THE CENTER FOR LANGUAGE EXCELLENCE
WORKSHOP PROPOSAL FORM

Please use the template below to help design and develop a workshop based on a professional development workshop of your choice. We ask that you submit your proposal, along with any additional materials, via email (in .doc or .docx format) to the Center for Language Excellence (CLE) at iucle@indiana.edu.

Step One: Please submit the following form for approval.

Workshop Instructor Information	
Name	Please write your full name.
Organization/Affiliation	Please list any organization, affiliation, or credentials.
Phone	What phone number should we call to contact you?
Email	Please list your professional email address.
Facilitator's Background	Please provide an explanation of relevant past experience in organizing workshops and/or speaking on the subject matter you have selected:

Workshop Information Overview	
Workshop Title	Please suggest a concise, attention getting title for your workshop.
Length	How long will the workshop take (e.g. one hour, two hours, etc.)
Proposed Date	When would you like to host this workshop?
Workshop Description	Please write a short description of your workshop for the selection committee, which is no more than 250 words in length. Answer the following questions. • **What is your workshop's main goal?** • **Who is your intended audience?** • **What form will this workshop take?** • **What activities will be involved?**
Handouts, Materials, Supplies	Please list any materials (e.g. audiovisual materials) you may use for the workshop, as well as any items that participants should bring with them.

Step Two: Once you have received approval for the "Workshop Overview Form," please complete and submit the more detailed plan below.

Detailed Workshop Plan	
Schedule	Please break down the workshop into specific activities with an estimation of time needed for each to fit within your workshop timeframe. Typically, there should be an introduction with visual examples in a presentation system (PowerPoint, Prezi, etc.) See an example below. 2 two-hour workshops: **Part I: Pedagogy of Podcasts** 10 min Introductions and ice breaker activity (filling out sign in sheets) 20 min Discussion of podcasts 15 min Language Learning Podcasts 10 min Types of Podcast 30 min Podcasting Basics 15 min Before and After You create a podcast 05 min Resources 15 min Questions and answers **Part II: Hands on session** 20 min Each participant discusses goals for his/her podcast 1:20 min Participants work in teams to help each other draft their podcast text 20 min Wrap-up and participant reports **All workshops must have participant interaction. Some workshops will be informational for the first session and then hands-on for the second part. Others will alternate these elements.**
List of Handouts	**Provide a list of all handouts here:** • Short podcasting basics • Resource list • PowerPoint slides with notes
Full Workshop Presentation	Provide a finished copy of the full presentation in the presentation format you have chosen (PowerPoint, Prezi, etc.)
List of Supplies You (or Your Participants) Will Need	• Overhead LCD projector • Copies made of specified handouts • Dry erase board with markers • Laptops for web searching • Zoom link, etc.
Evaluation Form	**We will collect evaluations after your workshop and share the results with you.**

Criteria for Review

CELT and CLE developed a set of criteria to help prioritize topics for our professional development workshops. Proposed workshops should:

- Be accessible and offered in a way that includes members from all language learning or teaching community (offerings in multiple locations, and/or virtual environment).
- Be led by recognized experts in the subject, who are also effective instructors.
- Be based on the best practices and research available.
- Focus on hands-on activities and interactive discussions, when appropriate.
- Not be readily available elsewhere.