ISECON/ISEDJ
TEACHING CASE TRACK CALL FOR SUBMISSIONS

TRACK OBJECTIVE

The objective of the ISECON/ISEDJ teaching case track is to provide a venue for the presentation and publication of short, high quality teaching cases for use in the classroom. As a broad area, we welcome submissions in many formats. We encourage traditional scenario based cases that become a starting point for discussions and research. We also encourage submissions for lab exercises, or other technology based experiences, that become the foundation for further experiments, discussions, and research.

STYLE AND FORMATTING

1. Please include as much data and direction as possible. This may include data sets, or links to software downloads.
2. ***Multimedia materials are strongly encouraged*** – photographs (in public domain), videos and audio files should be included where they add to the case. This is one of the ways in which we hope to distinguish cases presented through ISECON/ISEDJ.
3. When possible - portray real people, organizations and situations. Certainly, you may base the case on data gathered during case- based research. However information must be disguised to avoid identifying the subjects of the study or violating agreements.
3. Depending on the level of difficulty desired, consider providing some irrelevant information that will increase the "real world" feel of the case.
4. Avoid words that indicate your own value judgments in the case. However such words spoken or written by people depicted in the case are appropriate. Cases should be "open ended" to allow for discussion on all sides of an issue.
5. Case scenarios should be written in the past tense.
6. Please limit the text of the students' material to 5,000 words or fewer.
7. Please remove any identifying information in the properties section of the document.
8. File format: Microsoft Word XP/2003 (.doc) or Word 2007/2010 (.docx) documents
9. Paper format: Please follow the guidelines as detailed in the template provided for submissions to the general category

INSTRUCTOR'S MATERIAL

The objective is to encourage the use of cases by enabling colleagues to quickly assess the usefulness of a case and then use it with minimum preparation.

1. "Hook" statement that generates interest in the case. Think of this like a phrase that you might see on a poster advertising a motion picture.
2. Case abstract. In a few sentences, what is the business situation and what are the business problem(s) to which the case applies?
3. List of pre- or co-requisite key terms, concepts, skills/techniques. This will help instructors help students in concept formation by identifying specific terms and concepts that students must be able to define in order to achieve the analysis goals of the case.
4. Suggested questions for prompting discussion along with possible responses.
5. Pre- and post-case questions designed specifically to support assessment of learning.
6. Teaching tips based on piloting of the case including remarks regarding material that seems especially difficult for students to grasp.
7. Masters of slides and handouts, if applicable.
8. Data workouts, if applicable.
9. Be sure to include statements on: the audience this material is targeted to, both in level of student and course type; how many times this case has been used in a classroom; esitimated time of preparation for the professor; and estimated time for completion by syudents

SUBMITTING A DOCUMENT

1. The papers submission site will request the following information:
   - Title
   - Authors/Institution
   - Hook Statement
   - Case Abstract
2. Prepare one ZIP folder/file to upload to the web site. This should contain:
   a. One Word document to be given to students
   b. One Word document to be viewed only by the instructor
   c. Any other materials pertaining to the case, for example, PowerPoint presentations, additional handouts, data workouts, database files, video files, audio files and image files.