



Osher Lifelong Learning Institute
at University of Delaware in Wilmington

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2020 FALL COURSE PROPOSAL FORMS & INSTRUCTIONS

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!



For Administrative Use Only

Program Coordinator Review _____
 Area Coordinator Review _____
 Entered into Allstars _____

Course Content Form Yes No
 Equipment Request Form Yes No
 Cat Code _____

Osher Lifelong Learning Institute at the University of Delaware in Wilmington

Course Proposal Form – 2020 Fall

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

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.

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 text book 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!

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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: _____

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. If you do not have access to a computer to send the file, please see the Program Coordinator for assistance.

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.

<u>Microphones</u>	<u>Visual Aids</u>	<u>Audio Equipment</u>
<u>DATES</u>	<u>DATES</u>	<u>DATES</u>
_____ Wireless Lapel	_____ Video Document Camera	_____ Tape Cassette/CD Player
_____ Wireless Handheld	_____ Videotape/DVD	_____ Bose
_____ Headset Microphone	_____ Blu-Ray Player	

<u>Computers</u>	<u>Special Equipment</u>
<u>DATES</u>	<u>DATES</u>
_____ PC computer	_____ Piano
_____ Bringing own laptop/tablet – please specify device type and connection needed. _____	_____ Electronic Keyboard
	_____ Video Camera
	_____ Music Stands: _____ Number**
	** <u>Music stands MUST BE returned to the racks after use!</u> **
<u>Teaching Aids</u>	
<u>Lecterns on a table and a chair are standard equipment in all rooms.</u>	
_____ Light for Lectern	
_____ Stools	

Comments/Explanations: _____
