



LOI Review Rubric

WHAT are you intending to teach the learner?

- Is there a clear description of what you are proposing?
- Does the submission align with the focus topics?
- Is there an explanation for how learners will make use of the content?
- What portion of SGIM members would be interested in this content?

WHY is this topic important? This may include formal needs assessment (within the last 5 years), discussion of learning gaps, frameworks/models, or learning theory, etc.

- Is there rationale presented for why the topic is important and evidence-based?
- How clearly does the LOI indicate whether there are theoretical frameworks that apply to this content and how they incorporate?
- Is there any evidence cited that your approach has been effective in other venues?

HOW will you optimize your content for asynchronous learning? Please be as specific as possible and give examples of how you plan to maximize content for asynchronous (self-directed) learners.

- Do you describe how your content will be optimized for asynchronous learning?
- Is your content delivered in such a way that it engages learners?
- Does your content map give a clear picture of the production-ready content pieces that you will produce?

WHO is planning this content and what expertise do you bring to this area? You do not need to list all authors, but please indicate if you are working with any SGIM committees or groups.

- Do you provide evidence that the authors are subject matter experts?
- Do you provide evidence that the authors have experience with developing learning for asynchronous media?
- Are you submitting on behalf of a SGIM interest group, committee, task force or career development program?