



AAPG Short Course/School Proposal Guidelines

The goal of the AAPG Education Department is to offer programs which help produce better geologists, and thus better prospectors. Thus, the Department tries to slant its courses toward concepts and skills that geologists can apply directly to their everyday work in hydrocarbon exploration or production. Concepts which are not applicable are therefore deemphasized, although, if important, are included as ancillary ideas.

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 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.

All logistical arrangements for Short Courses and Schools are handled by AAPG Education Department staff. Instructors are paid an honorarium and reimbursed for travel, lodging and meal expenses during the course. AAPG develops the budget and determines the tuition rates for these courses.

Your course proposal should include the following items:

- Title
- Names, contact information and a brief biography for all instructors
- Proposed duration of the course
- A description of the potential audience, or “who should attend.”
- Course objectives – what the attendee will take away from the course in terms of knowledge and job enhancement
- A course description of the content to be covered, as well as how the material will be delivered (mostly lecture, or a combination of lecture and exercises, field work, etc.)
- A list of key topics to be addressed
- A brief description of the practical applications of the material.
- A description of the course notes to be given to attendees -- # of pages, % mixture of text and figures, whether there are any colored pages or multiple tabs needed, etc.
- Any materials or equipment needed to teach the course that will affect the cost of the course: computers, colored pencils, protractors, triangles, drawing compasses, etc.
- If a specific location is preferred for the course, please tell us that location and why it is necessary that the course be offered there.
- Any other information you feel is pertinent to the uniqueness of your course.