



Osher Lifelong Learning Institute
at University of Delaware in Wilmington

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2020 SPRING COMPUTER LAB COURSE PROPOSAL FORMS & INSTRUCTIONS

Please use these forms for Computer Labs held in Rooms 202 or 214.

Spring Semester Dates: February 10 – May 15, 2020

13 weeks

(No Classes during Spring Break March 30-April 3, 2020)

Course Proposals are due in the OLLI office no later than **FRIDAY, September 27, 2019.**

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 separate 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 _____

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

2020 SPRING**COMPUTER LAB COURSE PROPOSAL FORMS****FOR PC LABS 214 & 202 Only**

Mac Labs and other courses use standard course proposal form.

Completed Course Proposals are due in the Office by **Friday, September 27, 2019.****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 12.****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.*****13 sessions from February 10 – May 15, 2020*** Closed for Spring Break – March 30-April 3, 2020*****

| 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 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 40 words**.

Classes meet for **13 sessions** from **February 10 – May 15, 2020**. **No classes over Spring Break, March 30-April 3.**
Please explain any schedule deviations.

Is a textbook 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!

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Course Content Form – 2020 Spring

This form must be completed for ALL COURSES, new, repeated, or continuing.

Course Title _____

Instructor 1 _____

Instructor 2 _____

Instructor 3 _____

Course Prerequisites: _____

Course Co-requisites: _____

Materials Required: _____

Software Required for laptop computers _____

Textbook(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.

EQUIPMENT REQUEST FORM – 2020 Spring

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>DATES</u> |
| _____ Wireless Lapel |
| _____ Wireless Handheld |
| _____ Headset Microphone |

| <u>Visual Aids</u> |
|-----------------------------|
| <u>DATES</u> |
| _____ Video Document Camera |
| _____ Videotape/DVD |
| _____ Blu-Ray Player |

| <u>Audio Equipment</u> |
|-------------------------------|
| <u>DATES</u> |
| _____ Tape Cassette/CD Player |
| _____ Bose |

| <u>Computers</u> |
|--|
| <u>DATES</u> |
| _____ PC computer |
| _____ Bringing own laptop/tablet – please specify device type and connection needed. _____ |
| <u>Teaching Aids</u> |
| <u>Lecterns on a table and a chair are standard equipment in all rooms.</u> |
| _____ Light for Lectern |
| _____ Stools |

| <u>Special Equipment</u> |
|---|
| <u>DATES</u> |
| _____ Piano |
| _____ Electronic Keyboard |
| _____ Video Camera |
| _____ Music Stands: _____ Number** |
| **<u>Music stands MUST BE returned to the racks after use!</u>** |

Special Needs: _____
