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!
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 __ (B) Fine Arts __ (C) Performing Arts-Participation __ (C) Performing Arts-Appreciation __ (D) General Studies __ (E) Genealogy __ (F) Culture/Social Studies __ (G) History __ (H) Literature __ (J) Philosophy/Religion __ (K) Writing __ (L) Computers- Mac __ (M) Mobile Computing (PC Labs use yellow form) __ (N) Info Tech - General Topics __ (O) Languages __ (P) Life Sciences __ (Q) Health & Wellness __ (R) Physical Sciences/Math __ (S) Econ/Finance/Politics/Law __ (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*

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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 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!

Osher Lifelong Learning Institute at the University of Delaware in Wilmington
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.

Microphones

- Wireless Lapel
- Wireless Handheld
- Headset Microphone

Visual Aids

- Video Document Camera
- Videotape/DVD
- Blu-Ray Player

Audio Equipment

- Tape Cassette/CD Player
- Bose

Computers

- 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

- Piano
- Electronic Keyboard
- Video Camera
- Music Stands: _____ Number**

**Music stands MUST BE returned to the racks after use!**

Comments/Explanations: _____________________________________________

_______________________________________________