Osher Lifelong Learning Institute
at University of Delaware in Wilmington

115 Arsht Hall
2700 Pennsylvania Avenue
Wilmington, Delaware 19806
Ph 302/573-4417
Fax 302/573-4505

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 underlined 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 DELAWARE

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

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: _____

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.

Microphones	**Visual Aids**	**Audio Equipment**
DATES	**DATES**	**DATES**
_____Wireless Lapel	_____Video Document Camera	_____Tape Cassette/CD Player
_____Wireless Handheld	_____Videotape/DVD	_____Bose
_____Headset Microphone	_____Blu-Ray Player	

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! **

Comments/Explanations:_____

_____

_____