



American Fisheries Society

425 Barlow Place, Suite 110, Bethesda, MD 20814

Phone: 301-897-8616 Fax: 301-897-8096

www.fisheries.org

2018 ANNUAL MEETING - CONTINUING EDUCATION COURSE APPROVAL PROCEDURES AND FORM

The Continuing Education Committee (CEC) must approve all CE courses or activities sponsored by the American Fisheries Society.

The objective of the AFS Continuing Education Program, administered by the CEC, is to provide members with quality opportunities to develop their expertise throughout their careers as fisheries professionals. Continuing education courses and workshops, which are often sponsored and/or prepared by AFS members, are a primary means of fulfilling this goal. CE offerings can be used to receive Professional Development Qualifying Points (PDQPs) needed to meet and retain Associate and Certified Fisheries Professional accreditation through the AFS Certification Program.

Course Proposal & Approval Procedures:

Please review the following form carefully, and provide thorough and succinct responses to all requested information; this form is the primary means by which the CEC evaluates your proposal. Much like a well-constructed abstract enhances a scientific paper, a thoughtful, informative, well-prepared application attests to the quality of the proposed CE offering and will reduce the chance of rejection or delay in its approval by the CEC.

Completed course approval forms should be emailed to the Course Contact by **Friday, March 16, 2018**. The CEC will review forms for completeness. If more information is needed, the CEC Chair will send anonymous reviewer comments, suggestions, and questions to the Course Proposer. If the CEC approval is contingent upon implementing suggested revisions, the Course Proposer will submit a revised Course Approval Form to the Course Contact within two weeks of being notified of the CEC's decision. The CEC will issue an approval decision within 3 weeks of the Course Proposer submitting a revised approval form. The Course Contact will notify the Course Proposer of the CEC's final decision.

The following types of courses or activities would not normally qualify for approval: courses which carry academic credit, lead to a high school equivalency certificate, are organization oriented programs, or are short direction programs only casually related to any specific upgrading purpose or goal.

COURSE CONTACT:

Lauren Maza

Student & Professional Development Director

lmaza@fisheries.org or 301.897.8616, ext. 225

Additional information and suggestions for completing this form precede each section. Questions on completing this form should be directed to the Course Contact.

AF American Fisheries Society
CONTINUING EDUCATION COURSE APPROVAL FORM

TITLE OF COURSE OR PROGRAM (complete, formal title):

INSTRUCTION & DELIVERY (check all that apply):

Classroom Instruction

Lecture/Lecture with lab

Workshop/Institute/Conference Seminar

Field Instruction

PROGRAM CODES/COURSE INSTRUCTION CATEGORY (check all that apply):

1000 Bioengineering

1100 Early Life History

1200 Introduced Fishes

1300 Fish Health/Culture

1400 Leadership/Communications

1500 Socioeconomics

1600 Education

1700 Population Management/Techniques

1800 Marine Fisheries

1900 Water Quality

2000 Computer Science in Fisheries

2100 Fish Habitat Management/Techniques

2200 Policy/Administration

2300 Environmental Law

2400 Other (Please specify):

COURSE PROPOSER:

Name:

Address 1:

City:

State:

Zip:

Country:

Phone:

E-mail:

Fax:

 American Fisheries Society
CONTINUING EDUCATION COURSE APPROVAL FORM

COURSE DATES & LOCATION:

Beginning Date:

Ending Date:

Location/Venue:

City:

State/Province:

NEEDS IDENTIFICATION/GAP ANALYSIS STATEMENT: Clearly identify the needs for the planned program/activity for participants, their supervisors, their organization and/or profession. Discuss what changes or advancements in technology that have occurred and the relevancy of the planned program/activity to address the changes to participants. Take into consideration other complementary and competitive courses. Clearly identify the target audience (example: new employees, journey level professionals, administrators, etc).
Standard: The program is planned in response to [the identified needs] of a [target audience] and needs assessment if applicable, [for professionals at a given level] in [the organization].

