



PROPOSAL TO DEVELOP OR REVISE A 3-HOUR, INSTRUCTOR-LED SHORT COURSE

To assist the Professional Development Committee in review of this proposal, please provide the information requested below and e-mail this form edu@ashrae.org or fax it to 678.539.2161.

Please note:

1. ASHRAE will own all intellectual property rights to each short course developed or revised for the ALI.
2. ASHRAE does not compensate authors for developing or revising short courses; however, ASHRAE does compensate instructors for presenting these courses.
3. When a course is created or revised, the author will also need to develop a series of questions that assess participants' knowledge and understanding of the subject matter.
4. ASHRAE's commercialism policy mandates that publications must be free of commercial bias and must not imply endorsement by ASHRAE of any commercial interest.
5. ASHRAE hopes that the author will agree to review and revise the course materials on a regular basis, with input from the Professional Development Committee and others.

ORIGINATOR OF SHORT COURSE PROPOSAL (complete as many as apply)

TC#:

SPC or SSPC #:

Individual [NAME]:

Other ASHRAE Committee [NAME]:

Other Association [NAME]:

PRIMARY CONTACT

NAME:

ADDRESS:

TC/SPC/SSPC AFFILIATION:

COMPANY AFFILIATION:

E-MAIL ADDRESS:

PHONE NUMBER:

PROPOSED COURSE AUTHOR(S) (A bio for each author must be included with proposal.)

NAME:

ADDRESS:

TC/SPC/SSPC AFFILIATION:

COMPANY AFFILIATION:
FLUENT LANGUAGE(S):
E-MAIL ADDRESS:
PHONE NUMBER:

NAME:
ADDRESS:
TC/SPC/SSPC AFFILIATION:
COMPANY AFFILIATION:
FLUENT LANGUAGE(S):
E-MAIL ADDRESS:
PHONE NUMBER:

PROPOSED COURSE REVIEWERS (3 minimum)

NAME:
ADDRESS:
TC/SPC/SSPC AFFILIATION:
COMPANY AFFILIATION:
E-MAIL ADDRESS:
PHONE NUMBER:

NAME:
ADDRESS:
TC/SPC/SSPC AFFILIATION:
COMPANY AFFILIATION:
E-MAIL ADDRESS:
PHONE NUMBER:

NAME:
ADDRESS:
TC/SPC/SSPC AFFILIATION:
COMPANY AFFILIATION:
E-MAIL ADDRESS:
PHONE NUMBER:

IS THE PROPOSED COURSE NEW OR IS IT THE REVISION OF A CURRENT ALI COURSE?

PROPOSED OR CURRENT TITLE

DESCRIPTIVE COURSE SUMMARY (Must correspond with Learning Objectives)

NEED THAT THE PROPOSED COURSE WILL ADDRESS (What gap will the course fill?)

INTENDED COURSE AUDIENCE (e.g., consulting engineers, architects, facility managers, contractors)

LEVEL OF COURSE (e.g., entry-level, intermediate, advanced)

LEARNING OBJECTIVES

Upon completion of this course, individuals will be able to....

- 1.
- 2.
- 3.
- 4.
- 5.

GENERAL OUTLINE OF COURSE (Use as many pages as necessary to provide a preliminary outline of the course, including topics that the course or revision would cover.)