

ASEE Annual Conference 2026 Workshop Proposals

Instructions

Proposals may be sponsored by an ASEE division (“Division Workshops”) or outside of the ASEE division structure (“Sponsored Workshops”). Division Workshop applications are strongly encouraged. Please work with your Division’s Program Chair to complete all the information on this template and email it to them so they may copy and paste into the Description portion of the Workshop request in NEMO.

Division Workshop applications **must** be submitted by the primary (sponsoring) division’s program chair. Sponsored Workshops may be submitted by the workshop organizers. Both types of workshops require a **non-refundable \$150 application fee**, which can be paid directly to ASEE or through Division BASS funds.

Each application, regardless of workshop type, should include all of the information shown below *with the associated headings* so that it can be evaluated using the 2026 Workshop Application Rubric by the Chairs of the Professional Interest Councils.

Directions: Workshop Leaders, fill out all information below and email to your Division’s Program Chair who will then copy and paste into the “Description” section of the workshop request in NEMO.

Workshop Time

45 Workshops are slated for Sunday afternoon 13:00 – 15:30.

We are gauging interest in adding a Sunday morning workshop. Note that this is under discussion and not a guarantee. If a morning workshop was offered from 09:30 – 12:00, would you be willing to lead a workshop at this time? Please respond with “yes” or “no.” A “yes” response does not preclude you from being considered for the afternoon timeslot. A “yes” response does not guarantee a morning workshop.

Workshop Title

A short, descriptive title of your workshop

Workshop Presenters

Provide the names and emails for each presenter

Collaboration

Does this workshop represent a collaboration with one or more ASEE divisions or an outside entity? If yes, please list the divisions / outside entities and their contributions.

Expected Audience

Describe your intended audience (i.e., who will be interested in attending this workshop)

Learning Objectives of Workshop

List the learning objectives for this workshop. You might want to start each objective with the following: By the end of this workshop, participants will be able to...

Brief Description of Workshop

Maximum 200 words

Planned Schedule of Workshop

Provide a detailed breakdown of how the time of the workshop will be used.

Funding Source of Workshop Material (if applicable)

e.g., the content of this workshop was developed as part of NSF Grant Number XXXXX; or materials were provided by an outside entity

ASEE Workshop Proposal Rubric (Total Possible Points: 18)

Criteria	Excellent (3 points)	Good (2 points)	Fair (1 point)	Poor (0 points)
Relevance to Engineering Education Community	The proposal clearly demonstrates relevance to the engineering education community by addressing current challenges, trends, or advancements in engineering pedagogy or practice.	The proposal somewhat addresses relevance to the engineering education community but lacks depth or specificity.	The proposal vaguely addresses relevance to the engineering education community but lacks clarity or specificity.	The proposal does not address relevance to the engineering education community.
Clarity of Workshop Time Utilization	The proposal provides a detailed and clear outline of how the workshop time will be utilized, including a breakdown of activities, discussions, and interactive components.	The proposal provides a general overview of how the workshop time will be used but lacks specificity or clarity.	The proposal includes some information on how the workshop time will be used, but it is unclear or lacks detail.	The proposal does not provide any information on how the workshop time will be utilized.
Active Engagement of Participants	The proposal outlines various methods to actively engage participants throughout the workshop, fostering interactive learning and collaboration.	The proposal includes some strategies for engaging participants, but they are not well-developed or may lack variety.	The proposal mentions the importance of participant engagement but lacks specific strategies or approaches for achieving it.	The proposal does not address how participants will be actively engaged during the workshop.
Clarity of Objectives	The proposal clearly articulates specific and measurable objectives for the workshop, including what participants will learn or achieve by attending.	The proposal outlines objectives for the workshop, but they are somewhat vague or lack specificity.	The proposal includes vague or unclear objectives for the workshop, making it difficult to determine what participants will learn.	The proposal does not include any objectives for the workshop.
Division Collaboration	The proposal indicates collaboration with three or more ASEE divisions (four+ divisions are co-sponsoring - the submitting division is primary)	The proposal indicates collaboration with two ASEE divisions (three divisions are co-sponsoring - the submitting division is primary)	The proposal indicates collaboration with one other division (two divisions are co-sponsoring - the submitting division is primary)	The proposal indicates no collaboration with other divisions.
Outside Entity Collaboration	The proposal indicates collaboration with one outside entity providing financial sponsorship.	The proposal indicates collaboration with more than one outside entity.	The proposal indicates collaboration with one outside entity.	The proposal indicates no collaboration with outside entities.