



Guidelines for Submitting Course Proposals to AAPG

AAPG has a variety of course programs for both public and in-house offerings. When submitting a proposal, please be sure to let us know in which of these programs you would like to participate – and you are welcome to be part of more than one!

Short Courses

Short Courses are courses that are either one or two days in length. They are primarily lecture content, but can also include some class exercises to illustrate various course topics or processes. Typically refreshment breaks are provided, but no meals.

Schools

Schools are similar to Short Courses except that they are three days or longer, and can include additional elements, such as a field trip day or a core workshop. Class exercises are almost always interspersed with the lectures to show practical application of the ideas and techniques being taught. Refreshment breaks are included, but usually no meals, unless a “working lunch” is necessary for a particular day of the course. Box lunches would be included on field trip days.

Field Seminars

Field Seminars are primarily field courses with optional lecture portions included in the evenings. These seminars may begin and end in the same location, but frequently travel from one area to another (or several) during the course of the seminar. These seminars can be anywhere from four to 10 days in length. Frequently, lodging and some meals are included as part of the cost of the course.

Training Partners/Training on Demand (formerly Training Seminars)

This program is for in-house presentations requested by a particular geological society, company or national oil group with a particular education criteria in mind. They may request a specific course from our available offerings, or a particular topic or curriculum needed. Also, AAPG may suggest courses that fit their criteria. Courses in this category can range anywhere from four hours to 10 days in length, and the duration would be determined by the sponsoring organization. These courses are often scheduled for international companies or groups.

How to propose a course to AAPG

Short Course and Field Seminar proposals can be submitted using the convenient on-line forms. Please follow the links and guidelines for the type of course you are interested in proposing. The forms can also be downloaded to be sent in by postal mail if you prefer.

There are two formats to choose from:

1. **Conceptual:** If you have an idea or “concept” about a course you’d like to teach, and want to find out if the committee would be receptive, you can submit a “concept proposal” to give us a brief outline of your idea;
2. **Formal:** If you have a full course you’ve developed and/or given before, and can include a lot more detail, you can submit the “formal proposal” form. If you initially submit a “concept proposal”, and the committee likes your idea, you will most likely be asked to provide more detail by completing the “formal proposal” form for review by the entire committee.

Proposals for courses to be considered as AAPG offerings should be sent to the Geoscience Director at AAPG. They are evaluated by the Geoscience Dept., as well as the Education Committee of AAPG as to content, timeliness, and potential audience appeal. A response is then given to the instructor once a decision about the proposal has been made. If the course is approved, it will most likely be offered in the calendar year following acceptance.

Courses proposed for domestic and international conventions are usually limited to one to two days in length with one or two instructors. In addition to the Geoscience Dept. and the Education Committee, approval for these courses is also determined by the technical committee for the meeting. These courses are usually chosen over a year in advance, so proposals must be received at least 15 to 18 months before the convention date.

Proposals should be submitted to the AAPG Education Department:

AAPG Education Department
P.O. Box 979
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