PM **OR** 1:00 PM – 4:00 PM each day on January 8-9, 11-12, 16-19
- **Quarter-Time:** Meets January 8-9, 11-12 **OR** 16-19 from 9:00 AM – 12:00 PM **OR** 1:00 PM – 4:00 PM.
- **Three Hours, Day:** Meets January 10 from 9:00 AM – 12:00 PM **OR** 1:00 PM – 4:00 PM.
- **One Hour, Day:** Meets January 10 for one hour during the 9:00 AM – 12:00 PM and 1:00 PM – 4:00 PM timeframe.

Local

- **Full-Time:** Meets January 8-9, 11-12 **AND** 16-19 from 9:00 AM – 12:00 PM and 1:00 PM – 4:00 PM each day.
- **Part-Time – One Week:** Meets January 8-9, 11-12 **OR** 16-19 from 9:00 AM – 12:00 PM and 1:00 PM – 4:00 PM each day.
- **Part-Time – Two Weeks:** Meets 9:00 AM – 12:00 PM **OR** 1:00 PM – 4:00 PM each day on January 8-9, 11-12, 16-19

Virtual

- **Quarter-Time, Day:** Meets January 8-9, 11-12 **OR** 16-19 from 9:00 AM – 12:00 PM **OR** 1:00 PM – 4:00 PM.
- **Quarter-Time, Evening:** Meets January 8-9, 11-12 **OR** 16-19 from 5:30 PM – 7:30 PM
- **Three Hours, Day:** Meets January 10 from 9:00 AM – 12:00 PM **OR** 1:00 PM – 4:00 PM.
- **One Hour, Day:** Meets January 10 for one hour during the 9:00 AM – 12:00 PM and 1:00 PM – 4:00 PM timeframe.
- **One Hour, Evening:** Meets one evening during Intersession from 5:30 PM – 6:30 PM.

PROPOSAL DEADLINE

Proposals are due by no later than Wednesday, September 27, 2023 by 11:59 PM.

ACCEPTANCE NOTIFICATION

Primary Facilitators will be notified of their proposal's status by no later than 11:59 PM on Friday, October 13, 2023.

STUDENT EXPECTATIONS

All IMSA students are required to participate in Intersession the equivalent of "Full-Time". To fulfil this obligation, students must be enrolled in either one session listed as Full-Time, or multiple sessions listed as Part-Time. Travel Study programs count at Full-Time.

STUDENT FEES & SUPPORT

Intersession proposals may have associated costs. The range of costs will differ greatly depending on the modality and proposal. For example, an On-Site @ IMSA proposal may have a small \$10 fee per student to cover supplies, while a Local proposal may require much more to cover the cost of transportation, tickets, and more. IMSA plans to provide some financial support to Tier 1 and Tier 2 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 Facilitators, but current students may not be the Primary Facilitator who submits the proposal.

Individuals are welcome to submit multiple proposals, and/or be involved in multiple proposals. If the proposals are accepted, attempts will be made to schedule the programs without overlap.

Current IMSA Faculty / Staff: No more than two (2) current employees can be listed as a Primary or Additional Sponsor on a single proposal.

IMSA GRADUATION CREDIT

Participation in Intersession is a graduation requirement for students. As a pilot in 2024, additionally, On-Site and Local proposals may request consideration for IMSA discipline-

specific graduation credit. Proposals that are accepted and approved for graduation credit will be listed on students' transcripts as 0.25 credits within the approved discipline. For a proposal to qualify for consideration, it must meet the following criteria:

- Full-Time session proposal
- A formal set of learning outcomes with at least one assessment (project, presentation, test, etc.) to determine student achievement of outcomes
- Primary Facilitator is a current IMSA faculty / staff member who has the requisite qualifications to teach a course in the subject matter, including an appropriate graduate degree in the field

A proposal may be accepted to run without the graduation credit option being approved.

INTERSESSION PROPOSAL FORMS

- [On-Site @ IMSA Form](#)
- [Local](#)
- [Virtual](#)

INTERSESSION PROPOSAL FORMS

On-Site @ IMSA

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.

