



## 2006 Presenter's Manual

### INSTRUCTOR DATA FORM

- All items on this form must be completed. Incomplete forms will not be reviewed.
- Type or print clearly.
- Do not exceed two pages per instructor.
- Please use this form or duplicate this format. PDFs of this form are available online at [www.idcec.org](http://www.idcec.org).

#### Submitted by:

Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Complete the following sections for each instructor.

Instructor Name: \_\_\_\_\_

Has this instructor completed a degree in interior design?  Yes  No

Has this instructor passed the complete NCIDQ Exam?  Yes  No

**Educational background** (degrees, discipline, university/school, and year of completion):

**Positions held in academic institutions** (title of position/rank, year and tenure):



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**Positions held in design practice** (firm name, title, and year):

**Positions held in businesses that provided experience related to course subject matter** (firm name, title, description of experience related to course subject matter and year):

**Courses taught in the past two years:**

**Awards, recognitions, grants, competitions:**

**Professional development** (meetings/conferences attended, continuing education courses, etc., in the last five years):



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### COURSE SUBMISSION FORM

- All items on this form must be completed. Incomplete forms will not be reviewed.
- Type or print clearly.
- Please use additional sheets, if necessary
- The review process will take four to six weeks following receipt of this complete submission form.
- The IDCEC Presenter's Manual offers explanation and examples for each requirement of the Course Submission Form.
- IDCEC strongly recommends course providers/presenters review the IDCEC Presenter's Manual to ensure a complete submission and expeditious review.
- Please submit all required information with the US\$100 (\$150 Canadian) submission fee to the approving organization (see page i for a listing.)

**Date submitted:** \_\_\_\_\_ **Intended Date of Presentation:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_ **Instructor:** \_\_\_\_\_

**Subject Code:** \_\_\_\_\_ **Specialty Area:** \_\_\_\_\_ **Secondary classification:** \_\_\_\_\_  
(optional)

*Course content must focus on specific applications and/or knowledge directly related to the Subject Code and Specialty Area Index.*

**Use of Course:** *(Check one)*

One-time only *(Specify event & date of event)* \_\_\_\_\_

Ongoing *(Course will be listed in the CEU Database of the sponsoring IDCEC Core Member Organization. Submit five copies of this form and five sets of support materials for evaluation.)*

**Submitted by:**

Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_



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### Instructors(s):

- Include an Instructor Data Form for each instructor.
- Include a separate, brief biography (50-100 words) of each instructor for promotional purposes.
- Instructors must have the minimum of a bachelor's degree or appropriate experience related to the subject matter.
- Knowledge and skill in instructional methods and learning processes are required, coupled with the ability to communicate content to participants at an appropriate level.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

### References:

- Submit references for each instructor's teaching/speaking ability.
- Attach additional sheets, if necessary.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Learning Objectives:

- Detail what participants should expect to acquire, or master, at the completion of the course.
- Product-oriented material and promotion of products or services is not permitted.



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### **Content Outline:**

- Attach a detailed outline of the course with appropriate time allocations in relation to designated teaching methods. Include all breaks.
- For distance education courses, the outline should include a detailed summary of how participants will proceed through the course. To review the policy on correspondence courses, see page 19 of the IDCEC Presenter's Manual.
- A specific explanation of how the instructor will monitor the successful completion of the course is also required.

### **Bibliography:**

Please list (on a separate sheet) all resources, i.e. books, articles, that were used to develop the course content.

### **Intended Audience:**

For what specific target audience is your course designed? Include a brief description.

### **Course Description:**

This information will be used to evaluate how the content relates to the course outline and stated learning objective(s). It may also be used by the sponsoring IDCEC Core Member Organization for promotional purposes.

### **Contact Hours:** \_\_\_\_\_

- Do not count breaks, introductions, meals or travel time.
- The course must be a minimum of one-hour long.
- For distance education courses, reference page 19 of the IDCEC Presenter's Manual.

### **Delivery Methods:**

Identify learning strategies for the course. (For example: individual speakers, multimedia presentations, roundtables, distance education, or a combination thereof.)

### **Maximum Audience Size:** \_\_\_\_\_

**Degree of Interactivity:**     Low     Medium     High



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### **Prerequisite Knowledge Required for the Course:**

The reviewers who evaluate this course will seek to establish the level of prerequisite knowledge the learners should possess in order to reach your stated learning outcomes in the amount of time and with the types of learning activities you describe in your application. Please use this section to provide a brief description of what you expect learners to know upon entering your course.

