Summer 2018 COURSE PROPOSAL FORMS & INSTRUCTIONS

Summer Session Dates: July 10 – August 2, 2018

Summer Session classes take place on Tuesdays, Wednesdays and Thursdays from July 10 through August 2, 2018. The first period is 75 minutes in length (9:00-10:15 a.m.); the second period is 90 minutes (10:30 a.m.-noon). Extracurricular activities are scheduled at 12:30 p.m.

To propose a course, please complete the attached forms and return them to the office no later than November 22, 2017 (1st call) or February 16, 2018 (final call).

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 and reviewed 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.

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!
Osher Lifelong Learning Institute at the University of Delaware in Wilmington

Course Proposal Form – Summer Session 2018


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)
__ (A) Art History/Appreciation __ (B) Fine Arts __ (C) Performing Arts __ (D) General Studies __ (E) Genealogy __ (F) Culture/Social Studies __ (G) History
__ (H) Literature __ (J) Philosophy/Religion __ (K) Writing __ (L) Computers- MAC __ (M) Mobile Computing __ (N) Info Tech - General Topics __ (O) Languages __ (P) Life Sciences __ (Q) Health & Wellness __ (R) Physical Sciences/Math __ (S) Econ/Finance/Politics/Law

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

Summer courses meet on Tuesday, Wednesday, and Thursday mornings for 4 weeks July 10 – August 2.

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.

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-10:15</td>
<td>9:00-10:15</td>
<td>9:00-10:15</td>
</tr>
<tr>
<td>10:30-12:00</td>
<td>10:30-12:00</td>
<td>10:30-12:00</td>
</tr>
</tbody>
</table>

Additional scheduling info: __________________________________________
Because summer classes meet only four times, it is important that no class be cancelled. Should an emergency require that you must miss a class session, please explain your plan for covering the class. Examples could include arranging for a substitute instructor or showing a video that you have previously arranged.

**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).

________________________
________________________
________________________
________________________

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!
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. Attach this form and any additional pages to your course proposal.)
OSHER LIFELONG LEARNING-WILMINGTON – EQUIPMENT REQUEST FORM – Summer 2018

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.

<table>
<thead>
<tr>
<th>Microphones</th>
<th>Visual Aids</th>
<th>Audio Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATES</strong></td>
<td><strong>DATES</strong></td>
<td><strong>DATES</strong></td>
</tr>
<tr>
<td>Wireless Lapel</td>
<td>Video Document Camera</td>
<td>Tape Cassette/CD Player</td>
</tr>
<tr>
<td>Wireless Handheld</td>
<td>Videotape/DVD</td>
<td>Bose</td>
</tr>
<tr>
<td>Headset Microphone</td>
<td>Blu-Ray Player</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computers</th>
<th>Special Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATES</strong></td>
<td><strong>DATES</strong></td>
</tr>
<tr>
<td>PC computer</td>
<td>Piano</td>
</tr>
<tr>
<td>Bringing own laptop/tablet – please specify device type and connection needed.</td>
<td>Electronic Keyboard</td>
</tr>
<tr>
<td></td>
<td>Video Camera</td>
</tr>
<tr>
<td></td>
<td>Music Stands: _____ Number**</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Teaching Aids</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecterns on a table and a chair are standard equipment in all rooms.</td>
<td></td>
</tr>
<tr>
<td>Light for Lectern</td>
<td>Stools</td>
</tr>
</tbody>
</table>

Comments/Explanations: ____________________________________________________________

__________________________________________________________________________