Student Prerequisites

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

Outcomes Assessment

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

Intersession Selection Committee to evaluate and select the proposals; this information will also be used to assess graduation credit approval (if applicable). The Outcomes Assessment will not be published directly in the Intersession catalog.

Graduation Credit Request

If you would like your proposal to be considered for IMSA graduation credit, select the discipline in which the credit would be earned.

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 Times / Durations

See "INTERSESSION TIMES / DURATIONS" above. It is critical for the proposal to be intentional about requesting an appropriate amount of time to achieve the session'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 facilitator 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.**

Part-Time Preferences

If the proposal is for a Part-Time session, identify your preference of week. Preferences will be granted, if possible, but this will be dependent on several variables, including balancing of programming across weeks.

Quarter-Time Preferences

If the proposal is for a Quarter-Time session, identify your preference of week and time. Preferences will be granted, if possible, but this will be dependent on several variables, including balancing of programming across weeks and timeslots.

Multiple Sections

Sessions, other than Full-Time, can be offered twice. For example, a Half-Time session could run once in both Intersession weeks with two different groups of students. Offering multiple sections is optional, and multiple sections will be contingent upon student requests and scheduling.

Enrollment Minimum

Identify the minimum number of students needed to facilitate this program. Note that a minimum under 16 will only be approved if there is a clear justification for the lower numbers.

Enrollment Maximum

Identify the maximum number of students that can be accommodated effectively in this session. Note that a number higher than 30 will only be approved if there is a clear justification and plan for the higher numbers, such as offering a TEDx style one-hour presentation in the auditorium.

Campus Space Needs

Identify the type of on-campus space that will be most appropriate for your session's needs. Multiple selections can be made if the facilitators are comfortable adapting their program to whatever space is assigned.

Student Resources (if applicable)

Will the students require any resources / supplies 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.

Facilitator Resources (if applicable)

Will the facilitator require any resources / supplies 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.

Program Fee Estimation (if applicable)

Any materials or supplies that are required for the session, for both the students and facilitators, that are not being paid for or provided by the facilitators must be funded through a program fee that will be paid by the students (families) that are enrolled in the session. **Very important: your program fee estimation should be high!** For each step below, estimate at least 15% above what you think may be necessary, and round to the next whole dollar. Excess funds can be returned to students after Intersession concludes; conversely, IMSA and/or students will not cover excess beyond the initial program fee. To calculate your program fee:

1. Estimate the per student cost of student materials. This may be per individual materials (ie: every student needs a \$10 book). For bulk materials, create your estimate based on enough materials for the enrollment maximum but paid for by the enrollment minimum. (ex: a painting intersession needs paints. Enough paint to accommodate all of the students for the 25 enrollment max will cost \$250. The enrollment minimum is 16. \$250 divided by 16 is \$15.63. An extra 15% and rounding to the whole dollar brings the per student cost to \$18.)
2. Estimate the facilitator(s) cost of materials. This may be per item costs (ie: need a book for \$10). The facilitator materials may be dependent upon the total number of students; in this case, follow the same bulk material estimation as the student materials.
3. Calculate the estimated program fee.
 - a. Take your facilitator costs estimate and divide that by your enrollment minimum, rounding up to the whole dollar. (ex: facilitator costs are \$50. The enrollment minimum is 16. That is \$3.13 per student. Round up to the whole dollar for \$4 per student.)

- b. Add the distributed facilitator cost to the estimated per student costs. (ex: In the previous example, we determined the per student facilitator cost would be \$4. If the estimate for per student cost of materials is \$18, we would add \$4 to \$18.)
- c. Your estimated program fee is the distributed facilitator cost + per student costs. (ex: \$4 + \$18 = \$22/student program fee)

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 Facilitator Name, Email, Phone Number

The primary facilitator 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 Facilitator Relationship to IMSA

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

IMPORTANT NOTE for any Primary Facilitators 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 Facilitator. For any non-employees (parents, alumni, etc.), you may submit a proposal as a Primary Facilitator and either: A) Connect with a current employee to serve as an Additional Facilitator prior to submitting the proposal, or B) Submit the proposal and IMSA will help identify an Additional Facilitator if your proposal is accepted.

Primary Facilitator Qualifications

The primary facilitator should describe 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. If credit is being proposed in the "Graduation Credit Request" section, the primary facilitator should make sure to articulate degree credentials here.

