



Course Title

A SunCam online continuing education course

Checklist for SunCam Authors

Latest revision 15 June 2011

Before we can take your course live on our web site, we will need all of the following:

- Important!** - Before you begin work on your course, we would like to review a sample of your writing to make sure that your writing style is suitable for our audience. An article or report that you authored would be fine. Please don't send us coauthored work unless your course is coauthored with the same person.
- Course document formatted, proofed and ready for publication (Microsoft Word)
 - Use one of our course templates for writing your course document. You may download the "Course Template" at: <http://www.suncam.com/CourseTemplate.dotx> for Word 2007 users or <http://www.suncam.com/CourseTemplate.dot> for Word 97-2003 users.
 - Use 1" margins all around, a 12 point font (Times Roman or Arial) and 1.15 line spacing for readability [right click/Paragraph/Line Spacing/Multiple/ then delete 3 and type in 1.15]. The templates linked above already have this formatting set.
- Test and answer key (in plain .txt format or Word if you have pictures, math formulas or special symbols in the questions or answers)
 - The questions must be coded to work with our testing software as follows: (Don't worry too much about this. We can fix any mistake)
 - Each test question must begin with the code: Qn: or Qn. (where n is the question number). Don't forget the colon or period. Use a carriage return at the end of each question, answer and explanation but don't use any tab or carriage return within any question, answer or explanation. Don't add tabs or spaces before the questions or the +/- signs and don't use the "Number or Bullet List" functions to format the test. Inserting extra line after each question or explanation is OK.
 - Use only multiple choice questions. (True/False questions are OK.) Answers must begin with a plus sign (+) for correct answers or a minus sign (-) for incorrect answers. There has to be one and only one correct answer. The software assigns a,b,c... to the answers so don't number or letter the answers and please remember not to insert any space or tab before the + or -.
 - You must write an explanation for each test question. A "Results Email" with test results and explanations will be automatically sent to the customer, the author and SunCam

Sample question format:

Q5: What is the area of a 3-4-5 triangle?

-3

+6

-15

Explanation: A 3-4-5 triangle is a right triangle with base and height of 3 and 4. The area of a triangle is $(b \times h)/2 = (3 \times 4)/2 = 6$



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when a test is passed. The “Explanation:” for each question may be in the form of a statement, page reference and quote from your course document, a math formula or anything that will aid in the customer’s understanding why they missed a question. Answering phone calls or emails from customers can be time consuming so you will want to write explanations that do a good job of anticipating their questions and satisfying them without the need to contact you.

- Test questions should be in the same order as the answers appear in the course document.
- Course description (1-3 paragraphs). The description should include learning objectives.
- Photo of author(s) for the web page
- Short biography of author(s) (1-3 paragraphs). Only include education, experience and publications that qualify you to author your course(s). Status as a disadvantaged, women owned or minority business enterprise will not be useful here and should not be included.
- Author agreement (SunCam will prepare the agreement, sign it and send it to you for your signature. You must provide us with the following:)
 - o Name(s), address(es), phone number(s) and email address(es) to be in the agreement
 - o Are you an individual, corporation (what state), partnership, trust etc.
 - o Your Social Security number for individuals or FEI number for your business. NOTE: If you do not want to email your Social Security Number, call it in or send it via fax.)
- A list of future courses (the list is suggested but not required and the list may change or be deleted completely in the future)
- Graphic logo(s) of any organization (such as a university or your company) that you wish to be associated with on the web page. It is not necessary that the organization be a party to the agreement.
- If you have authored any books on the subject covered by the course, you may wish to put a thumbnail photo and description on the web site.
- Any other photographs or illustrations that will help tell the story about you or your course(s).

Please feel free to contact me at any time.

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