COPE Outline Guidelines

Course learning materials typically include course outlines, handouts and/or PowerPoint presentations. Course outlines are utilized by learners during a lecture and after the educational intervention for post-educational reinforcement of concepts presented within a course. Outlines are also used by licensing boards to validate continuing education courses utilized in maintenance of licensure. Course outlines should conform to the following guidelines:

- The outline should constitute 1.5—2 pages per hour of presentation.

- The first page of the outline should include each instructor's name, address, phone number, email address and a clearly identified course title.

- The outline should be in sufficient detail so as to permit either the participant or an observer the ability to clearly follow along throughout the presentation. An outline can be considered sufficiently detailed if an observer is able to enter the presentation and after 5-10 minutes be able to identify where the presenter is in the outline. There should be enough detail in the outline such that course participants may use the document as a reference tool subsequent to the lecture.

- General reading references that guide course participants in further exploration of the presentation topic are strongly encouraged.

- If the presentation features a post-course test, the course outline should reflect the relative importance of key issues, and test question distribution should match these emphases. However, the outline should not carry direct references to test questions, or similar markers that inordinately alert course participants to test questions.

PowerPoint presentation submissions are acceptable in lieu of course outline submissions. However, a sequence of images is not sufficient. Text notes are required and are necessary to permit a participant the ability to follow the presentation and reference it after the conclusion of the course. A minimum of 10 slides per lecture hour is required.