

The American College of Forensic Examiners InternationalSM



Curriculum Submission Manual

Contact Jared Crabtree With Questions:

ACFEI Headquarters
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Springfield, MO 65804

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Curriculum Proposal Outline



This proposal was created to submit the curriculum [insert name here] to the American College of Forensics Examiners International (ACFEI).

Curriculum Title

Please provide the title of your curriculum.

Need/Practice Gap

Please provide an explanation of the practice gap that your curriculum will fill. Provide evidence of this gap through an article, news story, case study, or personal testimony. Be sure to include a copy of this source, or information on how to access it. This demonstrates that your curriculum meets a need in your field or community. If you need assistance establishing the need for a curriculum, contact the Office of the Registrar toll free at 1 (800) 423-9737, or by email at registrar@acfei.com.

Curriculum Type

Please indicate what type of curriculum you plan on writing.

- 1) Module – At least 50 minutes of real-time presentation or 4,000 words of content/5-10 test questions
- 2) Course – At least 200 PowerPoint slides/at least 100 test questions

Curriculum Abstract

Please provide a 10–15 sentence abstract explaining the following elements:

- 1) Purpose – What is the problem you are trying to solve or question you are trying to answer with this curriculum?
- 2) Significance – Why do we care about this problem? What is the implication for the field of study or community at large?
- 3) Solutions – What are the answers or solutions to that problem?
- 4) Application – What further action needs to be taken by the audience to fix this problem in the future?

Learning Objectives

Please provide learning objectives for the curriculum. What should participants know and be able to do upon completion of your curriculum?

- 1) Please include a minimum of 2 course objectives per 50 slides of instruction.
- 2) Curriculum objectives must be observable and measurable.
- 3) Curriculum objectives should maintain focus on the learner and contain action verbs that describe measurable behavior.
- 4) Suggested action verbs include: list, describe, recite, write, recognize, compute, discuss, explain, predict, apply, demonstrate, prepare, use, analyze, design, select, utilize, compile, create, plan, revise, assess, compare, rate, and critique.
- 5) Verbs to avoid when writing course objectives: know, understand, learn, appreciate, become aware of, become familiar with.

Program Level

Please use the following definitions to indicate the program level of your curriculum:

- 1) Basic – Learning activity level most beneficial to individuals new to a skill or an attribute. These individuals are often at the staff or entry level in organizations, although such programs may also benefit a seasoned professional with limited exposure to the areas.
- 2) Intermediate – Learning activity level that builds on a basic program, most appropriate for individuals with detailed knowledge in an area. Such persons are often at a mid-level within an organization, with operational and/or supervisory responsibilities.
- 3) Advanced – Learning activity most useful for individuals with mastery of the particular topic. This level focuses on the development of in-depth knowledge, a variety of skills, or a broader range of applications. Advanced level programs are often appropriate for seasoned professionals within organizations; however, they may also be beneficial for other professionals with specialized knowledge in the subject area.
- 4) Update – Learning activity level that provides a general review of new developments. This level is for participants with a background in the subject area who desire to keep current.
- 5) Overview – Learning activity level that provides a general review of a subject area from a broad perspective. These programs may be appropriate for professionals at all organizational levels.

Prerequisites

Please indicate prerequisites for your curriculum in terms of education and experience.

Key Words

Please list vocabulary that is important to this curriculum.

Target Audience

Please list all target groups to be reached with this curriculum.

Author of Curriculum and Bio (Provide only for Courses and Modules)

Please provide your name as you would like to have it appear in the curriculum, *i.e.*, John Doe, PhD, MBA, DACFEI. Also, provide a 1-2 paragraph biography of your background, experience, and credentials.

Contact Information (Provide only for Courses and Modules)

Please provide information by which we can reach you. Be sure to make note of the best method of contact for you.

