

**AIAA Continuing Education Guidelines - Courses**

**AIAA Courses are offered both in-person (usually in conjunction with a forum) or as part of our Online Learning Program (live and/or on-demand). They are taught by the premier experts in their fields for the benefit of the aerospace community.**

**Course Submission and Approval Process**

1. *Course Proposal*

For a specific course proposal, the potential instructor completes the [Course Profile Form](https://www.aiaa.org/home/events-learning/courses-workshops/course-approval-process/aiaa-continuing-education-course-profile-form) online and submits it to the staff liaison for Continuing Education. (For general suggestions, an individual can complete the [Course Suggestion Form](https://www.aiaa.org/home/events-learning/courses-workshops/course-approval-process/aiaa-continuing-education-course-suggestion-form) and submits it to the staff liaison.)

1. *Course Review by AIAA Stakeholder Group*

The AIAA staff POC submits the Course Profile Form to the appropriate AIAA Technical Committee (TC), Integration Committee (IC), or AIAA stakeholder group to review it and provide feedback and its recommendation for approval/rejection.

The TC/IC chair finds a reviewer from the committee to assess the course and complete the AIAA Course Proposal Review/Recommendation Form. If the committee recommends a course/instructor(s) for approval, then course automatically moves to an “approved” state. (If a course is not approved, the staff liaison provides feedback to the proposer as to why it was not approved. The proposer can revise the proposed course and resubmit to the committee.)

**Course Selection**

Once a course is approved, it can be scheduled to be offered in conjunction with one of AIAA’s forums, usually the weekend beforehand. It can also be offered online.

* AIAA is responsible for selecting all courses to offer in conjunction with AIAA forums and online, with consult from the Continuing Education Committee and other Committees when warranted.
* Course selection criteria:
	+ Course quality, based on:
		- Instructor reputation
		- Committee Recommendation
		- AIAA Member or AIAA Staff Recommendation
		- Other Testimonials
		- Past course surveys
	+ Anticipated demand, based on:
		- AIAA Personal Interest Code data
		- Book sales data
		- Past attendance numbers of course
		- Past attendance numbers of forum
		- Industry Trends
		- Other data as warranted
	+ Alignment:
		- With forum
		- With overall AIAA strategy
		- With overall AIAA content strategy
	+ Other:
		- Course selections are constrained to the available number of rooms at the facility.
		- Consider frequency - how often a course has been offered recently, how often a course from a given committee has been offered recently. There may be diminishing returns on courses offered more than twice per year.
		- Consider audience conflicts with workshops or other potential courses.
		- Input from Content Advisory Committee and other committees as needed.

**Responsibilities and Expectations for Technical Committees (TCs) and Integration Committees (ICs)**

* Committees are responsible for completing the review form for any new course within their purview.
* Committees have the final approval of new technical courses.
* Committees and Instructors are expected to promote within their communities and networks via email lists, corporate contacts, flyers at other events, AIAA Engage, etc.

***Process Exceptions*:**

* Instructors who are AIAA published book authors (for which course material relates to the publication) will received an expedited review process; they have already been thoroughly vetted by an editorial committee.
* Courses or instructors that are affiliated with an AIAA-recognized College or University will receive an expedited review process.

In the above cases, if there is a relevant technical committee, they won’t be required to review or approve.

