

Professional Development Course Proposal

Information Needed for Submissions

Course Title – Type in the box provided

Course Length – checkbox for 4-hour or 8-hour

Course Description - provide a detailed description of your proposed Professional Development Course. This is limited to 2,000 characters, including spaces

Subject Area – choose 3 from a dropdown menu

Course Learning Objectives – list three measurable learning objectives

Suggested Prerequisites – choose from list provided or add in “other” box

Target Audience - choose 2-3 from a dropdown menu

Course Format – choose among given choices or add in “other” box

Course Agenda – provide a brief outline of the specific topics/concepts to be covered in course

Interactive Components – list any activities that will be incorporated into the course

Audience Level – choose level from dropdown menu

Audio/Visual acknowledgements to complete

Room Setup acknowledgements to complete

Special Requests if applicable

Translation booth response

Virtual Course response

Institutional approval acknowledgement

Instructors Full Name, Credentials (both degree credentials and certifications), Institution, Full Address, Email, Phone Number

Biography (6000 character limit including spaces)

Click “add/edit file” to add a professional headshot of instructor

****Any of the above sections left blank including the headshot, the submission will be considered incomplete and not be reviewed by the committee****