

INSPIRE Office of Flexible Learning

Proposal Workshop
Preparing course proposals
for Interession term



INTERSESSION WORKSHOP

Contents

INSPIRE Office/Intersession Term

Proposal process

Tips, troubleshooting, & workshopping proposals

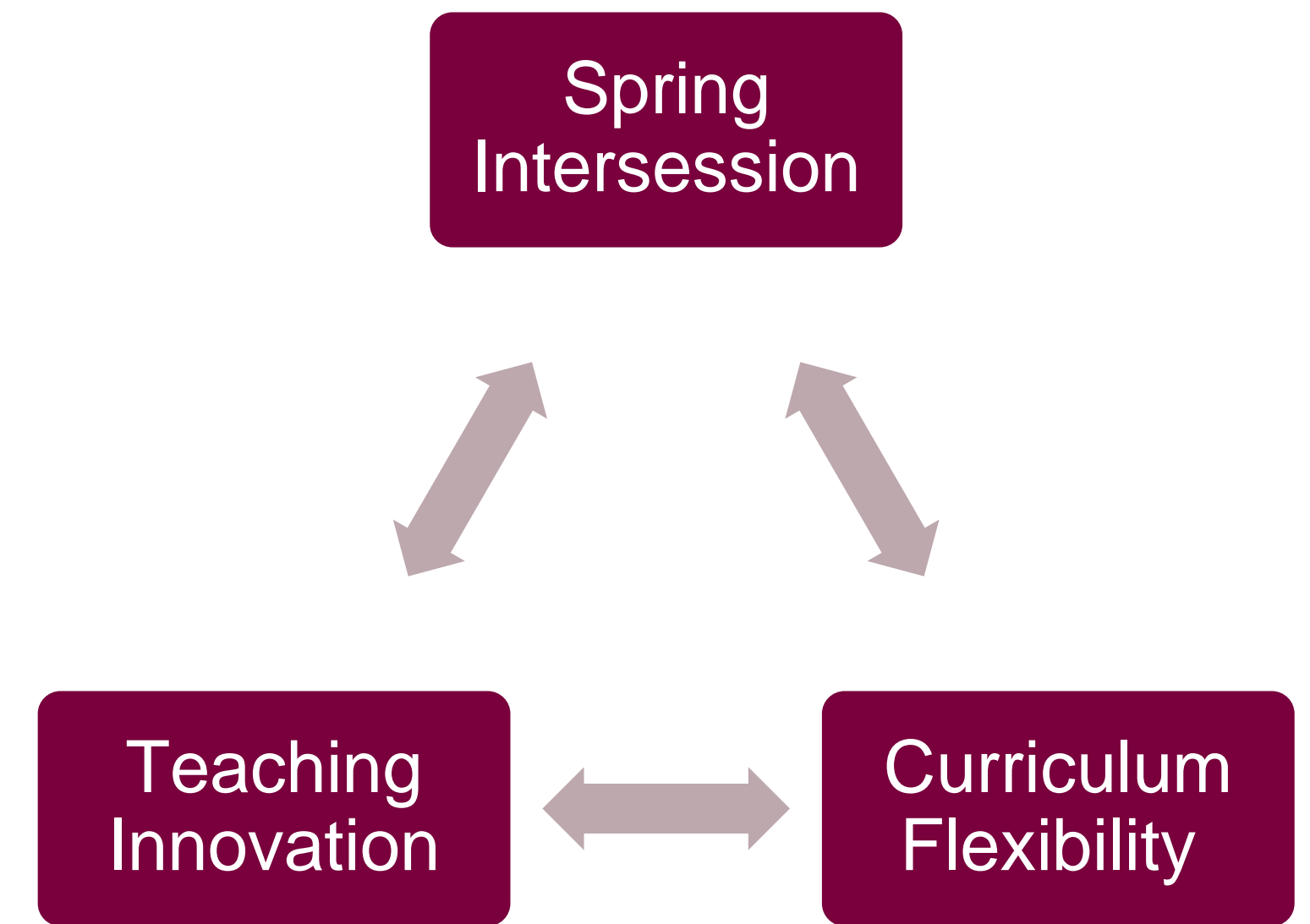


INSPIRE INITIATIVE

Create a more fulsome spring semester that provides novel interdisciplinary & experiential learning opportunities during the Spring Intercession term

Establish a space for experimental teaching & learning

Promote greater flexibility for students & instructors



INSPIRE COURSES DURING INTERSESSION TERM

- Full semester condensed into the month of May
- INSPIRE courses are open to all students in all programs at all levels
- Frequently reflection-heavy courses
- Emphasis on interdisciplinary, experiential, & community engagement learning

PROPOSAL CONTENT – Sessional Job Posting

- Cover letter stating your experience with the material to be taught
- Course topic proposal, including a title & short description (max 150 words)
- A resume listing your academic qualifications & relevant employment experience.
- Teaching philosophy statement
- Names & contact information of two references

Proposal Schedule

- **September: Call for sessional proposals**
- **October: Deadline for proposals** *see Mosaic posting for date*
- **October: Proposal review**
- **November: Interviews & contracts**
- **May: Four-week Intersession**

Proposal 101

Key Tips:

- Interdisciplinary topic that does not overlap with existing programming
- Accessible premise that does not assume too much prior knowledge
- Idea that provoked (inspired) curiosity & wonder
- Imagine how students might be able to **see** themselves in the course
- Start with your own experiences & curiosities; branch out in an interdisciplinary manner from there
- Your proposal needs to convey your passion for your course idea in a way that makes it contagious
- Draw on your own experience, but try to universalize it to a diverse undergraduate audience
- If you can **see** the question/idea, it should be possible to imagine assignments & activities

THE STEPS

1. Articulate the *problematique*
2. Outline the course contours
3. State the course objectives
4. Describe the course activities



Proposal 101

Key Tips Continued:

- In Summary:
 - ❑ Be clear, be concise, be energetic
 - ❑ Don't assume prior knowledge
 - ❑ Avoid acronyms and technical jargon
 - ❑ Look to capture the imagination
 - ❑ Experiential & exploratory activities help to learn & apply concepts
- **Strongly recommend submitting only one course proposal for each course posting**

For any additional questions about the INSPIRE proposal process, email intersession@mcmaster.ca