Additional Facilitator 1 & Additional Facilitator 2

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

LOCAL

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.

Student Prerequisites

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

Outcomes Assessment

Describe in detail the intended student learning outcomes of the session, and how the session's facilitator(s) intend to assess the learning outcomes. This information will be used by the Intersession Selection Committee to evaluate and select the proposals; this information will also be used to assess graduation credit approval (if applicable). The Outcomes Assessment will not be published directly in the Intersession catalog.

Graduation Credit Request

If you would like your proposal to be considered for IMSA graduation credit, select the discipline in which the credit would be earned.

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 Times / Durations

See "INTERSESSION TIMES / DURATIONS" above. It is critical for the proposal to be intentional about requesting an appropriate amount of time to achieve the session'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 facilitator on adjusting the length of the session before accepting the proposal and adding it to the course catalog.

Part-Time Preferences

If the proposal is for a Part-Time session, identify your preference of week. Preferences will be granted, if possible, but this will be dependent on several variables, including balancing of programming across weeks. For Local proposals, if a particular week is required due to the nature of the travel component, please select one of the “Require” options. For example, if the travel is to see a theater production that only takes place during the second week of Intersession.

Multiple Sections

Sessions, other than Full-Time, can be offered twice. For example, a Half-Time session could run once in both Intersession weeks with two different groups of students. Offering multiple sections is optional, and multiple sections will be contingent upon student requests and scheduling.

Enrollment Minimum

Identify the minimum number of students needed to facilitate this program. Note that a minimum under 12 will only be approved if there is a clear justification for the lower numbers.

Enrollment Maximum

Identify the maximum number of students that can be accommodated effectively in this session. Note that a number higher than 30 will only be approved if there is a clear justification and plan for the higher numbers, and the travel portion of the session can still be accommodated with larger numbers.

Campus Space Needs

Identify the type on on-campus space that will be most appropriate for your session’s needs, if applicable. Multiple selections can be made if the facilitators are comfortable adapting their program to whatever space is assigned.

Travel Destination(s)

Identify the off-campus location(s) that will be visited by the group as part of the session. Be specific. For example, do not list general destinations (ie: Chicago) but the specific location(s) to be visited (ie: Field Museum and Shedd Aquarium).

Travel Date(s)

Identify which date(s) you intend to be off-campus? Be as specific as possible. If you have flexibility, please note that and provide a brief explanation. (ex: Flexible. The museum will be open Monday-Friday each week of Intersession, and we can travel on any one of those dates.)

Travel Destination Transportation

Identify how you plan to get students to your travel destination(s).

- IMSA Vehicles: **Please note that the session's facilitators are responsible for driving the vehicles or finding a faculty/staff member to drive.** IMSA's Principal's Office will not assign drivers for the sessions.
- External Transport: If external transport (bus company, etc.) is required, the Principal's Office will help book the transportation. However, the cost must be built into the student fees. Please note that bus rental can be expensive, and multiple days of rental can be costly for students unless the session secures its max enrollment.
- Other: If there is another way you intend to get students to the location, please describe how you intend to travel.

Student Resources (if applicable)

Will the students require any resources / supplies 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. **Resources include any required transportation, venue / event tickets, etc.**

Facilitator Resources (if applicable)

Will the facilitator require any resources / supplies 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. **Resources include any required transportation, venue / event tickets, etc.**

Program Fee Estimation (if applicable)

Any materials or supplies that are required for the session, for both the students and facilitators, that are not being paid for or provided by the facilitators must be funded through a program fee that will be paid by the students (families) that are enrolled in the session. **Very important: your program fee estimation should be high!** For each step below, estimate at least 15% above what you think may be necessary, and round to the next whole dollar. Excess funds can be returned to students after Intersession concludes; conversely, IMSA and/or students will not cover excess beyond the initial program fee. To calculate your program fee:

