2020 AERA Annual Meeting:
Professional Development and Training Course Proposal Instructions

Please read the Professional Development and Training Course Call for Proposals (available at www.aera.net) and these instructions carefully before starting the submission process. The instructor(s) and course proposal must be entered using the 2020 AERA Annual Meeting AllAcademic submission system no later than the deadline (July 10, 2019, at 11:59 PM Pacific Time). Late proposals will not be accepted.

Instructor information
Using the AllAcademic system, select or enter all course instructors. The individual submitting the proposal must be listed both as the “Session Organizer” and as an “Instructor.”

Course proposal
The AERA 2020 Professional Development and Training Course Proposal consists of four components: (1) course title and description; (2) course faculty list and course format; (3) the proposal narrative; and (4) the course supporting materials. The course proposal must be submitted as one PDF document. The Committee is under no obligation to view hyperlinks.

I. Course title and description (250 word limit)
Provide the course title and description. This information will be used on the AERA Annual Meeting Registration website, in promotional materials, and in the Annual Meeting Program. Developing a clear course description is very important as it is the only information the participant will see prior to registering for the course. Provide a concise description (250 words) that addresses the following:

- Course content
- Format (e.g., lecture, hands-on exercises, group work)
- Course objectives
- Target audience (e.g., graduate students, early career scholars, advanced researchers)
- Prerequisite skills or knowledge
- Potential assignments
- Required material and software (e.g., data sets)

II. Course Faculty Course format (1 page limit)
- List of instructor(s), with institutional affiliation(s) and e-mail address(es)

- Extended or mini-course format – Extended courses are 1–2 days in length and typically precede the Annual Meeting. Mini-courses are short courses, 4 hours in length, and are scheduled to take place during the Annual Meeting.

- AERA- VRLC (optional) Proposals are welcome for courses that will be streamed live online and recorded during the Annual Meeting for both in-person and virtual participants. These courses may be of varying length and format, contain modules that facilitate online viewing. Please indicate if the proposed course should be considered for the AERA-VRLC. Hyperlinks with course descriptions to previously recorded courses are permitted for VRLC course proposals.
III. Proposal narrative

The proposal narrative should address the following (3-pages single spaced limit):

- **Prerequisite skills or knowledge needed for course participation**

- **Target course participants** – Indicate what level of knowledge (e.g., basic, intermediate, advanced) the target audience (e.g., graduate students, emerging researchers, continuing researchers) must have in order to participate fully in the course. All courses must accommodate up to 40 participants; AERA will contact you if it necessary to expand your course.

- **Rationale** – Provide a rationale for this course. Why is this course important to education research and those who work in the field?

- **Learning objectives** – List and clearly define the learning objectives and purpose(s) of the course.

- **Course content** – Describe the topics and issues that the course examines. This should include a description of the course structure (i.e., lecture, small group interactions, hands-on demonstrations), overview of the course, discussion of the course focus, and an overview of the planned activities.

IV. Course supporting materials in Appendix (no page limit)

Provide copies of the following:

- Pre-course readings (citations), tasks, or assignments
- Course agenda or lesson plan
- Examples of course lectures/presentation (e.g. PowerPoint slides, handouts)
- Detailed examples of activities and/or exercises
- One-page relevant CV for each instructor
- Other supporting materials

As you develop your course proposal, keep in mind there may be limits to accessing the internet, social media, electronic databases, video, and other technological applications as part of your course. You are encouraged to provide course participants any data or other multimedia content prior to the course. Remember, the four components of the course proposal must be submitted as one PDF document. Accepted courses will be announced by October 30, 2019.

If you have questions, please contact profdevel@aera.net.