Osher Lifelong Learning Institute
at University of Delaware in Wilmington

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FALL 2017 COURSE PROPOSAL FORMS & INSTRUCTIONS

Fall Semester Dates: September 11 – December 8, 2017

13 class sessions

(Thanksgiving Holiday: November 23 & 24)

Course Proposals are due in the OLLI office no later than **FRIDAY, March 10, 2017**.

A complete Course Proposal consists of **THREE PARTS**:

(1) Course Proposal Form Please observe limits for length of title, description, and biography.
(2) Course Content Form Include course title and name(s) of instructor(s) on each page.
(3) Equipment Request Form If no equipment is needed, please check the box labeled "No AV Equipment is needed for this course."

Each part must include the Course Title and Instructor Name!

When all 3 completed forms have been received by the Program Coordinator, the proposal will be sent to the individual Area Coordinators for review. After the Area Coordinators have signed off on the proposal, the Curriculum Committee will make the final approval decision.

If you would like to have your Course Content/Syllabus posted online, simply email a copy of it to LLL-courses@udel.edu. If you do not have access to a computer to send the file, please see the Program Coordinator for assistance.

The Osher Lifelong Learning Institute at the University of Delaware in Wilmington is a MEMBERSHIP COOPERATIVE ORGANIZATION. **Instructors must register as members for the semester in which they teach. Instructors receive a discounted membership fee.**

For more information, contact
Andrea Majewski, Program Coordinator
ajwm@udel.edu
302-573-4447

Thank you for volunteering to teach!

For Office Use Only

Program Coordinator Review	_____	Course Content Form	Yes No
Area Coordinator Review	_____	Equipment Request Form	Yes No
Entered into Allstars	_____	Cat Code _____	

Osher Lifelong Learning Institute at the University of Delaware in Wilmington

FALL 2017
<u>COMPUTER LAB COURSE PROPOSAL FORMS</u>
<u>FOR PC LABS 214 & 202 Only</u>
Mac Labs and other courses use standard course proposal form.

Completed Course Proposals are due in the Office by **<u>Friday, March 10, 2017</u>**.

Course Title _____
(Start with Key Word – Maximum 30 characters including spaces)

Instructor 1 _____
Name   Phone Number   Email

Instructor 2 _____
Name   Phone Number   Email

Instructor 3 _____
Name   Phone Number   Email

Circle One: Level of difficulty for catalog listing: Beginner   Intermediate   Advanced

Check One: __ New Course   __ Continuing Course   __Repeated Course Last Taught in _____

Student Weekly Prep Time (Check One):   __ 0 -1 hour   __ 1-2 hours   __ 2+ hours

Instructional Mode: __ active   __ discussion   __ lecture   __ video-based

Which computer room do you prefer? Circle One: Room 202   Room 214

Registration for desktop computers is limited to <u>12.</u>
Instructor Limit for those bringing laptops: _____

Preferred Class Time: Please provide at least 3 times. Indicate your preference in order of priority by writing 1, 2, or 3 next to the chosen times. Write "no" next to times when you absolutely cannot teach.
Thanksgiving Holiday November 23 & 24, 2017

Monday		Tuesday		Wednesday		Thursday		Friday	
9:00-10:15		9:00-10:15		9:00-10:00		9:00-10:15		9:00-10:15	
10:30-11:45		10:30-11:45		10:15-11:15		10:30-11:45		10:30-11:45	
12:30-1:45		12:30-1:45		11:30-12:30		12:30-1:45		12:30-1:45	
2:00-3:15		2:00-3:15		2:00-3:15		2:00-3:15		2:00-3:15	

Additional scheduling info: _____

<u>**COURSE DESCRIPTION**</u>: **Circle One: New   Acceptable   Needs revision**

For a **new course**, print the catalog course description below.

For a **continuing or repeated course**, review prior catalog course description to decide if it is acceptable.

Descriptions should **not exceed nine (9) catalog lines (40 - 50 words)**.

_____

_____

_____

<u>**BIOGRAPHICAL INFORMATION:**</u> **Circle One: New   Acceptable   Needs revision**

New instructors, print biographical information below

Returning instructors, review previous catalog bio to decide if it is acceptable.

Descriptions should **not exceed seven (7) catalog lines (30-40 words).**

_____

_____

_____

Classes meet for **13 sessions** depending on the day of the week from <u>**September 11 – December 8**</u>.

No classes during the Thanksgiving Holiday November 23 & 24, 2017. Please explain any schedule deviations.

_____

Is a text book required for your course? **Circle One: No   Yes**   (Supply information below.)

Title: _____ **Author:** _____

ISBN: _____

Additional Information**:** _____

_____

Signature: _____ Date: _____
                              Instructor 1

Signature: _____ Date: _____
                              Instructor 2

Signature: _____ Date: _____
                              Instructor 3

Thank you for volunteering to teach!

Osher Lifelong Learning Institute at the University of Delaware in Wilmington
Course Content Form – Fall 2017

<u>All courses - new, repeated and continued - require a Course Content Form.</u>

Course Title _____

Instructor 1 _____

Instructor 2 _____

Instructor 3 _____
Course Prerequisites: _____
Course Co-requisites: _____
Materials Required: _____
Software Required for laptop computers _____
Text Book(s) required and their cost:_____
Course Outline/Syllabus
(You may list broad topics, a detailed weekly schedule, or a formal syllabus. Attach this form and any additional pages to your course proposal. If you would like your course content/syllabus posted online, please email a copy to **LLL-courses@udel.edu**.)

OSHER LIFELONG LEARNING-WILMINGTON – EQUIPMENT REQUEST FORM – FALL 2017
PLEASE PRINT

Course Title: _____

Instructor(s): _____   _____

☐ **NO AV EQUIPMENT IS NEEDED FOR THIS COURSE.**

Schedule your AV needs as well as the needs of your guest speakers. Indicate "ALL" when equipment is needed for every class; indicate "SOMETIMES" for an occasional need. If you know the exact dates, please note them on the form. **If you rearrange furniture**, please return it to its original state at the end of your class.

Microphones	**Visual Aids**	**Audio Equipment**
DATES	**DATES**	**DATES**
_____ Wireless Lapel	_____ Video Document Camera	_____ Tape Cassette/CD Player
_____ Wireless Handheld	_____ Videotape/DVD	_____ Bose
_____ Headset Microphone	_____ Blu-Ray Player	

Computers

DATES

_____ PC computer

_____ Bringing own laptop/tablet – please specify device type and connection needed. _____

Teaching Aids

Lecterns on a table and a chair are standard equipment in all rooms.

_____ Light for Lectern   _____ Stools

Special Equipment

DATES

_____ Piano

_____ Electronic Keyboard

_____ Video Camera

_____ Music Stands: _____ Number**

****Music stands MUST BE returned to the racks after use! ****

Comments/Explanations: _____

_____

_____