



Osher Lifelong Learning Institute
at University of Delaware in Wilmington

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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!



For Office Use Only

Area Coordinator Review _____
 Program 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 – Summer Session 2018

First Call Deadline: **November 22, 2017**. Final Call Deadline: February 16, 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)

- | | | |
|---|--|---|
| <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 | <input type="checkbox"/> (M) Mobile Computing | <input type="checkbox"/> (R) Physical Sciences/Math |
| <input type="checkbox"/> (F) Culture/Social Studies | | <input type="checkbox"/> (S) Econ/Finance/Politics/Law |
| <input type="checkbox"/> (G) History | | |

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.

Tuesday		Wednesday		Thursday	
9:00-10:15		9:00-10:15		9:00-10:15	
10:30-12:00		10:30-12:00		10:30-12:00	

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!

Course Content Form – Summer 2018

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.

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

Comments/Explanations: _____
