2020 FALL COMPUTER LAB COURSE PROPOSAL FORMS & INSTRUCTIONS

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

Fall Semester Dates: September 8 – December 11, 2020

No Classes: OLLI Anniversary, October 9; Election Day, November 3; Thanksgiving, November 25-27.

Course Proposals are due in the OLLI office no later than FRIDAY, March 6, 2020.
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 FALL

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, March 6, 2020.

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: __________________________

Level of difficulty for catalog listing (Check One): __ 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? (Check One): __ Room 202 __ Room 214

Limit for desktop computers (maximum 12): ______ 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.

*14 weeks from September 8 – December 11, 2020*

*No Classes: OLLI Anniversary, October 9; Election Day, November 3; Thanksgiving, November 25-27, 2020*

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<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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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 weekly from September 8 – December 11, 2020.
No classes: OLLI Anniversary, October 9; Election Day, November 3; Thanksgiving, November 25-27, 2020.
Please list any schedule deviations (late start, early ending, planned absences.)
__________________________________________________________________________________________

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
Computer Lab Course Content Form – 2020 Fall

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:

__________________________________________________________________

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.)
EQUIPMENT REQUEST FORM – 2020 Fall

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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<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>
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<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>
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<td>Bringing own laptop/tablet – please specify device type and connection needed.</td>
<td>Electronic Keyboard</td>
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<td></td>
<td>Video Camera</td>
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<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>
</tr>
<tr>
<td>Lecterns on a table and a chair are standard equipment in all rooms.</td>
<td><strong>Music stands MUST BE returned to the racks after use!</strong></td>
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<td>Light for Lectern</td>
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<td>Stools</td>
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Comments/Explanations:

______________________________________________________________


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