IAS Education Department and IEEE eLearning Library

TUTORIAL DEVELOPMENT

The IAS Education Department in collaboration with the IEEE Education Activities (e-Learning) offers tutorials to engineers, both experienced and new to the profession, to update or renew their knowledge or both new and established topics. The tutorial program is intended to provide all attendees with an opportunity to enhance the education of the professional working in the field of electrical power conversion. The tutorials are to be developed to provide value to practicing engineers to combine the theory with applications and practical solutions. The topics can range from broad to narrow in scope, and can vary from introductory to intermediate to advanced in technical level.

The tutorials will be arranged in 1 hour modules, and can accommodate an introductory to more advanced presentation in several modules up to a maximum of 5 modules per topic. Each module of the tutorial must have an interactive Q&A segment for self-evaluation of his/her learning by the attendee.

By completing the appended *Tutorial Information Form*, Subject Matter Experts (SMEs) provide their contact information, two suggested quality reviewers and an overview of their tutorial which is being considered for inclusion in the IEEE ELearning Library product line. All information forms are peer reviewed to ensure that the topic and content meets the editorial criteria set forth by EAB.

The step-by-step procedures for developing an IEEE-IAS Tutorial are as follows:

1. SME completes the *Tutorial Information Form* and submits it to the IAS Tutorial Committee Chair. SME may consult with the Tutorial Committee chair prior to preparing the tutorial proposal to evaluate the need and interest of the tutorial topic.
2. The IAS Tutorial Committee Chair will receive the tutorial proposals and process the review of the proposal. A member of the Tutorial Committee with background on the topics will be designated as the person in charge of reviewing and assessing the tutorial proposal.
3. The person-in-charge of the proposal assessment will make a recommendation to the IAS Tutorial Committee.
4. The IAS Tutorial Committee will meet to discuss the materials and recommendations for the tutorial.
5. The IAS Tutorial Committee will request a budget to the Education Department Chair for an approved tutorial.

6. Once approved by the Tutorial Committee, the Committee will invite the presenters to prepare the required material for the tutorials. IAS staff, in consultation with the IAS Tutorial Committee will negotiate an MOU between IAS, IEEE EA and the presenter(s).
7. The IAS Tutorial Committee will oversee the tutorial preparation and technical review.
8. Once the final tutorial is ready for download, the tutorial will be open for distribution.
9. Success of the tutorial will be evaluated by collecting data on the number of tutorial attendees, tutorial revenues, attendees' comments and other relevant information. A survey for tutorial attendees will be developed to evaluate the attendees' satisfaction with the tutorial. This information will be shared with the tutorial speaker to allow him/her to improve future versions.

Tutorial Information Form

Please email your completed form to Marcos Alonso, IAS Tutorials Committee Chair, at marcos.uniovi@gmail.com

SME CONTACT INFORMATION:

Name:

Title:

Home Address:

Phone:

e-mail:

IEEE-IAS Technical Department/Committee Affiliation:

SUGGESTED QUALITY REVIEWERS:

Reviewer #1 Name:

Phone & e-mail:

Brief bio of related experience or link to reviewer personal web page:

Reviewer #2 Name:

Phone & e-mail:

Brief bio of related experience or link to reviewer personal web page:

TUTORIAL INFORMATION:

1. **Proposed title** (please keep to a maximum of 72 characters):

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2. **Was a similar tutorial, short course, or workshop presented at a conference?** Yes/No

   If 'Yes', answer the following questions?

   2a. Conference Name: _____

   2b. Was the presentation captured on video and/or audio? Yes/No

   2c. Approximately how many people attended? _____

   2d. Is evaluation feedback available? Yes / No

3. Please describe the materials used in this tutorial or short course
(i.e. PowerPoint presentation, video clips, simulations, assessments, etc.)

4. Number of 1 hour modules for the tutorial/short course:

One Two Three Four Five

5. Please provide an Abstract (not more than 500 words) of the tutorial content.

6. Outline for the tutorial content (Separate outline for each 1 hr module)

7. Plan for Interactive Q&A at the end for each module

8. Please indicate the instructional level of your tutorial.

- Beginner: no background or minimal training is necessary to understand tutorial material
- Advanced Beginner: basic understanding of topic is necessary to follow tutorial material
- Intermediate: prior knowledge of topic is necessary to appreciate tutorial material
- Advanced:

9. **Please indicate the audience for this tutorial** (students; graduates with a bachelors/masters degree in…; established practicing engineers in the field of… OR… with experience in…OR…with basic knowledge of….)

10. Please list any university course(s) for which this tutorial's materials would be appropriate supplemental material.

11. Please select which categories your proposed module best fits into.

- *Power Electronics*
- *Power Systems*
- *Motor Drives*
- *Electric Machines*
- *Renewable Energy*
- *Transportation Systems*
- *Industrial Lighting*
- *Electrical Safety*
- *Industrial Automation*
- *Pulp & Paper*
- *Professional Development & Management*
- *Petroleum and Chemical*
- *Electrostatics*
- *Metal & Mining*
- *Sensors and Actuators*
- *Smart Grid*
- *Other: _____*

12. Please indicate the approximate date (month/year) by which your tutorial materials should be reviewed again for potential updating.

13. Please provide a brief biography. (300 words max)

14. Please provide a list of your publications.