2019 SPRING COURSE PROPOSAL FORMS & INSTRUCTIONS

Spring Semester Dates: February 11 – May 17, 2019

13 weeks

(No Classes during 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

Course Proposal Form – 2019 Spring

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 ____________________________

**Content Category (Check One)**

___ (A) Art History/Appreciation  ___ (G) History  ___ (N) Info Tech - General Topics

___ (B) Fine Arts  ___ (H) Literature  ___ (O) Languages

___ (C) Performing Arts-Participation  ___ (J) Philosophy/Religion  ___ (P) Life Sciences

___ (C) Performing Arts-Appreciation  ___ (K) Writing  ___ (Q) Health & Wellness

___ (D) General Studies  ___ (L) Computers- Mac  ___ (R) Physical Sciences/Math

___ (E) Genealogy  ___ (PC Labs use yellow form)  ___ (S) Econ/Finance/Politics/Law

___ (F) Culture/Social Studies  ___ (M) Mobile Computing

**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.

***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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<tbody>
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<td>9:00-10:15</td>
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**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 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 Desk.**

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: 

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 separate 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.
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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<tbody>
<tr>
<td><strong>DATES</strong></td>
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<td>____ Wireless Lapel</td>
<td>_______ Video Document Camera</td>
<td>_______ Tape Cassette/CD Player</td>
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<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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<th>Computers</th>
<th>Special Equipment</th>
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<tr>
<td><strong>DATES</strong></td>
<td><strong>DATES</strong></td>
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<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>
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<td></td>
<td>Music Stands: _____ Number**</td>
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<tr>
<td><strong>Teaching Aids</strong></td>
<td><strong>Music stands MUST BE returned to the racks after use!</strong></td>
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<tr>
<td>__________ Light for Lectern</td>
<td><strong>Music stands MUST BE returned to the racks after use!</strong></td>
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<td><strong>Music stands MUST BE returned to the racks after use!</strong></td>
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<tr>
<td>____ Stools</td>
<td><strong>Music stands MUST BE returned to the racks after use!</strong></td>
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Comments/Explanations: __________________________________________

__________________________________________

__________________________________________