LEARNING INSTITUTE REVIEWER INSTRUCTIONS
ACA 2013 Conference & Exposition Program Selection

DATES TO REMEMBER
Program Review Opens   **June 11, 2012**
Program Review Closes   **June 29, 2012**

NOTE: ALL REVIEWS MUST BE COMPLETED BY 5:00pm (Eastern Time), JUNE 29, 2012

PROPOSALS TO BE REVIEWED
Each proposal will be randomly sent to three different reviewers for evaluation. We **do not** use a blind review for the Learning Institutes.

CRITERIA FOR SELECTION
The evaluation lists the primary criteria for selection. In addition, as a reviewer, you should carefully consider the balance between theory, research, and practice in the proposals you rate. Once all proposals have been reviewed, the information will be provided to the Conference Program Selection Committee according to rank.

The Conference Program Selection Committee is a group of leaders who will meet on July 24, to make the final decisions on the programs that will make up the ACA 2013 Pre-Conference Learning Institutes and Education Sessions. Selection will be based on merit and available meeting space. Selection criteria will be the topic, presenter, and methodology.
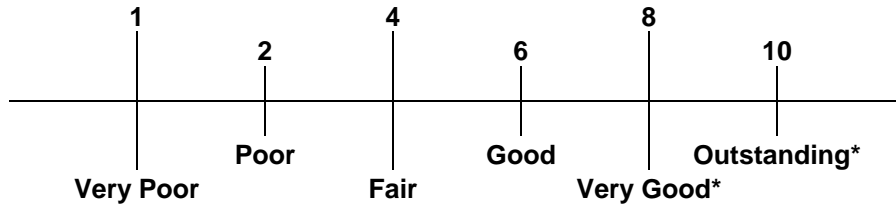
PROPOSAL REVIEW INSTRUCTIONS
Please read these instructions before beginning your review.

1. Go to
   http://precis.preciscentral.com/User/UserLogin.asp?Action=Reviewer&EventID=97e852
   7f

2. Login to the system, under "Login (Returning Users)". Login information has been individually emailed:

3. From the "Main Menu" tab, click on "Review Menu"

4. Click on submission title to review and grade (or re-grade) a proposal. You may print the proposal to review if desired.

5. Grade each proposal on the rubric and criteria provided below.

6. Comments should be entered into the box marked "Comments". Remember that the presenter will be able to read your comments.

7. Hit submit/update review.

8. You will be taken back to the Review Menu where you will see the reviews you have not started and those that you have read and/or graded. If the abstract review has been finished, it will be marked Complete. If you have just viewed the abstract but not scored it, it will be marked Incomplete.

- If you feel you are not qualified to review a proposal or have a conflict, please contact Debbie Beales at dbeales@counseling.org so that the proposal can be assigned to a different reviewer.

Please grade each proposal on the rubric and criteria provided below:

Scoring Rubric

1   **4**   **8**
     2   **6**   **10**

          Poor   **Good**   **Outstanding***
Very Poor   **Fair**   **Very Good***

*rarely given

Criteria	Possible Points
Proposal Preparation	
Relevance to needs and goals of the Counseling Profession	10
Writing Style	10
Organization and Clarity	10
Program Conceptualization	
Appropriateness of rationale	10
Clearly stated and appropriate learning outcomes:	10
Well developed program format to assure accomplishments of program objectives:	10
Consideration of Cultural Diversity and Ethics	10
Innovative and Cutting Edge or Proven and Effective Evidence-Based Practices (evidence-based practice is defined as: best available evidence, data, and/or research relevant to the topic)	10
Qualifications and Expertise of Presenter Including	
Substantive area to be covered in the presentation	10
Actively Engages Audience	10
	Total 100