International Society of Arboriculture
EPS Subject Matter Expert and Reviewer

Purpose Statement: To commission subject matter experts (SME) to serve as consultants and contributors, and tree workers to test and provide critical review of ISA educational courses and materials.

Structure
Criteria
SME

- ☐ At least 10 years of experience in the field of Arboriculture.
- ☐ Trainers, authors are encouraged to apply.
- ☐ Arborist certifications.
  and/or
- ☐ Masters or PhD in Arboriculture field.

Reviewer

- ☐ At least one year of experience as a tree worker.

Selection

Experience and expertise will be matched with the appropriate ISA EPA Projects as needed.

- ☐ SME: Complete application: https://goo.gl/forms/8KwUggTm7iXcuTUt2
- ☐ Reviewers: Contact Tinitia Price at: tprice@isa-arbor.com or (217) 531-2864

Terms of Office

- ☐ Terms differ according to the project and will be provided and agreed upon before the project begins.

Duties and Responsibilities
SME Responsibilities

- ☐ Articulate balanced, research-based practices and core knowledge related to the international arboriculture audience.
- ☐ Make decisions on which subject matter, including facts and procedures, will help learners achieve the desired learning outcome.
- ☐ Help define learning objectives.
- ☐ Provide information for course development.
- ☐ Identify likely scenarios.
- ☐ Validate and refine course material.
- ☐ Review course content for technical accuracy.
- ☐ Communicate the best way to leverage subject matter for use in lesson content, activities, case studies, and review questions.
- ☐ Provide course content in a timely manner to help the instructional design team manage workloads effectively and according to predetermined timelines.

- ☐ Grant time for two-way interaction with the instructional design team to aid in course planning, content development, prototype review, and course testing throughout the development process.

Reviewer Responsibilities

- ☐ Attend reviewer orientations/ sessions.
- ☐ Provide feedback as requested according to predetermined timelines.

Meetings

- ☐ The Project development meetings will be schedule by the SME and EPS Instructional Design Team.

ISA Staff Administrative Responsibilities

- ☐ Create engaging learning activities and compelling course content that enhances retention and knowledge transfer.
- ☐ Work with subject matter experts and identify target audience's training needs.
- ☐ State instructional end goals and create content that matches them.
- ☐ Visualize instructional graphics, the user interface and the finished product.
- ☐ Conduct instructional research and analysis on learners and contexts
- ☐ Apply tested instructional design theories, practice and methods.
- ☐ Provide exercises and activities that enhance the learning process.
- ☐ Create supporting material/media (audio, video, simulations, role plays, games etc.).
- ☐ Decide on the criteria used to judge learner's performance and develop assessment instruments.
- ☐ Maintain project documentation and course folders.
- ☐ Develop content received from SMEs into learner – friendly, interactive lessons, activities, and assessments.