

## Professional Development Course Proposal Worksheet

***Please note: This document is to be used to prepare your submission data only. All submissions must be entered in the online submission portal: <https://ww2.aievolution.com/aih2301/>***

### **\*Title**

Titles should be clear and concise and appear as it should be printed in the conference program. (Suggested length: up to 7 words) \*If selected, the title you provide will be used in the online session listing and program, and may be edited for marketing purposes.

### **\*Instructors**

Use the form below to add the lead instructors and any additional instructors. PDCs are allowed to have up to 20 additional instructors. \*A biography is required for each.

A Lead Instructor must be defined for this proposal. Are you the Lead Instructor?

### **\*Instructors**

Use the form below to add the lead instructors and any additional instructors. PDCs are allowed to have up to 20 additional instructors. \*A biography is required for each.

#### **Lead Instructor**

Instructor Name

Edit | Remove

Biographical Information

#### **Additional Instructor(s)**

No Additional Instructors have been submitted.

Add Additional Instructor

### **\*Description**

Provide a clear summary of the information to be presented. Describe the session in promotional terms as well as scientific terms. Note pertinent tools and skills that will be shared as well as any scientific research, case studies or references that will be provided. (Suggested length: up to 250 words) \*If selected, the title you provide will be used in the online session listing and program, and may be edited for marketing purposes.

### **\*Course Outline**

Illustrate and summarize the main points of what will be covered. Set goals for the materials, presenters and attendees. Be detailed but not excessively so. (Suggested length: up to 200 words.)

### **\*Learning Outcomes**

What will learners be able to do upon completion of this course? Use specific verbs that clearly and concisely identify a measurable behavior. One sentence per objective. Learning objectives MUST clearly support the outline and description, varied instructional methods and measure transfer of knowledge.

- Half Day Course: up to 4 outcomes (up to 100 words)
- Full Day Course: up to 8 outcomes (up to 150 words)
- Two Day Course: up to 12 outcomes (up to 200 words)

Each outcome should:

- Stand on its own as a measurable, realistic, or attainable goal/ function
- Be one sentence in length
- Appear/be listed in descending order of emphasis
- Illustrate skills to be developed
- Identify expected behaviors, concepts and knowledge participants will be able to demonstrate and apply at the end of the PDC.
- Have relevance to OEHS
- Begin with different verbs/words

[Click here](#) for examples of acceptable learning outcome verbs/words.

Outcomes should not:

- Use ambiguous verbs that cannot be measured such as: appreciate, become familiar with, comprehend, demonstrate an understanding of, understand, know, grasp, show knowledge of, or learn.
- Have more than one (1) outcome for each hour of instruction/ presentation.

#### **\*Instructional Method**

Describe the teaching techniques that will be used to achieve learning outcomes listed above, i.e., lecture, discussion, problem solving and/or hands-on exercises, etc.(Suggested length: up to 50 words)

#### **\*Topic**

Please select one primary topic area (required) and up to two secondary topics (optional). This information will be used to place sessions into appropriate tracks, for scheduling purposes and marketing.

Complete topic list can be found here: <https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/aihce/2020/Documents/2021-Topics.pdf>

**\* Primary Topic (Choose 1)**

**Secondary Topics (Choose Up To 2)**

#### **\*Additional Details**

Use the links found below to submit additional forms.

#### **\*Course Level**

**Introductory:** Introduces an elementary or basic subject area. Participant expected to have zero to two years of experience in industrial hygiene or OEHS, or a technical career path. Prerequisite: general knowledge.

**Intermediate:** specific topics within a subject. The participant would have two to ten years of experience in industrial hygiene or OEHS and a good understanding of the subject area, but not of the specific topic presented. Prerequisites required: another course, skill, or working knowledge of the general subject.

**Advanced:** specific topic within a subject in detail. May cover current issues, involve complex calculations, analysis and synthesis, or evaluations/assessments of real-life scenarios Participant must have ten or more years of experience in industrial hygiene or OEHS. Prerequisites required: Working knowledge of the specific topic before the course.

\* - indicates a required item.

**\*Select the level**

**\* AIHce 2022**

\* - indicates a required item.

**\*Was this presentation submitted and accepted for presentation for AIHce EXP 2022?**

☐ Yes ☐ No

**\*If yes, was this content presented as part of the AIHce EXP 2022?**

☐ Yes ☐ No

**\*Course Length & Preferred Day(s)**

Please note AIHA will do its best to accommodate your requests for preferred day but will have final authority on scheduling of your course.

\* - indicates a required item.

**\*Course Length: Indicate half-day, full day/ one-day, or two-day PDC.**

**\*Preferred Day(s): Indicate Saturday, Sunday, Thursday, Saturday/Sunday, or no preference.**

**\*Virtual AIHce EXP and AIHce OnDemand**

\* - indicates a required item.

