2019 FALL COMPUTER LAB COURSE PROPOSAL FORMS

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

Fall Semester Dates: September 3 – December 6, 2019

14 weeks

(No Classes during Thanksgiving - November 28 & 29, 2019)

Course Proposals are due in the OLLI office no later than FRIDAY, March 8, 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

2019 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 8, 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.

*14 sessions from September 3 – December 6, 2019* *Closed for Thanksgiving – November 28 & 29, 2019*

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

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

BIOPGRAPHICAL 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 or 14 sessions, depending on the day of the week, from September 3 – December 6, 2019.
No classes during Thanksgiving, November 28 & 29, 2019.

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 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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</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>
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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>
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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/tablet – please specify device type and connection needed.</td>
<td>Electronic Keyboard</td>
</tr>
<tr>
<td></td>
<td>Video Camera</td>
</tr>
<tr>
<td></td>
<td>Music Stands: _____ Number**</td>
</tr>
<tr>
<td>**Music stands MUST BE returned to the racks after use! **</td>
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</table>

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<tr>
<th>Teaching Aids</th>
<th></th>
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<tbody>
<tr>
<td>Lecterns on a table and a chair are standard equipment in all rooms.</td>
<td></td>
</tr>
<tr>
<td>_____Light for Lectern</td>
<td>_____Stools</td>
</tr>
</tbody>
</table>

Comments/Explanations: ________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________