

**North American Association of Summer Sessions (NAASS)**  
**Instructions for Completing Nomination Forms for**  
**2011 Creative and Innovative Awards**

1. Submit descriptions under each of the headings on the enclosed Program Narrative Form (all three pages). Please be concise. Remember: committee members are not familiar with any of the programs being submitted; assume they need background information.
2. The nominated program may be in its first to third year; however, a program may be nominated only one time. Programs must be sponsored by summer session.
3. On the **Program Data Sheet** (the first page of the nomination forms), please note the following:
  - A. Under the section titled **Program Category**, *level of credit* means graduate, undergraduate, M.D., etc.
  - B. Under the section titled **Program Category Description**:
    - Item E: *Regular Position of Instructors* means primary job status outside summer teaching assignment, such as regular faculty, visiting college faculty, nurses, high school teachers, city recreation directors, and so on;
    - Item F: *Length of Program* should clarify the time for the program and the number of repetitions, such as, nine Elderhostels, one week each.
4. The **Program Narrative** begins on the second page of the nomination forms, following the Program Data Sheet. Responses on the enclosed forms must provide the following information and be limited to the space provided:
  - I. **Abstract (descriptive summary will be printed in the conference proceedings):** Why did you develop the program? Who was the target group? What was the aim/goal of the program? What was the general nature of the program?
    - a. For credit or non-credit programs: how many contact hours are involved?
    - b. For administrative programs: how did the program contribute to the administrative operation/management of summer session and/or to the institution as a whole?
  - II. **Creativity:** In what ways (i.e., purpose, audience, faculty involvement, location) was the program truly creative and innovative, not just for your institution, but for all institutions belonging to NAASS?
    - a. For administrative programs: the focus is on methods of increasing productivity, public relations, personnel development, or opportunities for responding to a specific situation.
  - III. **Resources:** Any persons, groups, or special activities that were an integral part of the program, including your institution, interdepartmental collaboration, or outside groups. What facilities and financial resources were critical?
  - IV. **Outcome:** The number and types of expected and realized registrations, evaluations, possible long-term effects on students, faculty, the institution, and the community. On what criteria do you base the measure of success?
  - V. **Adaptability:** Is there a common basis for the program across institutions or was it a result of a special circumstance, a one-time event, or specific instructor? Can this program be adapted for use at other institutions or be continued in successive summers?

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**Program Data Sheet**

*Please type or print information on this sheet.*

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Summer Session Dean/Director: \_\_\_\_\_

NAASS Representative (If Different): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Academic Year Enrollment (check one): Equal to or greater than 7,500 \_\_\_\_\_ Less than 7,500 \_\_\_\_\_

**Program Category**

- ☐ Credit: \_\_\_\_\_ (Please list the number of credit hours and the level of credit.)
- ☐ Non-Credit
- ☐ Administrative (Items E through I do not apply.)

**Program Category Description**

A) \_\_\_\_\_  
Name of Program

B) \_\_\_\_\_  
Number of Years Offered  
(Maximum 4 Years)

C) \_\_\_\_\_  
Institutional Cost

D) \_\_\_\_\_  
Source of Funding

E) \_\_\_\_\_  
Regular Position of Instructors

F) \_\_\_\_\_  
Length of Program (in Weeks)

G) \_\_\_\_\_  
Tuition Cost per Student

H) \_\_\_\_\_  
Number of Students

I) \_\_\_\_\_  
Age and/or Education Level of  
Primary Student Clientele

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**Program Narrative Form**

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**Please Note:** All program information must be submitted on this form only.

Please email copies of the Program Data Sheet, Program Narrative and additional written material (i.e., brochure, flyer, etc.)\* to:

Cathy Evans, Director  
George Mason University  
Summer Term Office  
4400 University Drive, MS 5D1  
Fairfax, VA 22030  
cevens2@gmu.edu

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\*Other forms of multi-media may be scanned and accepted by email.

*Entries tgegkxgf after September 2, 2011 will not be eligible for the 2011 awards.*

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**Program Narrative**

- I. Write an abstract of the program describing the format, clientele, history or background, purpose and rationale. For an administrative program, describe how the program contributes to the administrative operation/management of summer session.

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**Program Narrative Form**

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II. How is the program creative, innovative, and unique in comparison with programs at other NAASS institutions? Clearly identify the contribution of your summer session leadership and staff.

III. What resources are available for this program: organizational, financial, persons, groups, facilities?

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**Program Narrative Form**

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IV. Explain the outcome and success of the program and describe the most important impact(s) on students, faculty, the institution, and the community. For administrative programs, explain the demonstration of better management, cost savings, personnel enhancement, financial distribution, etc.

V. Can this program be adapted for use by other units within your institution or by other institutions? Can it be continued over multiple summers?