2020 SPRING COURSE PROPOSAL FORMS & INSTRUCTIONS

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!

UNIVERSITY OF **D**ELAWARE

Osher Lifelong Learning Institute at the University of Delaware in Wilmington
Course Proposal Form – 2020 Spring

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

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   __ (Y) Community Service

(L) Computers - PC -- Use Yellow PC Lab Form   (X) Extracurricular Activity – Use Pink Extracurricular Form

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 10 – May 15, 2020Closed 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: _____

<u>COURSE DESCRIPTION</u>:   **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**.

_____

_____

_____

<u>BIOGRAPHICAL INFORMATION</u>:   **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 **<u>February 10 – May 15, 2020</u>**. **No classes Spring Break, March 30-April 3, 2020.** 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

Course Content Form – 2020 Spring

<u>This form must be completed for ALL COURSES, new, repeated, or continuing.</u>

Course Title _____

Instructor 1 _____

Instructor 2 _____

Instructor 3 _____

Course Prerequisites: _____

Course Co-requisites: _____

Materials Required: _____

Textbook(s) required and their cost: _____

<u>Course Outline/Syllabus</u>

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.

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.

Microphones
DATES
_____ Wireless Lapel
_____ Wireless Handheld
_____ Headset Microphone

Visual Aids
DATES
_____ Video Document Camera
_____ Videotape/DVD
_____ Blu-Ray Player

Audio Equipment
DATES
_____ Tape Cassette/CD Player
_____ Bose

Computers
DATES

_____ PC computer
_____ Bringing own laptop/tablet – please specify device type and connection needed. _____

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

_____ Light for Lectern   _____ Stools

Special Equipment
DATES

_____ Piano
_____ Electronic Keyboard
_____ Video Camera
_____ Music Stands: _____ Number**
****Music stands MUST BE returned to the racks after use! ** **

Special Needs: _____

_____

_____