

# NASAGA ACTIVITIES BOOK

## Seeking Contributions

The *NASAGA Activities Book*, to be published by Wiley, an imprint of Pfeiffer, will be a “first of its kind” book for two reasons. First, the book will be written by NASAGAns for NASAGA and will be sold to anyone who trains, facilitates, coaches, or considers themselves an educator. Secondly, the book’s focus will not only be on the activity itself but on at least 2 variations of the activity and an extensive debriefing of the activity and its variations. Judee Blohm and Dave Piltz are the volume editors. All royalties will go to NASAGA.

### Timeframe

- ❑ **January 31, 2010: contributor proposals due**
- ❑ **February 28, 2010: full contributions due**
- ❑ February – March, 2010: initial reading and editing: return to contributors for revisions, as necessary; peer editing.
- ❑ April 15, 2010: final contributions from contributing editors due to volume editors
- ❑ June 15, 2010: full manuscript due to publisher
- ❑ August–September, 2010: revisions required by publisher
- ❑ October 15, 2010: final manuscript due to publisher

### Seeking contributors

We are seeking contributions of activities to publish.

Contributors will submit one or more activity(s) to be considered for the book.

Activities may be directed toward various topics, such as

- (1) **Skill Building:** Communication (oral and written), Conflict Management, Career Management, Coaching and Feedback, Customer Service, Diversity, Leadership and Management, Organizing and Managing Time, Personal Effectiveness, Personalities, Performance Management, etc.
- (2) **Group Focus:** Team building, Decision making/problem solving, Strategic Planning, Mission, Vision, Goal Development, etc.
- (3) **Specialty Topics:** Train the Trainer, Instructional Design, Game Design, E-learning, Social Networking, Virtual Activities, etc.

A description of the final required activity format follows below.

All contributors must sign a contributors’ agreement which grants the copyright of their contribution to Pfeiffer/Wiley. Clarifications from the publisher:

What does signing the copyright for my activity to Pfeiffer/Wiley mean? ***Under the 1976 copyright law, authors always own the copyright to anything they write (unless it is initially written as a “work made for hire,” which we will not be doing in this case. What we are asking authors to do is “grant” the copyright to Pfeiffer/Wiley, which gives Pfeiffer the exclusive right to exercise the copyright, except as stated in the contract, for as long as the contract is in force.***

What does the copyright cover? When do I need expressed written permission to use my own or another activity from the book?

Can I still use my activity that is published:

\* in my own training delivery? ***Yes.***

\* in my own training designs and produced for in-house clients? ***Yes.***

\* in additional works that will be published for general public sale? ***No.***

\* in additional works that will be published for specific client sale? ***Yes, if “specific client sale” means not through public sales channels.***

\* on my website? ***Yes, with a copyright attribution to the NASAGA book (and preferably with a purchase link)***

Can I use other activities in the book

\* in my own training delivery? ***Yes, under whatever specific terms are stated in the book for anyone (author of another activity or not) to use.***

\* in my own training designs and produced for in-house clients? ***Same answer as above.***

Can I submit activities that also carry Creative Commons licenses? ***No. Creative Commons exists very specifically and intentionally to provide a different model than the copyright/publishing model for the management of intellectual property. As such, Creative Commons and publishers’ approach are at odds to one another. Neither Creative Commons nor Wiley (nor any other major publisher) will be interested in a fusion of the publisher/copyright model and the CC model.***

We expect activities submitted are original. However, if they contain copyrighted materials, contributors are responsible for getting any permissions to reprint copyrighted materials used in their activity.

Proposals (of not more than 400 words) should address the following points:

1. Purpose (This should be a statement that describes the activity.)
2. Goals and objectives of the activity
3. Primary target audience
4. Debriefing main points (What are the main questions or activities that can be used for debriefing?)

Include full contact information of the writer: name, email, street address, phone number and a statement confirming that the full activity will be submitted by **February 28, 2010.**

## **Final contributions must include**

1. Purpose (This should be a concise statement that accurately describes the activity and includes the name of the activity.)
2. Goals and objectives
  - i. Goal: major statement of learning
  - ii. Objectives: behavioral statements of what participants will be able to do after the session
3. Target audience
4. Group size (especially any maximum/minimum requirements for being able to carry out the activity)
5. Duration: the total time to carry out the activity from introduction through debrief
6. Physical setting (room set up requirements or recommendations)
7. Materials and equipment (list of everything needed to carry out the session)
8. Facilitator comments (typical participant reactions, facilitator do's and don'ts, facilitator tips)
9. Facilitator preparation (any specific or unusual preparation, including reading particular materials, inserting company-specific examples, creating some of the artifacts used in the session)
10. Process (step by step sequence necessary to complete the activity successfully, indicating what the facilitator does and what the participants do. Write in second person.)
11. A complete debriefing section that outlines a typical debrief for your activity starting with general debriefing reactions to debriefing particular experiences to debriefing the connections to daily work life applications.
12. Two variations to the original activity. Variations may not change the goals and objectives of the activity but will probably change points 4 –12? Sometimes the changes will be significant and sometimes they will be slight. Either way, the debriefing section needs to show how the variation provides for a different debriefing series of questions.

All worksheets, role-play instructions, and other materials to be handed out to participants must be included with the activity. Worksheets and other handouts should be typed or printed on separate sheets of paper following the description of the activity (as listed previously). Do not incorporate as handouts any previously published University Associates/Pfeiffer material (instruments, work sheets, etc.). If an activity calls for presenting a lecturette, the content must be provided in the form of a handout.

Due dates for contributions: **January 31, 2010 proposal due**

**February 28, 2010 complete contribution due**

Send proposals to [book@nasaga.org](mailto:book@nasaga.org) with “book proposal” in the subject line. A full contributors’ packet will be sent upon acceptance of the proposal.