AMS Short Course Application Form

Please complete and send back to ccampbell@ametsoc.org.
Short course proposals are reviewed by the AMS Board of Continuing Professional Development (BCPD).
Formal approval to offer this course is pending review.

Proposed Course Title:

AMS Committee or Board that is organizing the short course:

Short Course Organizer and contact information:

Proposed Short Course Date (Generally Sunday if at the Annual Meeting):

Length of Course (1 full day, ½ day, 2 days etc.):

Course Goals and Objectives:

Explain the knowledge gap this course addresses:

Explain who is likely interested in this knowledge (e.g., research community, broadcasters, students, faculty, etc.):

Plans for short course advertising (in addition to BAMS, AMS web-page etc.):

Synopsis of short course (provide a few sentences similar to what would be used in announcements for the short course, even if still in rough draft form):

List the names and affiliations of instructors you expect to utilize for the short course:
Note: Instructors and Organizers participate on a volunteer basis; no funds are available. A course proposal cannot be adequately assessed without this information.

What concepts, applications, or understandings will the participant leave with as a concrete benefit of the course?

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: - 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 • 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

Table planner example is modified from a template that may be reproduced by permission of Results Through Training, www.RTTWorks.com

Proposed Room Set-up (classroom, semi-circle, etc):

Please reiterate (list) any course materials are you planning to distribute (CD, binder, slide print-outs for follow-along etc.) so AMS is clearly aware and can discuss services they can coordinate for you:

If the course is extends through a meal, please note whether you prefer a luncheon to be part of the course:
Note: Inclusion of a luncheon increases the cost of the Short Course to participants.

Will attendees be able to use their own laptop computers for course activities?

Does your course require AMS to set up computers for attendee use? Please describe.
Note: Added AV, computer needs and/or internet needs increases the cost of the Short Course to participants.

Will internet access be needed in the course room? Please describe.
Note: Added AV, computer needs and/or internet needs usually increases the cost of the Short Course to participants.

Will funding be covered 100% through course registration fees? (Are other support funds available?)

Additional comments related to the short course: