

Major Workshop Review Criteria

Criterion	Expected/Ideal	Issues	Comments
Proposal			
Title	Succinct	Inaccurate/overly flashy, does not align with the content	
Summary of Workshop Activity	Concise, clearly describes student activity and what participants will do in workshop	Goal not clear, not written with clarity	Audience is fellow faculty and instructional staff: this summary is how conference attendees select workshops
Proposal body	All sections present and clearly written	Sections missing, not proof read	Ideally, the proposal is a first draft for writing the article published in <i>Advances</i>
Student Activity			
Content	Biology lab or lab instructional methods	Not biology content or not relevant to laboratory instruction or presenter has uploaded their entire lab manual	Some workshops could be more suited for minis or posters
Learning goals (including skills)	Clearly defined	Not well defined; too many; too vague	Learning goals may be subject/content-centered, or may center on physical/hands-on or analytical skills, they just need to be defined.
Innovation	New or innovative student exercise, or novel approach to lab teaching/organization	Not original work or new material	
Engages student analytical thinking	Exercise promotes some sort of higher-order cognitive skills, such as quantitative and/or scientific reasoning	Fosters knowledge or content only	This criterion may not be applicable to all proposals
Activity is field-tested; evidence provided that activity works	Activity has been run for several terms, and student data is provided	No student data or only run minimal times (one or two terms)	

Proposed Workshop			
Activities	It is clear what the workshop participants will do and this represents the student activity in a meaningful way	Not clear what participants will do in the workshop, workshop step-up not clear, not enough manpower to manage all activities, no hands-on components	Discussion only workshops are acceptable with enough activities
Schedule and timing (workshop template)	The template has been completed; timing and scope of the proposed workshop activities are feasible	Template not completed or is vague; activities are too long/too short for workshop	
Information for implementing student activity	Student lab handout or protocol is provided; instructor notes are provided along with reagent/equipment lists	Student handout not provided, or no indication of what participants need to implement the workshop, Instructor notes absent or very incomplete for review	A student handout or protocol is required for acceptance of the proposal. Notes to instructor should be present. Complete Instructor information may be provided later in binder materials and manuscript; there just needs to be some indication of what will be provided.
Organisms	Live or preserved organisms are identified and it is clear whether they will be provided by host or presenter	Not clear if host or presenter will provide organism; potential safety concerns not addressed, care and maintenance described	
Equipment, reagents, and supplies	Lists of what is required from the host are provided, with quantities	Lists not provided	