

# 2020 SPRING COURSE PROPOSAL FORMS & INSTRUCTIONS

**Spring Semester Dates: February 10 – May 15, 2020**

**13 weeks**

### (No Classes during Spring Break March 30-April 3, 2020)

Course Proposals are due in the OLLI office no later than **FRIDAY, September 27, 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](mailto: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](mailto: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 Spring

Completed Course Proposals are due in the Office by **Friday, September 27, 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 (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.

### \*\*\*13 sessions from February 10 – May 15, 2020\*\*\*Closed for Spring Break – March 30-April 3, 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 **13 sessions** from **February 10 – May 15, 2020**. **No classes Spring Break, March 30-April 3, 2020.** Please explain any schedule deviations.

Is a text book 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 – 2020 Spring**

# 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**.](mailto: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 Spring

### 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**

**DATES**

Wireless Lapel

Wireless Handheld

Headset Microphone

**Visual Aids**

**DATES**

Video Document Camera

Videotape/DVD

Blu-Ray Player

**Audio Equipment**

**DATES**

Tape Cassette/CD Player

Bose

Stools

Light for Lectern

**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.**

**Special Equipment**

**DATES**

Piano

Electronic Keyboard

Video Camera

Music Stands: Number**\*\***

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

## Special Needs:

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