



Course Overview

Course Name: _____

Course Length: _____ minutes (Calculate actual instructional time only; exclude unplanned, unsupervised, and unsponsored activities such as breaks, non-working lunches, and anything promotional in nature.)

Target Audience: _____
(For what level of learner is this course being designed? e.g. new to industry, manager, recreational employee, owner, etc.)

Course Designer: _____

Contact Phone: _____ Email: _____

Course Description



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Type of Course

Lecture/Presentation

Panel

Interactive

Other (please describe) _____

Learning Outcomes*

By the end of the course learners will be able to...

Assessment Methods

I will know learners have achieved the outcome by...

***Best Practice:** No more than 2-3 learning outcomes per 1 hour of class time.

Course Copyright Information

Copyright held prior

Branded Materials

ARVC Foundation

Course Use Permission

Proprietary – not available outside my organization

General Education – available for other event managers

Educational Event AV and Room Set Up Request Form



Contact Information Please complete the following as you would like it to be published in all Event materials. All Instructors must return this form. *Please type in or print legibly.*

Seminar Title: _____

Your Name: _____

Email: _____ Phone: _____

Room Setup:

Unless informed otherwise, your seminar room will be set up classroom style in the front with theater style seating in the back of the room.

AV Requirements:

Instructor is responsible for providing own laptop for his/her presentation.

Each seminar room will be equipped with an LCD projector and screen. Please let us know if you will be using a PC or Mac computer so that we have the correct connectors. PC's must have a standard 3 row 15 pin VGA connector.

PC Mac Please check which type of connector you need VGA HDMI

In addition, each seminar room will be equipped with one wireless handheld microphone and podium stand.

In general, internet is not available in each classroom. In general, internet access is not supplied to each classroom, and if it is, it is for simple browsing only. *If you have a definite need for internet access for your seminar, and if you need to stream video, please indicate that here and we will be in contact with you regarding availability. We do suggest, however, that if you have video you wish to show that you save it to your hard drive or put it on a flash drive to ensure uninterrupted showing of video(s).*

Yes, I definitely need internet access during my seminar. If yes, describe your needs below:

Additional AV requirements will be evaluated on an as needed basis. Please know that cost for additional AV requirements will need to be considered before a decision regarding availability is made.

Yes, I anticipate additional AV requirements; please contact me to discuss.

I **will not** require additional presentation equipment.

It is imperative that all equipment be ordered in advance due to the cost factor. Ordering on-site causes rates to increase and equipment may not be available.

All Instructors are requested to **complete this AV Order Form and RETURN IT TO:**

**ARVC Foundation at EduDirector@arvc.org
with course overview form.**



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CEU Approval Form

outdoor hospitality
education program

Course Information:

Course Name: _____

Course Designer: _____

Contact Phone: _____ Email: _____

Attach the Following Documents:

- Course Overview Form
- Pilot Study Time Sheet
- Design Document
- Handouts and Activities
- PowerPoint or Presentation

Total Minutes of Course: _____ (for use in OHEP Hours calculation)

Total Minutes of Non-allowable Activities: _____ (for use in Contact Time calculation)
Includes unplanned, unsupervised, and unsponsored activities such as breaks, non-working lunches and anything promotional in nature.

CEU Calculation:

OHEP Hours: Total - Non-allowable Activities = _____ (Transfer to formula below)

$$\frac{\text{_____}}{60 \text{ Minutes}} = \text{_____} \quad \text{(Transfer to formula below)}$$

CEUs: OHEP Hours: _____ = _____ CEUs
10 Hours (Rounded to the nearest tenth)

Ten (10) OHEP Hours = One (1) CEU

Why is approval being requested?

- New educational event
- Significantly changed educational event

Mail completed document to:

ARVC Foundation
9085 E. Mineral Circle, Suite 200
Centennial, CO 80112

Fax to:

303.681.0426

Email to:

EduDirector@arvc.org

For Office Use Only: Approved for CEUs

Course Number: _____

Date: _____

Signature: _____

For Office Use Only: Entered into System

Date: _____

Signature: _____

Learning Outcomes

In most cases, learning outcomes for a one- to two-hour course will be within the Knowledge or Comprehension domain levels as described in Bloom’s Taxonomy of Learning Domains shown in the table below. Learning outcomes should describe what the student will be able to do after attending the course and should begin with one of the verbs provided for the appropriate domain level. It is recommended that no more than two to three outcomes be developed per one-hour of class time.

Domain Level	Appropriate Verbs
Knowledge	Define, Describe, Identify, Label, List, Match, Name, Recall, Select
Comprehension	Demonstrate, Discuss, Explain, Generalize, Illustrate, Interpret, Paraphrase, Predict, Report, Restate, Review, Summarize, Tell
Application	Apply, Change, Choose, Compute, Prepare, Produce, Select, Show, Transfer, Use
Analysis	Analyze, Characterize, Classify, Compare, Contrast, Debate, Deduce, Diagram, Differentiate, Discriminate, Distinguish, Examine, Outline, Relate, Research, Separate
Synthesis	Compose, Construct, Create, Design, Develop, Integrate, Invent, Make, Organize, Perform, Plan, Produce, Propose, Rewrite
Evaluation	Appraise, Argue, Assess, Choose, Conclude, Critic, Decide, Evaluate, Judge, Justify, Predict, Prioritize, Prove, Rank, Rate, Select

Learner Assessment

Each learning outcome must have an associated assessment that can verify the learner’s knowledge acquisition by either the instructor, room host, or designated individual.

Assessment Options	Types of Assessment
Observation	Small Group Activities, Brainstorming, Group Games (Jeopardy, etc.), Discussions, Reporting, Practice, etc.
Performance	Testing, Demonstration, Q&A, etc.
Work Product	Worksheets, Sample Documents, etc.
Scenarios	Case Studies, Role Play, etc.



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