

ACPA19 CONVENTION PROGRAM PROPOSAL WORKSHEET

Thank you for your interest in submitting an educational session proposal for the ACPA19 Annual Convention in Boston, MA 3-6 March, 2019. This worksheet is a resource to assist you in developing your proposal, serving as a guide to the descriptive content sections requested in the online form. There are additional questions in the formal proposal including acknowledgment of ACPA's Equity and Inclusion statement, room set up and technology requests as appropriate.

This worksheet serves as a guide, not an official proposal. You will need to [submit your official proposal](#) on or before 11:59pm EST Friday, 7 September 2018 for consideration as a part of the ACPA19 curriculum. If you have any questions or experience any difficulties with the submission process, please refer back [ACPA19 Curriculum website](#).

The following sections are representative of information needed for ALL educational session types. Some sections are not needed for specific educational session types. Prior to filling out your proposal, we recommend clicking the radial button next to the session type as that will reveal sections required for that educational session. Please note the fillable content areas below **do not have a word limit and will not restrict the amount of words you use.** You will need to monitor the word count.

Presenter Experience (300 word limit):

To aid the review process, describe each presenter's familiarity/experience with the topic. Include pertinent information, but **DO NOT INCLUDE ANY NAMES OR OTHER CHARACTERISTICS THAT CLEARLY IDENTIFY THE PRESENTER(S)**. Here are two examples of how to craft the description without including identifying information:

- Presenter one is an academic advisor in a business school at a large public university. They engage in an intrusive advising model in their work space and they have been presenting on the efficacy of this model for underrepresented students over the past four years.
- The presenter is a tenured faculty member at an urban research extensive university in the midwest. Their research focuses on the influence of family on first generation students of color in predominantly white institutions. They have published over 20 articles on the topic in various research journals.

If your session has multiple presenters, the ACPA19 Convention Team encourages you to include individuals with differing institutions, functional areas, or professional experiences. The ACPA19 team reserves the ability to bring together individual session presenters with similar topics and ask for those proposals to be combined into one session. (300 word limit).

Proposal Content Areas

Session Type:

First select the educational session type for which the proposal is being submitted.

Session Type	Session Time	Description
Career Snapshot	60 minutes	Presentation or skill building sessions engage centering career development and advancement
Convention Program	60 minutes	Presentation or panel sessions on a specific topic
Experiential Program	75 minutes	Presentation of a specific topic but includes an interactive skill-building or active learning opportunity for participants
Extended Program	150 minutes (2.5 hours)	Presentation of specific topic but engages topic in deeper ways and includes synthesis of learning and skill-building for participants
Research Papers	20 minutes of a 75-minute session	An opportunity to share emergent research in higher education in a hosted session with two other research papers.
Research & Practice Posters	N/A	Posters on display during scheduled times of ACPA19 with presentation times facilitated by the authors

Session Title (10-word limit):

Short, yet impactful. Create a title that accurately reflects your topic, but also is reflective of the goals set forth by ACPA19.

Session Abstract (80-word limit):

This session description will be used in the ACPA App and will not be printed in the program book. The abstract serves as context for attendees on your topic area. Attendees use the ACPA App to decide which sessions to attend at conference. Make sure the abstract is consistent with your presentation.

Learning Outcomes (25 or 100-word limit each):

Each learning outcome should be specific and measurable. They should be relevant to the topic and achieved in the outline of the session. Please limit to 25 words for Career Snapshot, Convention, Experiential and Extended Programs. For research papers or Research / Practice posters the limit increases to 100 words.

**If submitting a Research Paper ONLY: please include results/findings and significance to practice, research, and/or policy.

Learning Outcome 1

Learning Outcome 2

Learning Outcome 3

Relevant Conceptual/Theoretical Framework (400-word limit):

Provide a brief overview of **relevant** literature, **theoretical** frameworks, and ways of knowing/being in/understanding the world that explicate why your topic matters to higher education, Student Affairs and/or college students. The conceptual/theoretical framework should make direct connection to the rest of the proposal. Do not include citations here. This section is not required of Career Snapshot proposals.

Citations (if applicable):

Outline of Session Presentation (300-word limit):

Provide a detailed outline of the session via bullet points.

Include: time allocations for various components, methods of participant engagement, and ability for participants to synthesize/apply knowledge. Sessions are highly encouraged to include multiple pathways of learning and application during or after convention.

