

Call for Division-Sponsored 2011 Annual Conference CE Courses

Thank you for your division's interest in presenting one or more continuing education courses at the SLA 2011 Annual Conference and INFO-EXPO, which will take place 12 – 15 June in Philadelphia, PA, USA. Please read the instructions below and contact me at csosnowski@sla.org if you have any questions.

Carolyn Sosnowski, Information Center and E-Learning Manager

Course Proposal Review Process Milestones

3 August 2010

Submission deadline for course proposals

1 October 2010

Notification of accepted proposals completed

11 October 2010

All accepted courses finalized for preliminary conference program

***IMPORTANT NOTE:** Please complete all of the questions below; incomplete proposals will not be evaluated. Submitted proposal documentation will not be returned. Please use this form for your submission. Proposals must be written in English.*

Part I: Course Information

Course Title

- Title should be concise (**maximum of 100 characters, including spaces**). Course titles are subject to editing by SLA for length and clarity.
- Use descriptive words that will both attract attention and convey the focus of the course.

Sponsoring Division(s) Please indicate which is the lead division

Course Planner Contact Information*

- Name:
- Division role (e.g. conference planner, CE planner, PD chair):
- Title:
- Organization:
- Address:
- Phone Number:
- Fax Number:
- E-mail Address:

* Please also list the same information for any additional planners from other divisions

Course Pricing

	SLA Members	Students/Retired (Members)	Non-members
Half-day (4 hours)	[\$199]	[\$99]	[\$299]
Full-day (8 hours; includes lunch)	[\$299]	[\$199]	[\$399]

Note: Prices for CE courses cannot be less than the figures provided above, but may be greater. Please provide a rationale for tuition of more than 33% above the guidelines offered here.

Course Day - Indicate your first and second preferences

- _____ Saturday
- _____ Sunday

Course Duration

- _____ Half Day (4 hours)
- _____ Full Day (8 hours)

IMPORTANT NOTE: *Although every effort is made to grant schedule requests, this is not always possible. Once SLA HQ approves CE course times, the schedule cannot be changed without the approval of [Carolyn Sosnowski](#) (Click University) or [Akisha Edogun](#) (Events).*

Attendance - All courses must accept at least 25 participants

- Maximum number of participants: _____
- If your teaching methods require fewer than 25 participants, such as computer-based training, please explain and indicate preferred maximum attendance.
- *Please note that you may want to impose a participant minimum in order for your division(s) to break even or generate a profit after payment of expenses related to instructor compensation, audiovisual equipment rental, and food & beverage*

purchases. .

Audiovisual Equipment – Please indicate the A/V equipment that the instructor may require for the course. Examples: LCD projector and screen, flip chart(s), hard-wired Internet access (wireless Internet access will be provided, but may not be reliable).

Additional Course Scheduled – Are you willing to offer this course more than once at the conference? The final decision on which courses are repeated, if any, will be made by SLA.

- Yes
- No

New Course - Is this the first time this course has been offered at the SLA annual conference?

- Yes
- No

Repeat Course – If this course has been taught *within the past 3 years at an SLA annual or regional conference*, provide the following information:

- N/A
- Yes
 - Course Title:
 - Date(s) Taught:
 - Instructor(s) Name(s):
 - Length of Course:
 - 4 hours
 - 8 hours
 - Other

Repeat Course Content Evaluation – If the course was offered before, provide specific comments drawn from the course evaluations about the value of the content. If it received critical comments, comment on how you plan to address the problems to ensure a more positive workshop for the participants.

Part II: Course Description and Relevance

Course Description - Provide a clearly articulated **700-character or less description** (*including spaces*) of the proposed course. If the course is accepted for presentation, SLA reserves the right to edit the course title and description for length and clarity. The finalized description will be published in the online conference planner and in the final conference guide (a virtual publication), and may be used in other marketing materials.

Course Level – Select one of the following:

- Fundamental – Basic concepts for those new to the topic or profession
- Intermediate – Concepts beyond the scope of fundamentals for practitioners at all experience levels
- Advanced – New, experimental or complex concepts for experienced practitioners

Course Relevance - Provide a thorough explanation of how the proposed course complements the scope, mission, and goals of your division(s). Also specifically indicate how the course’s key objectives connect with the interests of your division’s membership.

Why Is This Course Worth Offering? – Please respond to *at least two* of the following questions:

- How does the topic address leading edge and forwarding thinking issues?
- How will the topic attract the attention of people outside the profession?
- If this course has been taught in the past 1-3 years, how do you justify repeating it versus introducing new topics?
- How does it provide content for practitioners in new areas (disciplines, applications, technology, etc.)?

SLA Competencies – Identify *one to three* competencies from SLA’s [*Competencies for Special Librarians of the 21st Century*](#) with which your course connects, and describe how the course will encourage attendees’ learning and professional growth for each competency.

Course Content

Syllabus –Provide a detailed outline of the topics to be covered in the order presented.

Intended Audience and Prerequisites – Describe your target audience. Provide specific examples of who should attend the course. Include a list of all prerequisite skills they may require in order to successfully benefit from the course.

Key Take-Aways – Identify three to five core ideas, concepts, or skills that the participants will learn from this course.

1.

2.

3.

4.

5.

Teaching Approaches – Describe the teaching approaches that will be used to facilitate the delivery of the content, such as group discussion or exercises, case studies, lecture, and/or hands-on computer work.

PART III: INSTRUCTOR INFORMATION AND QUALIFICATIONS

Instructor Contact Information

- Name:
- Title:
- Organization:
- Address:
- Phone Number:
- Fax Number:
- E-mail Address:

Additional Instructor(s)

- Name:
- Title:
- Organization:
- Address:
- Phone Number:
- Fax Number:
- E-mail Address:

Instructor Qualifications

Provide qualitative evidence of the instructor's demonstrated teaching and presentation skills. For example:

- Feedback taken from SLA or other course evaluations
- Anecdotal feedback
- Attach a copy of a relevant biography, including a list of presentations from the past 3 years

PART IV: IACET CEUs (OPTIONAL)

SLA has been recognized as an Authorized Provider by [IACET](#) (International Association for Continuing Education & Training). The IACET Standard (ANSI/IACET 1-2007) is at the core of thousands of educational programs worldwide.

SLA's Click University can award IACET Continuing Education Units (CEUs) for qualifying courses. Please click [here](#) to learn more about SLA's CEU Policy and Reporting Guidelines. If your course is accepted for presentation, you will be asked to provide detailed documentation about course content, format, needs identification, and learning outcomes.

Do you want to offer CEUs for the course?

- _____ Yes
- _____ No

PART V: Submission Information

Send your proposal as an attachment by e-mail to learning@sla.org. SLA can only accept documents in Microsoft Word. **In the subject line of your e-mail, please write “Call for Courses Proposal” and the name of the lead division.**

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Questions?

Do you have questions about any part of the CE course process? If so, please contact Carolyn Sosnowski at csosnowski@sla.org or by phone at +1.703.647.4914.