**For Office Use Only**

Area Coordinator Review \_\_\_\_\_\_\_\_\_\_ Course Content Form Yes No

Program Coordinator Review \_\_\_\_\_\_\_\_\_\_ Equipment Request Form Yes No

Entered into Allstars \_\_\_\_\_\_\_\_\_\_ Cat Code \_\_\_\_\_\_\_\_\_\_\_\_\_

Osher Lifelong Learning Institute at the University of Delaware in Wilmington

**Course Proposal Form – 2020 Summer Session**

Please return to the Office no later than February 17, 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

\_\_ (CP) Performing Arts-Particip.

\_\_ (CA) Performing Arts-Apprec.

\_\_ (D) General Studies

\_\_ (E) Genealogy

\_\_ (F) Culture/Social Studies

\_\_ (G) History

\_\_ (H) Literature

\_\_ (J) Philosophy/Religion

\_\_ (K) Writing

\_\_ (L) Computers- MAC

\_\_ (M) Mobile Computing

\_\_ (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

**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

**Summer courses meet on Tuesday, Wednesday, and Thursday mornings for 4 weeks July 7 – 30, 2020**.

**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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tuesday** | | **Wednesday** | | **Thursday** | |
| 9:00-10:15 |  | 9:00-  10:15 |  | 9:00-10:15 |  |
| 10:30-12:00 |  | 10:30-12:00 |  | 10:30-12:00 |  |

**Additional scheduling info**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Because **summer classes meet only four times**, it is important that no class be cancelled. Should an emergency require that you must miss a class session, please explain your plan for covering the class. Examples could include arranging for a substitute instructor or showing a video that you have previously arranged.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 nine (9) catalog lines (40 - 50 words)**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**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 seven (7) catalog lines (30-40 words).**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 Counter.)

Additional Information:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor 1

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor 2

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor 3

**Thank you for volunteering to teach!**

**Course Content Form – 2020 Summer Session**

**All courses - new, repeated and continued - require a Course Content Form.**

**Course Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor 1** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor 2** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructor 3** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Prerequisites**:

**Course Co-requisites**:

**Materials Required**:

**Text Book(s) required and their cost:**

**Course Outline/Syllabus (required)**

You may list broad topics, a detailed weekly schedule, or a formal syllabus. Attach this form and any additional pages to your course proposal.

OSHER LIFELONG LEARNING-WILMINGTON – EQUIPMENT REQUEST FORM

# 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.

**Audio Equipment**

**DATES**

Tape Cassette/CD Player

Bose

**Visual Aids**

**DATES**

Video Document Camera

Videotape/DVD

Blu-Ray Player

**Microphones**

**DATES**

Wireless Lapel

Wireless Handheld

\_\_\_\_\_\_Headset Microphone

# Special Equipment

# DATES

Piano

Electronic Keyboard

Video Camera

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

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

## 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

**Comments/Explanations:**