Curriculum Writing Process



Researching and Writing Content

- 1) Research your topic and find sources
 - a. Ensure credibility of your sources, i.e. Wikipedia and similar sites are not considered credible academic sources
 - b. Keep track of your sources
 - c. Include a comprehensive list of all the sources you reference at the end of your curriculum
 - d. If referencing online sources, please ensure that you provide accurate web addresses (URLs) for these in your comprehensive references list
- 2) Cite your source each time you reference one in the content
- 3) Get a word count for your content
 - a. When finished writing the content of your curriculum, get a count of the number of words used. This count should not include content from components of the Curriculum Proposal (abstract, objectives, etc.), references, slide titles, etc.
- 4) Write review questions for the end of each major section in your curriculum
 - a. These should be written to help curriculum participants assess their understanding of each section of your content
 - b. If your curriculum is a module, you should write 5-10 review questions total
 - c. If your curriculum is a credential, you should write 10-20 review questions total
- 5) List the definitions of important vocabulary, terminology, and acronyms used in your content at the end of each major section

Designing Your Presentation

- 6) Create and design your PowerPoint slides using the following guidelines
 - a. Use 24 pt. font or greater for readability
 - b. Provide no more than 1 title and 3 bulleted thoughts per slide
 - c. While using the guidelines above, if your information on a topic does not fit onto one slide, allow it to fill multiple slides
 - d. Remember: readability is more important than decoration
- 7) Provide at least one of the following multimedia elements:
 - a. Photos relevant to the learning objectives of your curriculum
 - b. Video relevant to the learning objectives of your curriculum
 - c. Audio, or a script for audio production, relevant to the learning objectives of your curriculum

Developing the Test

- 8) Write test questions based on your curriculum
 - a. Test Question Guidelines
 - i. 25% or less True/False
 - ii. 75% or more Multiple Choice
 - iii. 4 answers per Multiple Choice Question
 - iv. No "None of the Above" or "All of the Above" answers
 - b. Make note of which PowerPoint slide corresponds to the test question
- 9) Indicate representative test questions
 - a. Please select 5 questions that you would use to represent the content of your curriculum.
 - i. These questions will be used as sample questions to prepare curriculum participants for the test.
 - ii. Designate these with an asterisk or a different color in your exam file.

Filling out the Required Forms

- 10) Please provide ACFEI with completed copies of the following forms:
 - a. Transfer of Copyright for ACFEI Curricula Form
 - b. ACFEI Confidentiality Agreement
 - c. ACFEI Faculty Disclosure Form

Submitting all Required Items

- 11) Turn the following items in to the Association by the due date specified in your MOU
 - a. PowerPoint slides (in appropriate format)
 - b. Word count for content (excluding Abstract, Bio, Objectives, etc.)
 - c. Review questions
 - d. Terminology list (definitions for important vocabulary, terminology, and acronyms)
 - e. Source list/bibliography (include any and all websites)
 - f. Test questions (in appropriate format)
 - g. Representative test questions (set apart with an asterisk)
 - d. A signed Transfer of Copyright for ACFEI Curricula Form
 - e. A signed ACFEI Confidentiality Agreement
 - f. A signed ACFEI Faculty Disclosure Form



Checklist for Curriculum Writing Process

Content

- I have researched materials from a variety of credible sources and have listed them in a document
- I have written review questions for the end of every section
- I have included a separate table/document of any relevant terminology/acronyms

Design

- I have created the appropriate number of PowerPoint Slides
- My slides have 24 pt. font or larger
- My slides contain no more than one title and 3 bullet points
- My slides are very easy to read
- I have included at least one of the three accepted forms of multimedia content (photos, video, or audio)

Test

- I have created the appropriate number of Test Questions
- My test questions have no more than 25% True/False Questions
- My multiple choice questions have four answer choice options
- I have no questions with answer choices of “none of the above” and/or “all of the above”
- I have identified questions that represent the content of my curriculum

Required forms

- I have signed all required forms including the Transfer of Copyright for ACFEI Curricula Form, the ACFEI Confidentiality Agreement, and the ACFEI Faculty Disclosure Form
- I have submitted all required items to the Association

Sample Curriculum Structure

Set up as a syllabus, we will have a page with the following content

Introduction

- Contact Information
- Author Biography(ies)
- Abstract/Overview/Summary OR Course Description
- Objectives

