



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 Administrative Use Only

Program Coordinator Review _____
 Area Coordinator Review _____
 Entered into Allstars _____

Course Content Form Yes No
 Equipment Request Form Yes No
 Cat Code _____

Osher Lifelong Learning Institute at the University of Delaware in Wilmington

Course Proposal Form – Fall 2017

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

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

Content Category (Check One)

- | | | |
|---|--|---|
| <input type="checkbox"/> (A) Art History/Appreciation | <input type="checkbox"/> (H) Literature | <input type="checkbox"/> (N) Info Tech - General Topics |
| <input type="checkbox"/> (B) Fine Arts | <input type="checkbox"/> (J) Philosophy/Religion | <input type="checkbox"/> (O) Languages |
| <input type="checkbox"/> (C) Performing Arts | <input type="checkbox"/> (K) Writing | <input type="checkbox"/> (P) Life Sciences |
| <input type="checkbox"/> (D) General Studies | <input type="checkbox"/> (L) Computers- Mac | <input type="checkbox"/> (Q) Health & Wellness |
| <input type="checkbox"/> (E) Genealogy | (PC Labs use yellow form) | <input type="checkbox"/> (R) Physical Sciences/Math |
| <input type="checkbox"/> (F) Culture/Social Studies | <input type="checkbox"/> (M) Mobile Computing | <input type="checkbox"/> (S) Econ/Finance/Politics/Law |
| <input type="checkbox"/> (G) History | | |

(L) Computers - PC -- Use Yellow PC Lab Form (X) Extracurricular Activity – Use Pink Extracurricular Form

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

Would you like to set an enrollment limit? No Yes, limit enrollment to _____

Instructional Mode: active discussion lecture video-based

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.

*****Closed for 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: _____

COURSE DESCRIPTION:

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)**.

BIOGRAPHICAL INFORMATION:

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 **September 11 – December 8, 2017**.

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: _____

Do you plan any course trips? Circle One: **No** **Yes****

****If "Yes,"** please follow the instructions in the "Trip Pak" available at the Reception Counter.

Additional Information:

Signature: _____ **Date:** _____

Instructor 1

Signature: _____ **Date:** _____

Instructor 2

Signature: _____ **Date:** _____

Instructor 3

Thank you for volunteering to teach!

Course Content Form – Fall 2017

All courses - new, repeated and continued - require a Course Content Form.

Course Title _____

Instructor 1 _____

Instructor 2 _____

Instructor 3 _____

Course Prerequisites: _____

Course Co-requisites: _____

Materials Required: _____

Text Book(s) required and their cost: _____

Course Outline/Syllabus

(You may list broad topics, a detailed weekly schedule, or a formal syllabus; see samples on the following page. 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. If you do not have access to a computer to send the file, please see the Program Coordinator for assistance.)

SAMPLES OF COURSE CONTENT/OUTLINE

<p><u>Gothic Cathedrals Class Schedule</u> Instructor: Don Grimes Prerequisites: None Materials: None 1.Introduction + What Is a Cathedral ? * 2.Life in the Middle Ages –Prof. Dan Callahan 3.Vaulting * + Terminology & A Time Line 4.St. Denis* + Some more Terminology & Sizes 5.Notre Dame, Paris* + Geometry and Rose Windows 6.Cathedral Construction** + The Black Death 7.Chartres* + Saints, Relics, & Pilgrimages 8.Amiens * + Materials of Construction 9.Cathedral Music : Organ –Prof. Larry Peterson 10.Cathedral Music : Choral –Prof. Larry Peterson 11.English Cathedrals* + Who Built and Paid for Them 12.Italian Cathedrals* + Two Significant People 13.Gothic Today* + National Cathedral & Sagrada Familia * = Teaching Company Lecture ** = NOVA DVD</p>	<p><u>Digital Cameras: Hands-on Basics</u> Instructor: Don Whiteley Prerequisites - None Materials Required: Student should have a digital camera and the camera manual Type Instruction: Power Point (and lectures) but student questions and input are expected to guide the actual content of each week’s program. Week 1- Learning about your camera, the battery, memory cards, setting basic settings like setting the time, selecting image quality, LCD display settings, reset function and other one-time settings. Week 2- Basic settings that control the image such as lens aperture, shutter speed, ISO, white balance, focus settings and illustrations of what how they effect the image. Week 3- Advanced settings such as the use of preset modes, flash settings, zoom and macro use, self timers, exposure adjustment, playback functions. Week 4- Special functions such as bracketing, exposure adjustment, face and smile recognition, taking videos, panoramas, continuous shooting, options for printing images. Week 5- What makes a good photograph. Consideration of factors such as lighting, composition, depth of field, rule of thirds, background, framing. Week 6- Presenting your photographs. Using Powerpoint, Pro Show, Crazy Talk, Photo Books and other interesting ways to display your creations to others.</p>
<p><u>Still More Earth’s Treasures</u> Instructor: Jimmie Patton Prerequisite: None Materials: None</p> <p>Solar Radiation- The solar energy spectrum and its utilization for food, health, recreation and energy source.</p> <p>Winds and Waves – Earth’s fluids in motion provide recreation, transport, power generation and occasionally hazards.</p> <p>Waterfalls – Dramatic scenery and a renewable energy source. Some are natural, some man-made. All are geologically young and temporary.</p> <p>Waterfronts – Past, present and future of prized real estate.</p>	<p>Fall 2013 Circle Singers Syllabus Instructor: Ellie Munson</p> <p>The purpose of Circle Singers is to have a class where those of varying musical abilities and a love of singing can get together to sing folk songs. Folk music is music of the people, and so we sing a wide variety of songs. Ideas for songs are shared and some semesters there is a theme, but for most there is not. Some class members may bring an instrument which they already know how to play, such as a guitar, banjo, dulcimer, recorder, violin or percussion instruments to accompany the folk songs, whereas others may just bring their vocal chords. The class members have fun singing together as we rehearse for gigs to be performed toward the end of each semester at various venues in the community like nursing homes or senior citizen groups as part of the Osher UD LLL Outreach program, as well as in our Lobby. The ability to read music is not required. Often the music that we work from just has words and chords, or we may learn a folk song by listening to a CD. The underlying spirit of camaraderie and the shared love of singing make the class a fun experience for all.</p>

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.

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

<u>Computers</u>	<u>Special Equipment</u>
<u>DATES</u> ____ PC computer ____ Bringing own laptop/tablet – please specify device type and connection needed. _____	<u>DATES</u> ____ Piano ____ Electronic Keyboard ____ Video Camera ____ Music Stands: _____ Number**
<u>Teaching Aids</u> <u>Lecterns on a table and a chair are standard equipment in all rooms.</u> ____ Light for Lectern ____ Stools	<u>**Music stands MUST BE returned to the racks after use! **</u>

Comments/Explanations: _____
