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!
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***

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

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________


__________________________________________________________________________________________

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.
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.

<table>
<thead>
<tr>
<th>Microphones</th>
<th>Visual Aids</th>
<th>Audio Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATES</td>
<td>DATES</td>
<td>DATES</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>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computers</th>
<th>Special Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATES</td>
<td>DATES</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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teaching Aids</th>
<th><strong>Music Stands MUST BE returned to the racks after use!</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecterns on a table and a chair are standard equipment in all rooms.</td>
<td>Music Stands: ______ Number**</td>
</tr>
<tr>
<td>______ Light for Lectern</td>
<td></td>
</tr>
<tr>
<td>______ Stools</td>
<td><strong>Music stands MUST BE returned to the racks after use!</strong></td>
</tr>
</tbody>
</table>

Special Needs: ________________________________

__________________________________________________________________________