

Short Course 2016 Proposals

**Submitting a Short Course Proposal for Presentation
at the 2017 USCAP Annual Meeting**

Instructions for Submitting a Short Course Proposal for Presentation at the 2017 USCAP Annual Meeting

1. Please find the Short Course Proposal Form on the next page. Insert the requested information regarding your proposal and answer all questions. Visit the USCAP website to see a list, by category, of currently scheduled short courses - http://www.uscap.org/sites/default/files/ShortCourse_Categories.pdf
2. Each speaker must fill out a separate **Relevant Education and Teaching Experience Form** for each of the faculty involved. **Only this form will be forwarded to the Education Committee for review. Please do not send your entire CV – it will not be forwarded to the reviewers.** Visit the USCAP website to download the pdf - http://www.uscap.org/sites/default/files/ShortCourse_RelevantExperience.pdf
Download the pdf to your computer - fill in the fields and save.
3. Forward these documents as attachments via e-mail to the Education Department, at EducationDept@uscap.org. All applications must be submitted electronically. Please submit only one proposal per email, and request a response. Proposals printed on paper and submitted by mail will not be accepted for review. Denise Chinn, **educational program coordinator**, will send an email confirming receipt.
4. All proposals will be forwarded to the **short course coordinator** for review and presentation to the entire Education Committee at the 2015 Interim Meeting on October 31, 2015. You will be notified regarding the Committee's decision promptly thereafter. Accepted courses are three hours in length and are generally presented for three years, with review by the Education Committee during the first presentation.
5. **Proposals must be received no later than Friday, July 31, 2015 for consideration for presentation at the 2017 Annual Meeting.**

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Proposed Title

Course Director(s) Names & Institutional Affiliation:

1. The course director will provide each faculty member with information regarding:

- A. The specific learning objectives of the course with an indication of the proposed role of each presenter in achieving the objectives (i.e., what body of information should the audience carry away from this course) and a description of the nature of the audience.
- B. Direction regarding the focus of each faculty member's presentation, in order to achieve a balanced program that meets the learning objectives.
- C. Please state the professional practice gap(s) of your learners on which this activity is based:

Knowledge need and/or *(What is it that pathologists aren't aware of or up-to-date on?)*

Competence need and/or *(What is it that pathologists don't know how to do?)*

Performance need and/or *(What is it that pathologists aren't doing?)*

Please provide the sources you have used to identify the educational needs addressed by this course (i.e. peer-reviewed publications, departmental QA reports, consultation practice dates, registry date, etc.).

2. What are the educational objectives of the course? Please list in a bulleted format.

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3. What target audience would benefit most from your proposed course?
(i.e. general pathologists, pathologists with special expertise in the area, residents, etc.).

4. Will you provide material for advance study by registrants before the meeting? If not, why?

☐ Yes

☐ No

5. If so, what material will you utilize? ☐ Posting to USCAP website (still images) ☐ Virtual slides

(USCAP can scan slides to produce virtual slides if you do not have that capability)

6. Will you provide material to be posted on the USCAP website for registrants after the meeting (i.e. updated PowerPoint presentation used at the Annual Meeting)?

☐ Yes ☐ No

7. Do you plan to utilize any learning format other than the case-study approach in giving the course?

8. Include below a detailed outline of the course that includes topics to be covered, case material that will be presented, allotted time per section/topic, speaker order, etc.

Submitted by