

**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 \_\_\_\_\_\_\_\_\_\_ Course Content Form Yes No

Area 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 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

 **(PC Labs use yellow form)**

\_\_ (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

 **(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**.

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

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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 40 words.**

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

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Classes meet forweekly 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:

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

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**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.