\*AIHA strives to deliver quality education both in person (face-to-face) and online. If your session is selected to be a part of AIHce EXP 2023, you will be considered for inclusion in the Virtual AIHce EXP program. This program live broadcasts select professional development courses and education sessions **from the in-person event**, allowing an audience across the world to be part of the learning experience online.

☐ Yes, I would like to nominate my session for the Virtual AIHce EXP 2022 program, with the understanding that I must attend in-person.

☐ No, I do not wish my program to be considered.

Please note: we also record audio and slides from education sessions, (but not professional development courses), for inclusion in our AIHce EXP OnDemand program. If selected, we will ask for your permission to include your session in this program.

**\*Capacity**

\* - indicates a required item.

**\*PDCs should accommodate at minimum of 35 participants. Registrations and room set will determine the meeting room assignments. Choices include (35, 45, 50, 60)**

**\*PDC Submission History**

\* - indicates a required item.

**\*Select one of the following options:**

☐ New

☐ Repeat

please provide the PDC #, or title, last year it was presented and a brief explanation or any proposed changes to the course.

☐ Updated

please provide the PDC #, or title, last year it was presented and a brief explanation or any proposed changes to the course.

**If this PDC has been placed on probation in the past, please provide a short explanation of the improvements and changes that will be incorporated to improve the overall PDC.**

Remaining: 500

### Prerequisites

\* - indicates a required item.

**\*Anything attendees must have prior work or academic experience with (including tools, software, reading materials, skills, equipment, etc.), in order to grasp the information being presented during the PDC. If nothing is required respond "NONE." (Suggested length: up to 50 words)**

### Value Added

\* - indicates a required item.

**\*Extra or special items or features that the participant will take away and be able to apply immediately in their own practice. Examples: Tools, skills, additional certifications, books, software, references. (Suggested length: up to 35 words)**

### \*Transfer of Knowledge

\* - indicates a required item.

**\*This requirement is to document the success of instruction, the transfer of knowledge and indicate a comprehension of all course material by participants. Post PDC, primary instructors will be asked to attest to having fulfilled this requirement. Individual tests or work do not need to be submitted to demonstrate the requirement.**

- ☐ Post course test
- ☐ Hands-on demonstrations and practicum
- ☐ Practice exercises
- ☐ Workshops
- ☐ Group activities
- ☐ Interactive games

### \*Learning Aids

\* - indicates a required item.

**\*List any items participants MUST bring to the PDC. If a laptop is NOT required for anything other than viewing PDC handouts, do not list it as a learning aid.**

- ☐ Scientific Calculator
- ☐ Laptop

- ☐ Laptop or Tablet/iPad
- ☐ Tablet/iPad
- ☐ Smartphone
- ☐ None

### **Publication Requests**

Publications are not automatically approved/ provided. Requests for publications must be identified in the proposal with full information. Publications requested after the proposal has been accepted will not be considered. Half-day PDCs are not eligible for the inclusion of a publication. Criteria for publication consideration/ approval:

- Used as the primary instructional guide in its entirety during the PDC (not as an optional supplement for later use)
- Approved/purchased directly by AIHA
- Formats (electronic, PDF, hardcover, paperback, etc.) used for distribution to participants will be the decided by AIHce EXP/AIHA
- Cost limit: \$45 per participant, per PDC

\* - indicates a required item.

**\*Please provide the ISBN, Title, and Publisher if you are requesting a publication to support this PDC.**

### **\*Handout Reproduction and Distribution**

\* - indicates a required item.

**\*AIHA PDCs utilize electronic handouts.**

**AIHA will distribute ALL PDC course handouts electronically to students in advance of AIHce the course as PDF documents.**

**eHandouts will be in full color with embedded bookmarks, live links, commenting tools and fully secured.**

**Any interactive worksheets will be kept in the original format.**

**Students are instructed to bring the handout materials either loaded on a portable device / laptop or print them on their own.**

**Materials MUST be submitted electronically in their original application (MS Word, PowerPoint, etc.) without page numbers, headers or footers**

**By selecting yes, you agree to provide AIHA with your presentation files by the prescribed deadline and authorize them to create and distribute your secured material to students.**

**If you prefer to opt out and create, print, and transport your own handouts to your PDC, select No.**

☐ Yes ☐ No

### **\*Business Case/IH Value Statement**

\* - indicates a required item.

**\*Anything presented during the PDC that will help attendees build knowledge and skills necessary for persons to make a business case for interventions to reduce or eliminate adverse exposures. If none, please respond "NONE." (Suggested length: up to 50 words)**

### **\*Specialized Track Opportunities**

\* - indicates a required item.

#### **Academic Track**

**\*The Academic Track at AIHce EXP is designed to provide targeted education offerings for IH/OEHS students and young professionals to help enhance their career goals.**

**Please indicate whether your session provides specialized content for students or young professionals:**

- ☐ Yes, my session content is geared toward students and young professionals, and I would like to be considered for the Academic Track.
- ☐ No, my session content is not targeted to students or young professionals.