Requirements

- Text (if any)
- Recommended Sources
- PowerPoint Slides
- Review Questions
- Study Guide/Outline (if any)
- _____ Question/Exam

**This will be set up in outline format (very basic)

Module 1

- PowerPoint Slides (link to slides)
- Review Questions (link to separate page)
- Terminology (link to separate page)

Module 2

- PowerPoint Slides
- Review Questions
- Terminology

Module 3

- PowerPoint Slides
- Review Questions
- Terminology

Module 4

- PowerPoint Slides
- Review Questions
- Terminology

Practice Test (link to separate page)

Test

Transfer of Copyright for ACFEI Curricula

The transfer of copyright from author to publisher enables the publisher to assure maximum dissemination of the author's work.

The curriculum entitled: _____ is herewith submitted for approval and distribution.

As the primary author I certify that the curriculum is original, and that I, as author or co-author, hold exclusive copyright of the material. I also certify that no part of this curriculum infringes on any copyright or other rights in any other work or plagiarizes any other work.

I hereby transfer exclusive copyright for this curriculum to the American College of Forensic Examiners International (ACFEI).

Signature: _____ **Date:** _____

Print Name: _____

U.S. Government Employment Certification

In the case of an author who is a U.S. Government employee and who prepared this course as part of his or her official duties, he or she owns no copyright in it. If at least one of the present authors is not in this category, he or she should sign above. If all the authors are in this category, initial here () and return this form unsigned.

Note: This signed statement must be received before approval and/or the distribution phase is finalized. Please return this signed form by fax to (417) 881-4702 (Attn: Office of the Registrar), or by mail to Association Headquarters, Attn: Office of the Registrar, 2750 E. Sunshine, Springfield, MO 65804.

Confidentiality Agreement

I acknowledge that during my term as an author/contributor of the (insert title) _____ curriculum under the American College of Forensic Examiners International (ACFEI), confidential information concerning the association and coursework will be disclosed to me. Any unauthorized disclosure of such information to third parties or for use other than for the association's purposes could cause extensive harm to the association. (Third parties include, but are not limited to: members, non-members, employees, and co-workers. Curriculum includes, but is not limited to: PowerPoints, PDFs, exams, answer keys, etc.) I understand that any physical or digital files released to me must be kept in a secure location. Upon confirmation that Headquarters has received my review, all materials associated with (insert title) _____ curriculum must be properly disposed of.

ACFEI's confidential information includes any and all trade secrets and confidential, private, or secret information concerning the following issues without limitation:

- Business and financial information
- Business methods and practices

Company information of any type should only be shared with other reviewer's on a need-to-know basis.

Author/Contributor's Signature

Date

ACFEI Representative's Signature

Date

ACFEI Faculty Disclosure Form

To be completed by all authors of CE/CME articles, conference presenters, and curriculum faculty.

ACFEI is required by accrediting agencies to obtain disclosure from all faculty and anyone involved in educational content. It is the policy of ACFEI to ensure balance, objectivity, and scientific rigor in all its educational activities. Disclosure statements will be printed in the activity promotional material. This policy is intended to make participants aware of the faculty's interests, commitments or unapproved use of a product or device, so they may form their own judgments about the subjects on which the faculty is presenting. The content should be without commercial bias and without conflict of interest. **We reserve the right to replace speakers whose presentations are found to be in violation of this policy.**

Activities should include statements that describe the accuracy and utility of the materials being presented, the basis of such statements, the limitations of the content being taught, and the severe and the most common risks.

"Relevant financial relationships" is defined as financial relationships with any commercial support in any amount occurring within the past 12 months that create a conflict of interest.

Any refusal to sign or return this form, or to disclose relevant financial relationships, will disqualify you from being an instructor or author or have control or responsibility for this educational activity.

Activity Title: _____

Faculty Name: _____

Check one box.

- I do not have a relevant financial relationship / conflict of interest
- I do have a relevant financial relationship / conflict of interest - please complete below:

Name of the commercial interest:

The nature of the relationship with each commercial interest:

Signature: _____ Date: _____