

AAPS SHORT COURSE GUIDELINES

Short Course Definition

A short course is defined as an educational endeavor, typically of lecture format, generally in which up to four prominent instructors introduce both the fundamental tenants and state-of-the-art practice of a particular or technique in a short period of time (preferably one day or less). Emphasis is placed on material suitable for those individuals newly entering the scientific field or returning tot a field after a time of non-practice or non-application.

Purpose

Short courses are designed to meet the educational needs of AAPS members. To this end, they must provide concise information in an easily referenced format for the continued study and application after the short course. Short courses may provide, where possible, continuing education credit to those attendees who request it.

Short Course Topics

Short course topics are to be chosen based upon the educational interests/needs of the membership as determined by the reviewing committee (AMPC, NBCPC or PCC). Course topics are also to be chosen based upon the viability of an effective educational experience as determined by the compatibility of topics with the proposed structure of the presentation.

The number of short courses offered at each annual event is to be limited by the number of topics that meet the criteria above and should not exceed six at any given annual event.

Short courses should be submitted through one of three submission sites depending on where the short course will be offered. Short courses offered at the Annual Meeting should be submitted through the Annual Meeting Submission Site. Short courses offered at the National Biotechnology Conference should be submitted through the NBC submission site. Short courses held separately from the Annual Meeting or National Biotechnology Conference should be submitted through the workshop submission site.

Short Course Structure

Short courses are to be structured so that they can achieve the purpose as stated above. Typically, short courses are one day (approximately 8 hours) in duration and employ one to several instructors. They are usually presented in lecture format. Hands-on demonstrations (for example, for computers or laboratory instruments) are possible but require additional logistic and fiscal considerations when planned. Some form of course text such as copies of audio visual aids employed or reprints/preprints from journals or textbooks (within copyright compliance) are generally provided to each attendee for future reference.

The number of instructors employed in a short course will be a function of the breadth of the topic choice and the budget constructed for that course. The number of speakers will also be a function of the skills of any one speaker relative to effective presentation (teaching) of all aspects of short course topic, but generally should not exceed four speakers. For continuity, coherence and cost considerations, it is best to employ the fewest speakers possible to achieve the educational goals.

Speakers are to be chosen for short course participation based upon the following criteria (in descending order of importance):

1. Teaching expertise (i.e. presents material in a clear, concise and coherent manner)
2. Ability to draw registrants based upon name recognition (scientific achievement)
3. Participation costs (travel expenses)

Continuing Education (CE Credit)

Short courses should be organized such that, when appropriate, continuing education may be awarded to attendees requesting such. It is the responsibility of each course organizer to ensure the cooperation of all instructors relative to completion and availability of the documents necessary for continuing education accreditation. Early planning of short courses is imperative, especially in regards to the documentation necessary to issue continuing education credits. Costs associated with CE credits are to be borne by the individuals receiving these credits and are to be advertised as such in registration documents.

Registration

Registration for short courses will be on a first-come, first-served basis and will be advertised as “by pre-registration only.”

On-site registration should be permitted only at the discretion of AAPS staff (when course materials are available for on-site registrants).

Refund of pre-registration fees will be in accordance with refunds for Annual Meeting registration. Substitution of registrations and retaining part of pre-registration fees for administrative costs will be in strict accordance with refund policy published with the Annual Meeting registration.

Beginning with the 2002 Annual Meeting, five slots per short course will be allocated to AAPS member students (graduate and post-docs) to attend at a cost of \$50. Applicants will be selected by lottery. The current policy of allowing students to attend short courses on space available basis, will be eliminated. (Approved by Executive Council August 30, 2001).

Organization Timing

The planning of short courses and related deadlines should be fully integrated with the overall time tables for the annual event or meeting.