



Interession 2025

Proposal Submission Guidelines

INTERSESSION PURPOSES

Interession provides students the opportunity to:

- engage in experiential learning opportunities
- 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

INTERSESSION DATES

IMSA's 2025 Interession will be held January 6-10 and January 13-17. 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 2025, 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 between the hours of 9:00 AM CST and 4:20 PM CST.
- **Lecture Series:** The session will be facilitated in-person at IMSA's campus in Aurora, IL between 1:00 PM CST and 2:00 PM CST, during one day of Interession, Monday-Thursday (not Friday). Lecture Series will be delivered to larger audiences, and will be primarily speaker-focused, like a TED Talk.
- **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 throughout the week learning about art history, leading up to a day spent traveling into Chicago to the Art Institute. 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 in the evening, 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 2025. A Call for Proposals for Travel Study programs during the 2025-2026 academic year will go out during the Spring 2025 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 - Two Weeks:** Meets January 6-9 and January 13-16 from 9:00 AM - 12:00 PM AND 2:20 PM - 4:20 PM, and 9:00 AM - 12:00 PM on Intersession Expo Days (Friday, January 10 and Friday, January 17).
- **Full-Time - One Week:** Meets January 6-9 OR January 13-16 from 9:00 AM - 12:00 PM AND 2:20 PM - 4:20 PM, and 9:00 AM - 12:00 PM on Intersession Expo Days (Friday, January 10 OR Friday, January 17).
- **Part-Time – One Week (Morning):** Meets January 6-9 OR 13-16 from 9:00 AM – 12:00 PM each day, and 9:00 AM - 10:20 AM on the Intersession Expo Day (Friday).
- **Part-Time – One Week (Afternoon):** Meets January 6-9 OR 13-16 from 2:20 PM – 4:20 PM, and 10:40 AM - 12:00 PM on the Intersession Expo Day (Friday).

Lecture Series

- **Day, On-Site:** Presents one day, January 6-9 OR 13-16 from 1:00 PM - 2:00 PM
- **Evening, Virtual:** Meets one evening during Intersession (Monday-Thursday) from 6:00 PM – 7:00 PM CST. **(For non-local alumni, parents, and guests only.)**

Local

- **Full-Time - Two Weeks:** Meets January 6-9 and January 13-16 from 9:00 AM - 12:00 PM AND 2:20 PM - 4:20 PM, and 9:00 AM - 12:00 PM on Intersession Expo Days (Friday, January 10 and Friday, January 17).
- **Full-Time - One Week:** Meets January 6-9 OR January 13-16 from 9:00 AM - 12:00 PM AND 2:20 PM - 4:20 PM, and 9:00 AM - 12:00 PM on Intersession Expo Days (Friday, January 10 OR Friday, January 17).
- **Part-Time – One Week (Morning):** Meets January 6-9 OR 13-16 from 9:00 AM – 12:00 PM each day, and 9:00 AM - 10:20 AM on the Intersession Expo Day (Friday).
- **Part-Time – One Week (Afternoon):** Meets January 6-9 OR 13-16 from 2:20 PM – 4:20 PM, and 10:40 AM - 12:00 PM on the Intersession Expo Day (Friday).

Virtual

- ***Part-Time, Evening:*** Meets January 6-9 **OR** 13-16 from 6:00 PM – 7:30 PM CST each day, Monday-Thursday. Virtual sessions will not participate in the Intersession Expo (Fridays). **(For non-local alumni, parents, and guests only.)**

INTERSESSION EXPO

The Intersession Expo is an opportunity for the IMSA community to experience the outcomes of the sessions. All On-Site @ IMSA and Local proposals will be required to participate in the Intersession Expo. Part-Time and Full-Time - One Week sessions will participate in the expo at the end of the week they run (January 6-9 sessions participate in the January 10 expo; January 13-16 sessions participate in the January 17 expo). Full-Time - Two Weeks sessions will participate in the January 17 expo only. The Expo time slots will be Friday afternoon from 1:00-1:45 (Morning and Full-Time sessions) and 2:00-2:45 (Afternoon sessions).

Each On-Site @ IMSA and Local proposal will need to identify a tentative plan for what the session could share during the expo. Each session will have a table at the expo or a space/classroom to setup and share their outcomes. Not all students / facilitators need to staff their expo setup the full time, which will allow everyone the opportunity to view the other sessions' displays.

Examples of what the sessions may share at their tables include, but are not limited to, the following:

- Research poster(s)
- Art exhibit
- Filmed performances (music, dance, sketch comedy, etc.)
- Video / film screening showing
- Filmed presentations
- Food samples
- Micro-experiences (ie: allowing those outside the session to participate in a small sample of what the students in the session completed)

PROPOSAL DEADLINE

Proposals are due by no later than Monday, October 7, 2024 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 11, 2024.

STUDENT EXPECTATIONS

All IMSA students are required to participate in Intersession the equivalent of Full-Time for both weeks. For example, a student may do two Part-Time sessions the first week, and one Full-Time - One Week session the second week. Travel Study programs count as Full-Time. All students who are on-site will be expected to participate in the Lecture Series in the afternoon each day.