LEARNING OBJECTIVES/OUTCOMES: State what new knowledge or skill the participant will be able to utilize or perform upon completion of the course. List the learning objectives and action items associated with each objective. Learning objectives should be measurable.

Standard: The program/activity has clear and concise written statements of intended learning outcomes. The learning outcomes should specify the determined skills, knowledge and/or attitudes that the learner should be able to demonstrate following the continuing education experience.

Examples:

Participants will be able to utilize _____ principles to develop a plan for control of _____.

Participants will be able to apply the plan during development of management strategies for _____.

Participants will be able to demonstrate skill in _____ by completing class exercises and databases.

CONTINUING EDUCATION COURSE APPROVAL FORM

CONTENT & METHODOLOGY: Briefly describe the topic(s) to be covered and the instructional methods that will be employed during the activity/program. Active instructional methods are strongly encouraged and should be identified.

Standard: The content and instructional methodologies are consistent with the objectives or learning outcomes, sequenced to facilitate learning and permit opportunities for the learner to participate and receive feedback.

Example: Participants will learn to manipulate data in the program to complete the exercises; active discussions will incorporate problem solving techniques that participants will be able to apply upon returning to the home station.

REQUIREMENTS FOR SATISFACTORY COMPLETION: Briefly state the requirements for satisfactory completion of the activity/program. Participants should be informed of the requirements for satisfactory completion prior to their participation. High attendance should be required (e.g. 90% and above).

Standard: Requirements for satisfactory completion are based on the purpose and intended learning outcomes.

ASSESSMENT OF LEARNING OUTCOMES: Briefly state how individual performances relate to intended learning outcomes will be assessed.

Standard: Procedures established during program planning are used, when applicable, to measure the achievement of intended learning outcomes specified for the program/activity as they relate to changes in learner's knowledge, skills, or attitudes.

Examples of assessment tools/activities: performance demonstration under real or simulated conditions, written or oral examinations, written reports, completion of a project, self-assessment, or locally or externally developed standardization examinations.

INSTRUCTIONAL PERSONNEL: List the instructional personnel involved in planning and conducting the program/activity and indicate the approximate proportion of instruction time for each. A resume of up to two pages must be submitted for instructors.

Standard: Qualified instructional personnel are directly involved in determining the program purpose, developing intended learning outcomes, and planning and conducting each learning experience.

Name: Hours/Minutes of instruction time:

Name: Hours/Minutes of instruction time:

Name: Hours/Minutes of instruction time:

DETERMINING NUMBER OF CONTACT HOURS: The 60-minute clock hour is used as the contact hour. Coffee breaks, lunches, etc. are not included. Field trips (minus travel and other administrative time) may be considered contact hours, but usually on a basis of at least two hours of field trip equivalent to one contact hour of classroom instruction.

The following and similar activities are not included when calculating the number of contact hours:

- ➔ Time for study, assigned reading, and other related activities, outside the classroom or meeting schedule.
- ➔ Meeting time devoted to business of committee activities.
- ➔ Meeting time devoted to announcements, welcoming speeches, or organizational reports.
- ➔ Time allocated to social activities, refreshment breaks, luncheons, receptions, dinner and so forth. Note: time devoted to a luncheon or dinner presentation integral to the continuing education experience may be included in calculating instructional contact hours. **Please include a syllabus or topical outline with time allocations.**

Time Schedule Example:

Day 1

8:00 – 9:00 a.m.

Topic name

9:00 – 12:00 p.m.

Topic name

Total Number of Contact Hours: _____

XIII. ADDITIONAL INFORMATION (Provide any additional information the CEC may find relevant or useful in evaluating your course proposal):

Submitted by:

(NAME & TITLE)

(E-SIGNATURE)

(DATE)

Approved by:

(NAME & TITLE)

(E-SIGNATURE)

(DATE)

*Email this completed form to the AFS Professional Development team at lmaza@fisheries.org.