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**AIAA Course Proposal/Profile Form**

All new courses are to be approved by an AIAA Committee. The information in this document is important for AIAA to evaluate the proposal and promote the course, should it be accepted. Please be as complete as possible. Feel free to attach additional documents, as necessary. If you have any questions, please contact Jason Cole, AIAA Continuing Education Program, at 703.264.7596 or jasonc@aiaa.org.

Please complete this form and return to Jason Cole at jasonc@aiaa.org.

**Course Title & General Information**

**Title of Course:**

**Course Length:**

**Course Level (please select one):**

Fundamentals
Intermediate
Advanced

**What AIAA Committee is most appropriate to review the course?**

<https://www.aiaa.org/get-involved/committees-groups>

**Instructor(s) Information**

Please provide information for all instructors. Identify the Lead Instructor or Point of Contact. If there are multiple instructors for this course, AIAA will communicate with the Lead Instructor and that person will disseminate relevant information to the other instructors.

**Lead Instructor / Point of Contact:**

|  |  |
| --- | --- |
| Lead Instructor or POC Name |  |
| Lead Instructor or POC Title |  |
| Lead Instructor or POC Organization |  |
| Lead Instructor or POC Address |  |
| Lead Instructor or POC City, State, Zip |  |
| Lead Instructor or POC Telephone |  |
| Lead Instructor or POC Email |  |
| Lead Instructor Bio |  |

**Secondary Instructor / Point of Contact:**

|  |  |
| --- | --- |
| Secondary Instructor or POC Name |  |
| Secondary Instructor or POC Title |  |
| Secondary Instructor or POC Organization |  |
| Secondary Instructor or POC Address |  |
| Secondary Instructor or POC City, State, Zip |  |
| Secondary Instructor or POC Telephone |  |
| Secondary Instructor or POC Email |  |
| Secondary Instructor Bio |  |

**Course Content Description**

In narrative form, please provide a brief synopsis or overview of this course (300 words or less):

In bullet format, please provide learning objectives of the course (no more than 10 bullets):

In an outline format, please provide a detailed outline including subheadings (no more than 50 lines):

**Course Audience/Market**

In narrative form, write a brief paragraph describing the intended target audience for this course (100 words or less)

Which Professional Interests apply to your Course?

**Primary:**


**Secondary:**


**Tertiary:**


What other technical societies, companies, government agencies, conferences attendee lists, departmental or company mailing lists, etc. would likely find your course relevant to their members’/companies’ areas of interest. (please list)

Can you provide mailing lists?

List any other courses being offered that, to your knowledge, are similar to this course or that you think may compete with the course. (Include their titles, and instructors.)

**Course Content Life Cycle/Relevance**

What is the likely development process and expected life cycle of this course?  Please provide a brief summary of the life cycle and trend of this topic.

**Course Materials**

Is there a textbook recommended with your course?

Yes
No

If so, provide author, title price and publisher. Only AIAA textbooks will be considered as required course materials.  Textbooks published by other publishers will be considered recommended reading.

Are there any computer software recommendations for this course?

Yes
No

If so, please provide full information.

Have you designed any software programs to accompany your course?

Yes
No

If so, please describe as fully as possible.

Are there any other recommendations, other than course notes, that students will need to complete the course?

Yes
No

If yes, please describe:

**Originality & ITAR Compliant**

Clearance: The accompanying notes/handouts, books, and/or lecture materials are UNCLASSIFIED (for public release) and have been cleared for release by the appropriate agencies, company, or government. The course materials have been determined to be in the public domain as defined in the International Traffic in Arms Regulation.

Yes
No

**Non-Infringement Statement**
Please make unambiguous the copyright status of any published material, course notes, or handouts, by checking the box on the following affidavit assuring us that it contains no copyright-infringing material.

By checking this box, I acknowledge none of my proposed course materials contain copyright-infringed material. The published material, course notes, or handouts are represented as original work by the instructor(s). No portion of the material is covered by a prior copyright or for any portion that may be copyrighted; the author has obtained permission for its use. The instructor owns the course materials and contents.

 **Acknowledgement by Lead Instructor**

Name 

Date  