STUDENT FEES & SUPPORT

Intercession 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.

INTERSESSION FACILITATOR TRAVEL & LODGING

IMSA does not provide funding for external facilitators (alumni, partners, guests) for travel and lodging.

WHO CAN SUBMIT A PROPOSAL

Intercession 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.

INTERSESSION PROPOSAL FORMS

- [On-Site @ IMSA Form](#)
- [Lecture Series](#)
- [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.

Intersession Expo

Describe your tentative plan for what your students / session will share as part of the Intersession Expo.

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 Intersession Committee.**

Week Preferences

If the proposal is for a Part-Time or Full-Time - One Week 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.

Multiple Sections

Sessions, other than Full-Time, can be offered twice. For example, a Part-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 Request

Session enrollments will be capped at 29. If you would like to request a higher or lower enrollment cap, provide a target enrollment number and your rationale to support the adjusted cap. Your request will be evaluated by the Intersession Committee. Note that the committee can determine to accept your proposal without the request adjustment to the enrollment cap. Sessions may not be offered if they enroll fewer than 10 students, unless there is an approved enrollment request for a cap lower than 10.

Campus Space Needs

Identify the type on 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. 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 (29 students) but paid for by the enrollment minimum (10 students). (ex: A painting intersession needs paints. Enough paint to accommodate all of the students for the 29 enrollment max will cost \$350. The enrollment minimum is 10. \$350 divided by 10 is \$35. An extra 15% and rounding to the whole dollar brings the per student cost to \$41.
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 10. That is \$5 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 \$5. If the estimate for per student cost of materials is \$41, we would add \$5 to \$41.)
 - c. Your estimated program fee is the distributed facilitator cost + per student costs. (ex: \$5 + \$41 = \$46/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.

Lecture Series

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. 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.

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

The Lecture Series talks will be offered during the day between 1:00 PM - 2:00 PM, Monday-Thursday, each week of Intersession. Each Lecture will last one day, for one hour. An Evening, Virtual option is also available exclusively for non-local alumni, parents, and guests who cannot participate in the on-site Lecture Series. Evening Lectures will take place between 6:00 PM - 7:00 PM, Monday-Thursday.

Multiple Sections

Lectures can be offered multiple times to different audiences. The opportunity to deliver a lecture multiple times will be dependent on space / availability.

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)

Lecture Series presentations will all take place in spaces with access to a screen/projector and microphone. If applicable, identify any other resources you may need provided to support your presentation.

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 - unlike other Intersession modalities, Lecture Series Primary Facilitators who are **NOT** current IMSA employees are not required to have a current IMSA employee, staff or faculty, as an Additional Facilitator.

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

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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.

Intersession Expo

Describe your tentative plan for what your students / session will share as part of the Intersession Expo.

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.

Week Preferences

If the proposal is for a Part-Time or Full-Time - One Week 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 Part-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 Request

Session enrollments will be capped at 13, which is how many students an IMSA vehicle can hold in addition to 2 facilitators. If you would like to request a higher or lower enrollment cap, provide a target enrollment number and your rationale to support the adjusted cap. Your request will be evaluated by the Intersession Committee. Note that the committee can determine to accept your proposal without the request adjustment to the enrollment cap. Sessions may not be offered if they enroll fewer than 5 students, unless there is an approved enrollment request for a cap lower than 5.

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)

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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 (29 students) but paid for by the enrollment minimum (10 students). (ex: A painting intersession needs paints. Enough paint to accommodate all of the students for the 29 enrollment max will cost \$350. The enrollment minimum is 10. \$350 divided by 10 is \$35. An extra 15% and rounding to the whole dollar brings the per student cost to \$41.
 - 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.
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(ex: \$5 + \$41 = \$46/student program fee)

Additional Notes, Comments, Requests

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Additional Facilitator 1 & Additional Facilitator 2

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VIRTUAL

Session Title

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Week Preference

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.

Multiple Sections

Sessions can run 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 Request

Session enrollments will be capped at 29. If you would like to request a higher or lower enrollment cap, provide a target enrollment number and your rationale to support the adjusted cap. Your request will be evaluated by the Intersession Committee. Note that the committee can determine to accept your proposal without the request adjustment to the enrollment cap. Sessions may not be offered if they enroll fewer than 10 students, unless there is an approved enrollment request for a cap lower than 10.

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. 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 (29 students) but paid for by the enrollment minimum (10 students). (ex: A painting intersession needs paints. Enough paint to accommodate all of the students for the 29 enrollment max will cost \$350. The enrollment minimum is 10. \$350 divided by 10 is \$35. An extra 15% and rounding to the whole dollar brings the per student cost to \$41.
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 10. That is \$5 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 \$5. If the estimate for per student cost of materials is \$41, we would add \$5 to \$41.)
- c. Your estimated program fee is the distributed facilitator cost + per student costs. (ex: $\$5 + \$41 = \$46/\text{student program fee}$)

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

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.