1. Estimate the per student cost of student materials. This may be per individual materials (ie: every student needs a \$10 book). For bulk materials, create your estimate based on enough materials for the enrollment maximum but paid for by the enrollment minimum. (ex: a painting intersession needs paints. Enough paint to accommodate all of the students for the 25 enrollment max will cost \$250. The enrollment minimum is 16. \$250 divided by 16 is \$15.63. An extra 15% and rounding to the whole dollar brings the per student cost to \$18.
 - a. For travel rentals, if you anticipate needing a bus (40-50 seats), assume in your planning it will cost \$1750 / day per bus. This number will likely be high, but again, we can always refund excess to students after the program.
2. Estimate the facilitator(s) cost of materials. This may be per item costs (ie: need a book for \$10). The facilitator materials may be dependent upon the total number of students; in this case, follow the same bulk material estimation as the student materials.
3. Calculate the estimated program fee.
 - a. Take your facilitator costs estimate and divide that by your enrollment minimum, rounding up to the whole dollar. (ex: facilitator costs are \$50. The enrollment

minimum is 16. That is \$3.13 per student. Round up to the whole dollar for \$4 per student.)

- b. Add the distributed facilitator cost to the estimated per student costs. (ex: In the previous example, we determined the per student facilitator cost would be \$4. If the estimate for per student cost of materials is \$18, we would add \$4 to \$18.)
- c. Your estimated program fee is the distributed facilitator cost + per student costs. (ex: $\$4 + \$18 = \$22/\text{student program fee}$)

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 Facilitator Name, Email, Phone Number

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Primary Facilitator Qualifications

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Additional Facilitator 1 & Additional Facilitator 2

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

VIRTUAL

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

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Outcomes Assessment

Describe in detail the intended student learning outcomes of the session, and how the session's facilitator(s) intend to assess the learning outcomes. This information will be used by the Intersession Selection Committee to evaluate and select the proposals; this information will also be used to assess graduation credit approval (if applicable). The Outcomes Assessment 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 Times / Durations

See "INTERSESSION TIMES / DURATIONS" above. It is critical for the proposal to be intentional about requesting an appropriate amount of time to achieve the session'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 facilitator 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.**

Quarter-Time Preferences

If the proposal is for a Quarter-Time session, identify your preference of week and time. Preferences will be granted, if possible, but this will be dependent on several variables, including balancing of programming across weeks and timeslots.

Multiple Sections

Sessions, other than Full-Time, can be offered twice. For example, a Half-Time session could run once in both Intersession weeks with two different groups of students. Offering multiple sections is optional, and multiple sections will be contingent upon student requests and scheduling.

Enrollment Minimum

Identify the minimum number of students needed to facilitate this program. Note that a minimum under 16 will only be approved if there is a clear justification for the lower numbers.

Enrollment Maximum

Identify the maximum number of students that can be accommodated effectively in this session. Note that a number higher than 30 will only be approved if there is a clear justification and plan for the higher numbers, such as offering a TEDx style one-hour presentation in the auditorium.

Student Resources (if applicable)

Will the students require any resources / supplies 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.

Facilitator Resources (if applicable)

Will the facilitator require any resources / supplies 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.

Program Fee Estimation (if applicable)

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by 16 is \$15.63. An extra 15% and rounding to the whole dollar brings the per student cost to \$18.

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 - a. Take your facilitator costs estimate and divide that by your enrollment minimum, rounding up to the whole dollar. (ex: facilitator costs are \$50. The enrollment minimum is 16. That is \$3.13 per student. Round up to the whole dollar for \$4 per student.)
 - b. Add the distributed facilitator cost to the estimated per student costs. (ex: In the previous example, we determined the per student facilitator cost would be \$4. If the estimate for per student cost of materials is \$18, we would add \$4 to \$18.)
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Additional Notes, Comments, Requests

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Primary Facilitator Relationship to IMSA

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IMPORTANT NOTE for any Primary Facilitators 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 Facilitator. For any non-employees (parents, alumni, etc.), you may submit a proposal as a Primary Facilitator and either: A) Connect with a current employee to serve as an Additional Facilitator prior to submitting the proposal, or B) Submit the proposal and IMSA will help identify an Additional Facilitator if your proposal is accepted.

Primary Facilitator Qualifications

The primary facilitator should describe 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. If credit is being proposed in the "Graduation Credit Request" section, the primary facilitator should make sure to articulate degree credentials here.

Additional Facilitator 1 & Additional Facilitator 2

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