

AMS Short Course Agenda Outline Example

How will participants gain those concepts, applications, or understandings? Provide an outline of program agenda (including planned program activities). Use the below table unless you have an alternate form that contains the same information. The detail in this example is sufficient.

Method / Activity	Content Description	Support Materials	Estimated Time
(Example:) Introductions	Introduce speakers, their backgrounds. Have participants quickly state their names and what they hope to gain from the course.	Handouts: <ul style="list-style-type: none"> • instructor contact info • participant list 	15 min
(Example:) Lecture	Provide background on how dataset was obtained, strengths and weaknesses, appropriate and inappropriate uses	Handout of slides	1 hr
(Example:) Demonstration	Worked examples of how someone would use this dataset to.... a, b, c.	Handouts <ul style="list-style-type: none"> • slides contains blank pages prompting note taking • CD containing the dataset 	1 hr (30 min each, 2 demonstrations) [Morning break 15 min will be taken during this section]
(Example:) Hands-on Exercise	Participants attempt to use dataset to x, y, z	Three students/computer (see A/V needs).	1 hr.
(Example:) Course wrap-up	Review the take-away concepts that were demonstrated in case studies. Solicit experiences from the hands-on exercise. Answer any remaining questions. End course.	Handout of key concepts	30 min

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