

ABC Course Content Criteria



Title

The course must be appropriately titled. The title should reflect the overall content of the course.

Instructor

Instructor(s) must be qualified, and prepared to submit a CV with the course proposal. It is not necessary that the instructor(s) is ABC certified, but submitted information should include if the instructor(s) are certified by ABC or another organization.

Course Evaluation

The instructor or sponsoring organization must provide an instructor/course evaluation. This evaluation should cover the course content, instructor attributes, and overall evaluation.

Syllabus

An outline or syllabus of the course must be provided. It should cover the essential elements of the course, and provide appropriate additional materials. Additional materials might include bibliographies, articles, or Internet sources of information.

Course Objectives

The course must have written course objectives. These objectives must cover the course material and should emphasize the desired learning experience for the participant.

Handout Materials

The course must provide written handout materials. The extent and volume of the handout material will vary by course, but should include sufficient take away material to effectively refresh and review the material from the participant's perspective.

Assessment

The course must have some post course student assessment. This assessment will vary by course, but should be sufficient to assess the desired learning experience for the participant. Typical assessments use written questions (MC, T/F or essay), but performance checks, oral assessments, group evaluations, or other mechanisms may be appropriate.

Documentation

The course participation or participant performance must be documented. Documentation might include: credit, CEU's, academic credit, points, hours, or certificate. Some quantifiable and tangible documentation must be provided to the participant.

Relevance

The relevance of course to the profession should be addressed. Clearly relevant courses should be articulated easily, while new or novel courses may require more explanation with regard to their relevance.

Overall Quality

The overall quality of course should be addressed. The hosting agency and/or presenter should ensure that the presentation content and materials are as error free and accurate as possible, and that the quality of the syllabus, handouts, assessments, and documentation is of the highest quality possible.