2019 SPRING COMPUTER LAB COURSE PROPOSAL FORMS

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

Spring Semester Dates: February 11 – May 17, 2019

13 weeks

(Spring Break April 1-5, 2019)

Course Proposals are due in the OLLI office no later than **FRIDAY, September 28, 2018**.

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

2019 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 28, 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

**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 11 – May 17, 2019***
***Closed for Spring Break – April 1-5, 2019***

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>9:00-10:15</td>
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<td>10:30-11:45</td>
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<td>12:30-1:45</td>
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<td>11:30-12:30</td>
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<td>2:00-3:15</td>
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<td>2:00-3:15</td>
<td>2:00-3:15</td>
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</tbody>
</table>

**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 11 – May 17, 2019. No classes over Spring Break, April 1-5, 2019.
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!

Osher Lifelong Learning Institute at the University of Delaware in Wilmington
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.)
OSHER LIFELONG LEARNING-WILMINGTON – EQUIPMENT REQUEST FORM – 2019 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.

<table>
<thead>
<tr>
<th>Microphones</th>
<th>Visual Aids</th>
<th>Audio Equipment</th>
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</thead>
<tbody>
<tr>
<td>DATES</td>
<td>DATES</td>
<td>DATES</td>
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<tr>
<td>_____ Wireless Lapel</td>
<td>_____ Video Document Camera</td>
<td>_____ Tape Cassette/CD Player</td>
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<tr>
<td>_____ Wireless Handheld</td>
<td>_____ Videotape/DVD</td>
<td>_____ Bose</td>
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<tr>
<td>_____ Headset Microphone</td>
<td>_____ Blu-Ray Player</td>
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<table>
<thead>
<tr>
<th>Computers</th>
<th>Special Equipment</th>
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<tbody>
<tr>
<td>DATES</td>
<td>DATES</td>
</tr>
<tr>
<td>_____ PC computer</td>
<td>_____ Piano</td>
</tr>
<tr>
<td>_____ Bringing own laptop/</td>
<td>_____ Electronic Keyboard</td>
</tr>
<tr>
<td>tablet – please specify device type and</td>
<td>_____ Video Camera</td>
</tr>
<tr>
<td>connection needed.</td>
<td>_____ Music Stands: _____ Number**</td>
</tr>
<tr>
<td></td>
<td>**Music stands MUST BE returned to the racks after use! **</td>
</tr>
</tbody>
</table>

Teaching Aids

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

<table>
<thead>
<tr>
<th>Lecterns</th>
<th>Stools</th>
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<tbody>
<tr>
<td>_____ Light for Lectern</td>
<td>_____</td>
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</table>

Comments/Explanations: ________________________________________________________________

__________________________________________________________

Z:\Curriculum + Course Proposals\Course Proposals Forms by semester and year\2019 Spring\Equipment Request Form - 2019 Spring.docx