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# ITL On Demand Session Planning Guide

2021 ITL On Demand Session Presenters,

We look forward to featuring your session at this year's conference! For general information about the conference (schedule, registration, etc.), please visit the ITL [For Presenters](https://stearnscenter.gmu.edu/programs/annual-conference-itl/presenter-information/) page. For detailed information and guidelines about the different On Demand session types (Teaching Artifacts, Videos, or Digital Posters), please visit the [On Demand Collection](https://stearnscenter.gmu.edu/programs/annual-conference-itl/on-demand-collection/) page.

In this document you will find:

* On Demand Formatting Guidelines
* Submission Guidelines
* Copy of your Author Copyright Agreement
* Links to example 2020 On Demand sessions and other useful resources

# Formatting Guidelines

**Video Presentations**

General Video Outline:

* Introduce yourself, your affiliation (Mason and department), and your title. You may record with or without a video featuring the presenter’s image.
* Introduce the session title and any references/resources you would like to share with the audience to view in conjunction with your recording
* Describe your teaching context--course, UG or Grad, course size, etc.
* Describe your teaching goal(s) or values that are embodied by the strategies you are sharing
* Show/describe the activity or resources
* Explain any tips, challenges, or issues to expect/anticipate (share examples)
* Remind viewers that more information and supplementary materials can be found on the conference proceedings page for this session
* Remember to thank them for watching, whoever they are :-)

Presentations should not exceed the allotted session time.

**Digital Posters**

# If you are creating a traditional poster for your submission, please save your poster document as a PDF. Please include Mason logo (or name of University), college, school, author(s), author position title(s)/affiliations, session title.

ITL may not be like your typical discipline conference poster session—Be creative with your design. Feel free to create a traditional poster, an infographic, a hyperlinked PDF, etc. Below are some suggested guidelines based on past posters, but please feel free to go in your own direction.

* **Mason Resource Posters**: Think of this a one-page infographic handout for instructors. **Key information:** name of resource; where to find it in person/online; why an instructor needs it/how it can help them; description of what it is; data/examples showing impact of using resource (optional).
* **Course or Activity Re/Design Posters**: Think of this as a visual before/after demonstration of your activity/assignment or course plan. **Key information:** What learning problems were you trying to solve with this curriculum? (learning goals, outcomes); context (course/population/semester year); examples of the learning support activities/assignments that helped students build and practice skills and knowledge; examples of assessment activities to determine if the curriculum was successful at reaching learning goals; annotations or examples of what you were doing before vs. after and why you made those changes; consider including student sample work; lessons learned and/or tips and implications for others who will try it or adapt it.
* **Curriculum Map Posters**: Think of this as a visual roadmap of your course or your program’s curriculum. **Key information:** What learning problems were you trying to solve with this curriculum? (learning goals, outcomes); context (course/population/semester year); examples of the learning support activities/assignments that helped students build and practice skills and knowledge; examples of assessment activities to determine if the curriculum was successful at reaching learning goals; lessons learned and/or tips and implications for others who will try it or adapt it
* **Example Activity or Assignment Showcase Posters**: Think of this as a visual ad for your activity. **Key information:** What learning problem were you trying to solve with this activity? (learning goals, outcomes); context (course/population/semester year); brief description of activity/assignment; samples of assignment and student work (what does this activity look like in practice); lessons learned and/or tips and implications for others who will try it or adapt it for their classes
* **SoTL Posters**: Think of this as a typical research poster. **Key information:** Research question; context (course/population/semester year); methods; results; key take-aways and implications for others in their teaching practice
* **Other**: Use your imagination!

**Teaching Artifacts**

Your teaching and learning artifact could be a description of an activity you do, an outline of a lesson plan or learning module, a copy of your syllabus, a copy of an assignment you give your students, a link to a teaching or learning tool you have your students use, a copy of an assessment or grading rubric, or something else.

The idea is that you are sharing something that you use in your teaching or that your students use to learn AND you either annotate it or submit a separate reflection document/video in which you explain to other instructors why and how you use it (and any helpful hints or lessons learned).

**Key Information:**

* Your name, your affiliation (Mason and department), and your title.
* Your teaching context--course, UG or Grad, course size, etc.
* Your teaching goal(s) or values that are embodied by the artifact you are sharing
* The activity or resources
* Any tips, challenges, or issues to expect/anticipate (share examples)

Submission Guidelines

***You are not limited to one file or video***— please feel free to submit supplementary materials along with your recorded presentation or PDF (handouts, transcripts, example activities, weblinks, etc.).

If possible, we ask that you submit your materials by August 25th. **The hard deadline for submitting materials is August 30th.** We will try to post anything submitted after that date, but we cannot guarantee it will be posted in time for the live portion of the conference.

Save each file as:**surname-session title-file name**. You will need to specify the type of materials you are submitting:

1. **Live Session Supplementary Materials:** You are presenting at a live session and have materials you want attached to the live session. These materials will be published with the same DOI as the live session in our Conference Proceedings.
2. **On Demand Materials Associated with a Live Session:** You are presenting at a live session, but you have materials that you want published as a unique entry with its own DOI. It will not be attached to the live session and instead will be listed as a separate On Demand session.
3. **On Demand Materials:** You are submitting materials for your On Demand session. These materials are not associated with any live session.

Please submit documents, presentation slides, or posters as PDFs, and submit videos as MP4s. Maximum upload is 300 MB. If you want multiple files to appear in a specific order, include this information in the comment box (e.g., 1-Video, 2-Assignment Directions, 3-Grading Rubric). Please read through the instructions and submit materials via this [submission form.](http://library.gmu.edu/publishing/submit)

# Video submissions and supplementary materials will be shared with attendees and the general public through the ITL Conference Proceedings (ITLCP) open-access electronic journal website. *Please note: it is the author(s) responsibility to ensure that any content included in the submission follows all copyright laws.*

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Please note that the author(s) are responsible for ensuring that their submissions follow copyright laws for any content included in their submission.

# Useful Links

* Example 2020 On Demand Submissions
	+ [Traditional Lecture Video](https://journals.gmu.edu/index.php/ITLCP/article/view/2864)
	+ [Animated Video](https://journals.gmu.edu/index.php/ITLCP/article/view/2885)
	+ [Multimedia Submission](https://journals.gmu.edu/index.php/ITLCP/article/view/2800)
* Information for [All Presenters](https://stearnscenter.gmu.edu/programs/annual-conference-itl/presenter-information/)
* Information for [On Demand Presenters](https://stearnscenter.gmu.edu/programs/annual-conference-itl/on-demand-collection/)
* Information for [Live Q & A Sessions](https://stearnscenter.gmu.edu/programs/annual-conference-itl/on-demand-roundtable-sessions/)
* ITL Conference Proceedings (link coming soon)
* ITL [Conference Schedule](https://stearnscenter.gmu.edu/programs/annual-conference-itl/conference-schedule-and-proceedings/)
* ITL [Conference Registration](https://stearnscenter.gmu.edu/programs/annual-conference-itl/registration/)
* ITL [FAQs Page](https://stearnscenter.gmu.edu/programs/annual-conference-itl/faq/)