The following session types have unique needs to be addressed below:

- A) Convention Program Session & Career Snapshot Session (60 minutes)- Provide a detailed outline including opportunities for participant engagement in active learning and application
- B) Experiential Program Sessions (75 minutes) - Provide a detailed outline describing how this session helps participants develop a more in-depth understanding of the designated competency as well as opportunities for participant engagement in active learning and application.
- C) Extended Program Sessions (150 minutes) - Provide a detailed outline and rationale for proposing this content as an extended session, including opportunities for participant engagement in active learning and application.
- D) Research Papers and Research & Practice Posters - Provide a detailed description of methods, techniques, or modes of inquiry and description of data sources, evidence, objects, or materials.

Program Session Sponsorship:

You have the option to request sponsorship by an ACPA entity group (Commissions, Coalitions/Networks, Communities of Practice) for your program which will be promoted by the entity groups at Convention. Session types available for sponsorship are Convention Program Sessions and Experiential Program Sessions. Be intentional in determining if your program proposal clearly aligns with an entity group. If a proposal is not selected as a sponsored session, it is reviewed as part of the larger program review process. Before deciding, review the list of ACPA entity groups at <http://convention.myacpa.org/columbus2017/get-to-know-acpas-entity-groups/>.

- I am requesting this proposal be reviewed as a possible sponsored session by one or two ACPA Entity Groups (Commissions, Coalitions/Networks, Communities of Practice).
- I am not requesting this proposal be reviewed as a sponsored session.

If you select to request sponsorship a list of ACPA entity groups will be presented in the online form.

Entity Group Sponsorship Rationale (100-word limit):

Provide a brief description as to relevance to the selected Entity Group(s). Select no more than two entity groups to review your proposal for sponsorship/co-sponsorship: Please consider the information found at <http://convention.myacpa.org/columbus2017/get-to-know-acpas-entity-groups/>. ACPA encourages you to connect information from ACPA entity groups to your topic.

Professional Competencies: Rationale (100-word limit):

Please share how this session will address the selected competency(ies) at the appropriate skill level identified above using the ACPA/ NASPA competency(ies)

<http://www.myacpa.org/sites/default/files/ACPA%20NASPA%20Professional%20Competency%20Rubrics%20Full.pdf> There should be connections made through the competency(es) and the session content.

These competences should reflect the intended skill level of the audience.

Topics:

Select no more than two options among the following list of topics to provide guidance to participants as to the type of knowledge shared in the session you have proposed.

- Academic Advising/Supporting
- Academic Affairs
- Administrative Leadership
- Admissions/Enrollment Management
- Adult Learners
- Alcohol and Other Drugs
- Asian American and Native American Pacific Serving Institution (AANAPISI)
- Assessment and Evaluation
- Athletics/Recreation
- Career Development and Services
- Career Planning/Job Searching
- Colonization in Higher Education
- Community Service/Service Learning/Civic Engagement
- Commuter Students
- Compliance/Legal Issues
- Counseling and Psychological Services
- Crisis Response and Campus Safety
- Disability and Disability Awareness
- Diversity and Inclusion
- Doctoral Students
- Entry-Level Professional
- Faculty/Teaching

- Faith/Spirituality
- Fraternity/Sorority Life
- Gender Identity/Gender Expression
- Global Dimensions of Student Development/International Education and Issues
- Graduate and Professional Schools/Graduate and Professional Student Affairs
- Graduate Students
- Higher Education Associations/Non-Profit Management
- Hispanic Serving Institutions (HSI)
- Historically Black Colleges and University (HBCU)
- Housing and Residential Life
- Leadership Development
- Men's Identities and Masculinities
- Mid-Level Professionals
- Minority Serving Institutions (MSI)
- Multicultural Affairs
- New Professionals
- Orientation/First-Year Experience
- OTHER - Describe: _____
- Parents/Families
- Personal Development
- Professional Preparation
- Racial Justice in Higher Education
- Religious/Faith-Based Institutions
- Senior Student Affairs Officers
- Sexual Assault and Violence/Title IX
- Sexual Orientation/Sexuality
- Social Justice
- Student Conduct and Legal Issues
- Student Involvement
- Supervision/Management
- Sustainability
- Technology/Social Media
- Trans Identities
- Tribal Colleges and Universities
- Two-year Colleges/Community Colleges
- Veterans Services
- Wellness
- Women and Women's Identities

Continuing Education Units (CEUs)

If your program is psychological in nature, you will have an opportunity to indicate that you would like it to be considered for CEUs