**FAQs – Courses at Forums**

* **How long are the courses at forums?**
	+ Generally, courses in conjunction with forums are 1 or 2 full days, with a preference for 2 days.
* **When are courses at forums selected/scheduled?**
	+ Generally, about 5-8 months in advance of the Forum, before registration opens.
* **Are AIAA Courses a separate registration from the AIAA Forum?**
	+ Yes, there is a separate registration fee from the forum. Course attendees can choose to attend just the course without registering for the forum.
* **How are instructors compensated?**
	+ AIAA contracts with a lead instructor to pay them a daily honorarium (which they may choose to share with additional instructors, if there are any). The lead instructor also will be provided a complementary Full Conference registration, including all associated food functions and online proceedings. If there are any additional instructors, one additional will be provided complementary Session-only access to forum sessions and exhibit hall. There is no travel reimbursement, however, if an instructor from a government agency (e.g. NASA) can't legally accept an honorarium for teaching, AIAA may pay for their hotel stay up to the honorarium amount.
* **How does AIAA provide course materials?**
	+ Generally, soft copy course materials are distributed to students about a week in advance by AIAA. A pre-read of the materials is often helpful to the students and enhances the learning experience. They are encouraged to bring a laptop or tablet to follow along.
* **How far in advance is an instructor notified that a course is cancelled due to low registration number of attendees?**
	+ Generally, instructors will get a notification that a course has been cancelled after the early member registration deadline has passed. Usually this is about three weeks in advance before the start date of the course.
* **What activities are AIAA responsible for?**
	+ AIAA handles all logistics – Facility, Classroom setup, Audio/Visual (1-LCD computer projector, 1-screen, 1-flipchart, 1-microphone), Food and Beverage (breakfast, coffee, etc.), Student Communication, Marketing, Website, and Registration
* **Do Instructors need to bring their laptops to the room to present materials?**
	+ Yes. Instructors are expected to develop the Course content and have all Course presentations loaded on their personal laptop and bring with them to the scheduled Course. AIAA will provide on-site A/V support.

**FAQs – Online Courses**

* **What are online courses?**
	+ They are short courses that are delivered online instead of in-person. They may be taught live or recorded for learners to take on-demand. The content will consist primarily of PowerPoint slide-sharing and instructor audio/video. Demos and/or videos may also be utilized, along with additional material, files, or links.
* **How long are online courses?**
	+ Online courses are of variable length, depending on the amount of material that the instructor aims to deliver. They should be broken down into lectures no longer than 2 hours. For live delivery, each lecture should be between 1-2 hours, offered over the course of multiple weeks or months.
* **When are live online courses held?**
	+ Online courses can be scheduled at any time, at least 2-3 months in advance to ensure sufficient marketing. Lectures will be scheduled 1-2 times per week.
* **Will live online courses be recorded?**
	+ Yes. All live online lectures will be recorded and – subject to mutual agreement between AIAA and the instructor - subsequently made available online for on-demand viewing, along with the slides and any other course materials.
* **How are instructors compensated for live online courses?**
	+ AIAA contracts with a lead instructor to pay them an honorarium for teaching (which they may choose to share with additional instructors, if there are any). This honorarium amount is based on a number of factors including course length and pricing.
* **How are instructors compensated for on-demand courses?**
	+ Instructors will usually be paid a % royalty on all on-demand sales.
* **What is the online delivery method?**
	+ All live courses will be taught via Zoom. The state-of-the-art Zoom web interface allows for instructor audio/video (usually via webcam). It also provides functionality including but to limited to screen sharing, Q&A, polling, hand raising, attaching documents, pointing and annotating.

**FAQs – General**

* **Is there any compensation back to the Technical Committee?**
	+ There’s no direct compensation to the TC. However, instructors may choose to teach on behalf of the TC and donate some or part of their honorarium.
* **Is there a minimum student registration number in order to be able to run the course?**
	+ Yes, depending on the specific course and registration fees. Generally, the minimum number of students required is 10 to be able to hold the course as scheduled. Less than this number and AIAA may be forced to cancel.
* **Do instructors retain ownership of their course materials?**
	+ Yes, they do. All individual instructors retain the copyrights to their own course materials and slides. There is no exclusivity to teach a course with AIAA.
* **Is there a specific PowerPoint template required for course slides?**
	+ No, there’s no required format for course slides. However, the AIAA standard PowerPoint template is recommended for use, if possible.
* **How are courses continually improved?**
	+ After each course is complete, AIAA sends out an electronic survey to all students. This feedback is shared with the instructors in order to ensure all courses are of high-quality and that they are improved for the next time.