### **Classification of Learning Outcome:**

The reviewers who evaluate this course will seek to establish the level of learning outcomes from the course. They will use the following indications to classify the learning outcome:

- Basic Knowledge:
- Intermediate Knowledge
- Advanced Knowledge

Please see page 10 of the Presenter's Manual for complete information on learning outcomes.

### **HS and W Designations:**

The reviewers will seek to establish the amount of Health Safety and the Welfare content of each course. Courses will receive:

**HS** designation if more than 75% of the course content covers knowledge and practice of legal codes, building regulations, and product performance standards and topics including but not limited to energy efficiency, acoustics, lighting and fire and life safety systems that are implemented to protect the public and the environment.

**W** designation if more than 75% of the course content covers knowledge and practice of design that enhances the social, psychological, financial, and physical well-being of individuals and the environment. The course content may include but not be limited to business practices, ethics, space design, budgets and estimating, construction administration, environmental and sustainability issues and finish material and methods of construction detailing. Some of the course may overlap into topics relating to "HS," but the total course will not be classified as HS because it constitutes less than 75% of the content.

**General Knowledge (no HS or W)** designation is awarded if the course covers general knowledge regarding interior design practice and **less than 75%** of the course content covers knowledge and practice of applicable legal codes, building regulations, and product performance standards that are implemented to protect the public and the environment or that enhances the social, psychological, financial, and physical well being of individuals and the environment.



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### Fees and Expenses:

Instructor(s) speaking fee/ course fee \$ \_\_\_\_\_

Expenses (travel and accommodation) \$ \_\_\_\_\_

Materials/Handouts \$ \_\_\_\_\_

*The cost of materials and/or presentation equipment should be noted and included in the course fee.*

### Supporting Materials:

- Submit five copies of course materials, including multimedia presentations.
- Submissions void of supporting materials *will not* be reviewed.
- If the course encompasses correspondence courses, and is offered via the Internet, supply the URL and password in your course outline so the IDCEC Review Board may evaluate the course in its entirety.

### Facilities and/or Equipment Required:

*Interested party may not be able to provide all AV equipment. Specialty equipment should be negotiated with the interested party.*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Classroom seating with tables | <input type="checkbox"/> Overhead projector/screen | <input type="checkbox"/> Microphone        |
| <input type="checkbox"/> Auditorium seating            | <input type="checkbox"/> Slide projector/screen    | <input type="checkbox"/> Lectern           |
| <input type="checkbox"/> Other seating _____           | <input type="checkbox"/> VCR/screen                | <input type="checkbox"/> Personal computer |
| _____  | <input type="checkbox"/> LCD projector/screen      | <input type="checkbox"/> Internet access   |
| <input type="checkbox"/> Other (please specify) _____  |  |  |

**Prior Course Presentation:** Identify if your course has been presented before, to which organization or group, and the date(s) of presentation. Attach additional pages, if necessary.

**Bibliography:** List resources used to develop the course. Attach additional pages, if necessary.

### PLEASE NOTE

- All sections of this form must be completed with supporting materials included for review.
- Modifications to the course are permitted, but must be submitted to the original sponsoring organization for review.
- By signing this form, the course presenter/ provider agrees to present this course, if approved, as described herein, including the format, content and fees named.

Name: \_\_\_\_\_

Date: \_\_\_\_\_



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### COURSE SUBMISSION CHECKLIST

**Have you enclosed the following items for review?**

*Incomplete submissions will not be reviewed and will be returned immediately upon receipt by the sponsoring IDCEC Core Member Organization.*

- Instructor Data Forms  
*For promotional purposes ,also include a brief biography (50-100 words) about each instructor.*
- Learning Objectives  
*Indicate specific skills and/or knowledge the practicing interior designer should expect to acquire or master at the completion of the course.*
- Content Outline  
*Attach a detailed and incrementally quantified outline of the course with designated teaching methods. Include all breaks.*
- Description of Intended Audience  
*For what specific target audience is your course designed?*
- Description of Course  
*This information will be used to evaluate how the content relates to the course outline and stated learning objective(s). It may also be used by the sponsoring organization for promotional purposes. The description, typically, should be no longer than 100 words.*
- Supporting Materials  
*Submit five copies of course materials, including multimedia presentations on CD-ROM, if applicable.*
- Bibliography  
*List resources used to develop the course.*

**DO NOT INCLUDE THIS CHECKLIST IN YOUR COURSE SUBMISSION!**

*Should you have questions concerning the IDCEC Course Submission Form, feel free to contact an IDCEC Core Member Organization.*