2019 FALL COURSE PROPOSAL FORMS & INSTRUCTIONS

Fall Semester Dates: September 3 – December 6, 2019

14 weeks

(No Classes over 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

Course Proposal Form – 2019 Fall

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: ____________________________________________________________________________

Content Category (Check One)

(A) Art History/Appreciation  (B) Fine Arts  (C) Performing Arts-Participation  (D) General Studies

(C) Performing Arts-Appreciation  (E) Genealogy  (F) Culture/Social Studies

_(G) History  (H) Literature  (I) Philosophy/Religion  (J) Writing

_(K) Writing  (L) Computers- Mac  (M) Mobile Computing

*(PC Labs use yellow 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 sessions from September 3 – December 6, 2019*  *Closed for Thanksgiving – November 28 & 29, 2019*

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<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</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 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. Please explain any schedule deviations.

_______________________________________________________________________________

Is a textbook 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 – 2019 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 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 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.
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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<tbody>
<tr>
<td>Dates</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>
<td>Bose</td>
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<td>Headset Microphone</td>
<td>Blu-Ray Player</td>
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<th>Special Equipment</th>
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<tr>
<td>Dates</td>
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<tr>
<td>PC computer</td>
<td>Piano</td>
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<tr>
<td>Bringing own laptop/tablet – please specify device type and connection needed.</td>
<td>Electronic Keyboard</td>
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<tr>
<td></td>
<td>Video Camera</td>
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<tr>
<td></td>
<td>Music Stands: Number**</td>
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**Music stands MUST BE returned to the racks after use!**

Teaching Aids

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

| Light for Lectern | Stools |

Comments/Explanations: ________________________________________________________________

__________________________________________________________

Z:\Curriculum + Course Proposals\Course Proposals Forms by semester and year\2019 Fall\Equipment Request Form - 2019 Fall.docx