

TEXAS SOCIETY OF PROFESSIONAL SURVEYORS

Course and Speaker Development Policy Approved by the Board, June 25, 2011

ARTICLE I OBJECTIVE

To provide a Course and Speaker Development Policy that meets the needs of the Texas Society of Professional Surveyors. The policy applies to the development of TSPS brand courses and their speakers. The policy should be flexible in order to address the various needs of the State and its Chapters.

ARTICLE II DEFINITIONS

POLICY: A policy is a definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions.

AUTHOR: An Author is someone who has fully participated in at least one of the Course Development Training Workshops, and has developed specific course materials which are included in the final presentation manuals of said course. In order to be considered an Author of a course one must fully participate in the course development process through to completion and assist with the beta course offering as well as the first presentation of the course offered at Symposium.

PRIMARY SPEAKER: A Primary Speaker is the Author who serves as the course presenter/speaker of said course at the beta course as well as the first presentation of the course offered at Symposium. The Author must be in good standing as a current "TSPS Approved Speaker" in order to be considered, and remain as, the Primary Speaker for a TSPS Branded course. In the Case of a four hour course there may be up to two Primary Speakers and in the case of an eight hour course there may be up to three Primary Speakers.

COURSE CONTRIBUTOR: A Course Contributor is anyone who contributes knowledge, works, documents, editing and/or other information, support, expertise, or materials to said course and has not fully participated in the course development process through to completion of said course. Course Contributors are not considered Authors and receive no rights to use the course materials as described in APPENDIX A.

CHAPTER CHAMPION: TSPS local chapters may be consider the course Chapter Champion only if the chapter has organized and supported a team of Authors/Course Developers through the complete development and delivery of a new TSPS branded

course. Chapters are required to sponsor and fully fund the beta course offering of the said course in order to be considered the Chapter Champion.

ARTICLE III POLICY

A. Course Development

TSPS wishes to develop a series of four and eight hour educational courses in order to better educate its members, students and other professionals with an interest in the art and science of Land Surveying.

- 1 Each January the Course and Speaker Development Sub-Committee of the Education Committee will convene a meeting and develop a plan for Course Development with three priorities ; First Year, Second Year, Third Year
- 2 Subsequently, the courses that have been targeted for development that year shall be assigned to a team based on interest in developing a particular course, fitness to develop that course, and chapter encouragement.
- 3 Where possible a Chapter will sponsor the development of each course.
- 4 At least one Course Development Workshop will be held and a beta course will be conducted prior to Symposium.
- 5 Each new course will be presented at the upcoming Symposium.

B. Speaker Development

In order to assist in fulfilling the desire to develop high quality educational courses TSPS recognizes that it must also develop superior speakers to present these courses.

- 1 Each speaker who will be presenting a course at Symposium when possible, will have completed the speaker development process and become an Approved TSPS Speaker.
- 2 A Speaker Development Workshop will be held each year unless determined unnecessary by the Course and Speaker Development Sub-Committee Chair.
- 3 TSPS Staff will maintain an Approved TSPS Speaker list and only approved speakers will present TSPS Brand Courses.

ARTICLE IV INCENTIVES

A. Chapter Champion Incentives

- 1 A team of 3-5 chapter members will receive comprehensive course design and development training through the Course Development Workshop (CDW) Series.
- 2 In addition to top notch training TSPS provides course development coaching and support for each course developed through the CDW program.
- 3 Once the course is completed, chapters will receive recognition on final course materials as the Chapter Champion.
- 4 Once the course is completed and has been offered at Symposium, chapters will be granted permission to offer the seminar in their chapter in accordance with the Seminar Administration Policy and TSPS will waive the licensing fee whenever the course is held in that chapter.
- 5 Chapters will sponsor, fund, organize, and present a beta course in their local area prior to the course being offered at Symposium.
- 6 Chapters are encouraged to support developers by reimbursing them for travel and expenses associated with attending the Course Development Workshops (Developers will not be reimbursed for travel or expenses by TSPS).
- 7 Development teams will work together to design, develop, implement and complete a new TSPS branded seminar in accordance with the Memorandum of Understanding.

B. Author Incentives

- 1 Opportunity for service to the profession.
- 2 Opportunity to enhance professional skill set.
- 3 Complimentary training regarding adult learning principles, effective course design and use of TSPS templates.
- 4 CEUs for attending the initial two day Course Developers Workshop in its entirety.
- 5 Recognition as Course Developer on all final course materials once materials are completed.

- 6 Complimentary Symposium Registration for the first year the new course is presented at Symposium (not to include events not covered by registration).
- 7 Complimentary speaker training through the Speaker Development Workshop.
- 8 Those Authors who complete the program and see the course through to completion will receive a plaque and certificate acknowledging their efforts and commitment.