### ***Laboratory Sampling and Testing Track***

\*The Laboratory Sampling and Testing Track at AIHce EXP is a selection of education courses and sessions developed for laboratory personnel and persons interested in improving their knowledge of laboratory sampling, testing and analysis. Please indicate whether your session provides specialized content for laboratory professionals:

- ☐ Yes, my session content is geared toward lab professionals, and I would like to be considered for the Laboratory Sampling and Testing Track.
- ☐ No, my session content is not targeted to lab professionals.

### **\*PDC Policies and Guidelines**

Please read the following and check the acknowledgement at the bottom.

#### Submission

- A copy of the final PDC proposal has been printed or saved electronically.
- All proposals must be submitted electronically via this online form.
- Failure to complete any steps, or include all information requested as part of the submission that the PDC proposal will automatically be declined.
- Proposals left in draft form at the time of the submission deadline will NOT be considered to be a submission.
- Withdrawals MUST be made prior to the submission deadline.
- This is a competitive selection process with a two-step peer review performed by:
  - Technical Content Experts
  - Continuing Education Committee
- AIHA reserves the right to vary which PDCs are offered from year-to-year.
- Repeat and updated PDCs are not guaranteed.

#### Changes

After the submission deadline:

- Proposals CANNOT be altered or changed.
- Are regarded as a commitment to present if accepted.
- If extenuating circumstances prevent any presenter(s) from honoring their commitment, it is the responsibility of the primary presenter to find replacements to cover the PDC content.

#### Cancellations

AIHA reserves the right to cancel any PDC that does not have sufficient enrollment.

#### Copyright

- Copyrights to all materials will remain with the copyright holder or presenters(s).
- The primary presenter is responsible for warranting that all presenters:
  - Are the owner of or are authorized by the copyright(s) owner(s) to utilize and present the instructional materials / presentation.
  - Have the full legal authority to grant permission and use the PDC materials submitted or that materials are:
    - In the public domain, or the subject of valid permissions from the copyright owners and that will indemnify AIHA for any claim of infringement or violation of copyright that may arise.
    - Not infringing on any copyright, violating any property rights, or contain any scandalous, libelous, or unlawful matter.
    - Provide copyright acknowledgment(s)/ permission information within my presentation.

#### Commercialism

Commercialism will not be tolerated and is a top complaint made by attendees. It is understood that presenters:

- May place their organization's name, logo(s), contact information, web URLs, and copyright notice ONLY on the first (title slide) and last slide/page of the presentation.

- Are not permitted to sell, promote, display, or advertise services, products, materials, books, tapes, or any other commercial items.
- Must use examples that do not resemble or sound like trade names or endorsements.

#### Financial Support

PDCs selected for presentation at AIHce will be given a small honorarium to help offset development and travel costs.

#### Honorarium

- Will be paid post-AIHce, upon submission of the PDC honorarium and presenter feedback forms.
- Is paid per PDC and to be divided among all PDC presenters.
- Provides support, but is not intended to cover all travel and/or expenses related to presenters developing/instructing a PDC.
- Both the PDC honorarium and presenter feedback forms MUST be completed and returned to AIHA within 30 days of the PDC, even if no honorarium is being claimed.
- Honoraria are awarded as follows: Half (1/2) Day - \$500; Full (1) Day - \$1,000; Two (2) Day - \$2,000

#### Handouts

By agreeing to utilize eHandouts, you are permitting AIHA/AIHce to:

- Reproduce and distribute secure/protected eHandouts in advance of AIHce.
- Create full-color handouts with embedded bookmarks, live links, commenting tools, and are fully secured.
- Produce additional handouts (materials beyond the PDC PowerPoint presentation) that may be submitted for distribution.
- You are also agreeing to indemnify AIHA of any claim of infringement or violation of copyright.
- Handouts that MUST be printed for use during workshops/group exercises should be identified as such at the time of submission.
- Meeting rooms for PDCs will have electricity to accommodate users of portable electronic devices.

#### Other/Printed Handouts

It is understood that AIHA only produces eHandouts. If the PDC presenter chooses to not allow AIHA to produce an eHandout, the PDC presenter(s) will:

- Submit all handouts/all materials to AIHA for review by the specified deadline.
- Distribute any/all handout materials to attendees onsite at AIHce (in print) or at least one week before the PDC (electronically).
- Cover any and all handout costs (for printing, distribution, etc.). Expenses will not be reimbursed by AIHA.

Submitters will be notified of acceptance/denial decisions via email by the end of November.

If accepted, all major deadlines associated with PDC will be adhered to as outlined in the notification email.

\* - indicates a required item.

**\*I have read and agree to these guidelines.**

☐ Yes