

We strongly encourage Skoltech students to actively participate in the January Independent Studies Period (ISP), and send their proposals for the most creative and diverse period of the year.

Call for Proposals is typically announced by the Education Office in October by e-mail, where the deadline is set and the process is described with all the updated details.

It is important for us to know what courses can be useful for you during ISP. Even if you have no ISP proposal, you will be invited to fill in a [short survey and share your ideas](#).

I. How to submit an ISP proposal?

[In SIS](#), you can find the ISP proposal form.

- 1) Please, fill out only (or at least) the first page of the proposal form by the initial deadline.
- 2) After we receive all proposals, the ISP committee will review them and choose the ones that potentially can be implemented.
- 3) We will then ask students to complete a survey to garner their interest and attention to the proposed ISP activities.
- 4) For pre-selected activities, course instructors will then be asked:
 - a) To fill out the rest of the form.

[Note:

- ✓ Be attentive when estimating your course's workload.

The following requirements must be met:

- total workload: 30 hours max. where homework is 30% max.;
- 20 contact hours max.

- ✓ **Course Instructors' workload (CIW)** will be calculated on the basis **1 Course instructor for 20 students** and **based on the following formula:**

$CIW = X + 25\%$ hours if **X** is more than 15 hours,

$CIW = 5$ hours if **X** is up to 15 hours, where **X is the total course workload**].

- b) To present their courses at **ISP Proposals Presentation (in mid-November)**.

II. How to prepare the ISP Proposal Presentation?

The ISP Proposal Presentation is organized by the Education Office for:

- 1) Students to know the subject of proposed courses and their future course instructors better
- 2) Course instructors **to attract students and encourage them to participate in your courses actively, as well as to announce the main goals of the proposed courses, course instructors' needs and to practice in public speaking.**

Course instructors will be asked to prepare short but succinct presentations of the proposed activities, which will then be grouped thematically.

Your presentation should encourage students to participate in your course as well as fulfill the requirements listed below and contain the following information:

Information:	Requirements:
1. Title slide: 1.1. Instructor's name 1.2. Name of the ISP Activity	ppt /pptx /pdf format Up to 2 minutes for presentation
2. The main purpose of the course:	

2.1. What will students learn; who can participate (pre-requisites/background)? 2.2. Total workload for students (contact hours and homework), duration of the course 2.3. What results are expected?	Up to 3 minutes for Q&A *You can see a rough example in SIS.
3. Relation to students' interest and needs: why is it interesting for students?	
4. Assessment criteria (<u>mandatory</u> -100% attendance; <u>at your discretion</u> - x% homework, x% final project/presentation/etc.)	
5. Course Plan: the topics covered in this course and the approximate number of class hours devoted to each topic. Needs to be specific and inclusive.	
6. Educational, technical and other material resources necessary for the course (if any), justification.	

III. How will ISP Proposals Presentations be assessed?

ISP Proposals Presentations will be assessed on the following criteria:

1.1. Purpose of the activity is clear – 0-5 points.

- the course is available for everyone, satisfies students' interest;
- measurable results and planned outcomes are described well
- assessment criteria of student's work are clear

1.2. Course plan is clear: tasks are clear at every step of the course; duration of the course is justified – Excellent/Good/Satisfactory/Poor/Unacceptable – 0-5 points.

1.3. Resources: proposed educational and technical resources (if any) are justified – 0-2 points.

*If there is no need in special resources, **2 points are assigned automatically.**

1.4. Presentation is successful – Excellent/Good/Satisfactory/Poor/Unacceptable – 0-5 points.

- Informative, good visualization
- Course instructor's language, speech culture is good,
- Course instructor is confident, holding audience attention, working with question

IV. Who will select ISP Proposals for the final list?

After the ISP Proposals Presentation, ISP Committee and attending students will vote for the pre-selected activities "live".

Those activities that win **75%-100% in the final "grade"** will be recommended for the ISP Course Catalog and for further registration.

The final grade will consider both Committee's and students' votes. Herewith, **STUDENTS' VOTES WILL TAKE UP TO 30% in the joint result of the voting.**

Finalists will be asked to submit the detailed day-by-day teaching plan specifying time for in-class work, homework, limit of participants, as well as assessment and grading criteria.

V. How to approve/reject student enrollments?

Education office will approve/reject students requests as per the limits of participants specified for your courses. Students enrolled in your course automatically appear in the Canvas course page within 24 hours.

VI. How to work with Canvas?

Please go to skoltech.instructure.com, use your Skoltech email address to login and the password you use to access Skoltech IT platforms. If you were added with an external email (not Skoltech), please register in Canvas first (you should have received an invitation from Canvas to register).

[By this link](#), you can find the necessary information on how to work with Canvas.

Main points about Canvas: you can upload your materials there, make announcements, and track student attendance.

Please note, that you should include attendance into the “Assignments” section and give a “Pass” only if a student attended 80% of your course.

ISP course instructors are also required to upload the full syllabus, update **the Canvas calendar and Assessment criteria** with the following points:

- 1) Homework assessments dates.
- 2) Final assessment or project presentation date.
- 3) Course evaluation date – last date of the course
[Note: The ISP Course will be considered incomplete if the response rate among the registered students is less than 80%. Therefore, students will not be able to get a “pass” for the course].

VII. How to evaluate students?

Grading will happen during one week after the end of ISP automatically based on your assessment criteria in Canvas.

Course instructors will be asked to check the grading results and to confirm them or inform Education Office on any necessary changes by e-mail (education@skoltech.ru).

Based on these results, students will be assigned hours four ISP necessary for fulfilling full-time status requirements.

VIII. Recognition of the instructors’ contribution

All course instructors will receive Certificates of Recognition for contributing to Skoltech’s educational process during the Independent Studies Period.

IX. Who can help in case of difficulties?

- E-mail Education (education@skoltech.ru) with “ISP – 20YY (YOUR NAME)” in the subject line.
- Responsible specialists:
 - Anastasia Zueva – general organization of ISP.
 - Elena Cherenkova – logistical questions (schedule, classrooms).
 - Boris Kheyfets – SIS and Canvas issues.