C. Speaker Incentives

- Opportunity for service to the Land Surveying Profession.
- Double CEUs for presentation of courses approved for CEUs by TBPLS.
- Complimentary accommodations for up to 3 nights depending on speaker's presentation schedule.
- Reimbursement for meals and travel expenses as defined in the Speaker Contract.
- Complimentary Symposium Registration (includes educational courses and events which are included in the registration fee).
- Opportunity to enhance speaking skills.
- Opportunity to gain speaking experience.
- Acknowledgement in TSPS brochures and publications.
- Complimentary Speaker Training through the Speaker Development Workshop.
- Applicants who complete the TSPS Speaker Development Process and become Approved TSPS Speakers will receive an Approved TSPS Speaker Certificate.

APPENDIX A

Memorandum of Understanding

Regarding Course Materials Developed for the benefit of the Texas Society of Professional Surveyors

This memorandum will specify the issues of ownership and rights of use for the following materials: Hardcopy manuals, digital files, PowerPoint presentations, course outlines, course frames, student guides, facilitator's guides, activity sheets, audio and video media, herein referred to as "MATERIALS," between _____ herein referred to as "AUTHOR," and The Texas Society of Professional Surveyors, herein referred to as "TSPS".

Definitions

Author: An Author is someone who has fully participated in at least one of the Course Development Training Workshops, and has developed specific course materials which are included in the final presentation manuals of said course. In order to be considered an Author of a course one must fully participate in the course development process through to completion and assist with the beta course offering as well as the first presentation of the course offered at Symposium.

PRIMARY SPEAKER: A Primary Speaker is the Author who serves as the course presenter/speaker of said course at the beta course as well as the first presentation of the course offered at Symposium. The Author must be in good standing as a current "TSPS Approved Speaker" in order to be considered, and remain as, the Primary Speaker for a TSPS Branded course. In the Case of a four hour course there may be up to two Primary Speakers and in the case of an eight hour course there may be up to three Primary Speakers.

COURSE CONTRIBUTOR: A Course Contributor is anyone who contributes knowledge, works, documents, editing and/or other information, support, expertise, or materials to said course and has not fully participated in the course development process through to completion of said course. Course Contributors are not considered Authors and receive no rights to use the course materials as described in APPENDIX A.

CHAPTER CHAMPION: TSPS local chapters may be consider the course Chapter Champion only if the chapter has organized and supported a team of Authors/Course Developers through the complete development and delivery of a new TSPS branded course. Chapters are required to sponsor and fully fund the beta course offering of the said course in order to be considered the Chapter Champion.

Transfer of Intellectual property

It is understood that the subject MATERIALS for the _____ course were developed or will be developed by the AUTHOR with the assistance of TSPS staff, resources, volunteers and/or facilities. It is understood that the course title listed above is a working title and may change during the development process. The completed Course Frame document will serve as a full and final description of the MATERIALS to be developed and will be attached hereto as Exhibit "A." TSPS will provide attribution of authorship to the AUTHOR for all appropriate uses of the materials.

TSPS will assume responsibility for the proper maintenance of the content and other attributes of the materials, including edits to content. If substantive edits are made, TSPS will contact THE AUTHOR in order to determine the proper attribution of authorship. If substantive edits are made by TSPS staff or another volunteer, The MATERIALS may reflect that contribution through the addition of "EDITED BY" on the face of the materials. TSPS intends to collaborate with THE AUTHOR in the maintenance and edits to THE MATERIAL.

It is further understood that even though THE AUTHOR created or materially assisted in the development of these MATERIALS, all copyright and other rights of ownership reside with TSPS.

Use of MATERIALS and Non-Competition

In consideration of the work performed by the AUTHOR toward the creation of the MATERIALS, TSPS grants the AUTHOR a non-exclusive license to reproduce, distribute, make derivative works, conduct public performances or displays of the work, broadcast or otherwise exercise the rights of ownership of the MATERIALS, in accordance with TSPS Seminar Administration Policy and as long as such use is not adverse to the rights of TSPS. In the event of use of MATERIALS, the AUTHOR will control and administer the use of these materials but, may not assign or relinquish control and administration to another person without written consent of TSPS. The AUTHOR also agrees that he/she will not use, sell, provide for use, or authorize in any other way the use of the MATERIALS by a publisher, producer, organization or person without prior written consent of TSPS Education Committee Chair.

TSPS also grants the AUTHOR who is determined to be the "PRIMARY SPEAKER" for the said course the right of First Refusal to present the course when it is offered by TSPS or any TSPS Chapter. In the event that the "PRIMARY SPEAKER" is not willing or able to present the course

TSPS will determine and assign a TSPS Approved Speaker to present the course at TSPS state and chapter sponsored events.

Any changes, exceptions, or disputes regarding this agreement should be directed to the Education Committee Chair for review and consideration.

Agreed to by the following parties:

AUTHOR:

Signature

Printed Name

Date

TSPS:

Signature

Printed Name

Date