Osher@Dartmouth Study Leader’s Short Checklist

By the deadline for the term in which you want to lead a course submit a course proposal to the OSHER office using the form at http://osher.dartmouth.edu.

You will need this information:
- a short, attractive course title,
- an informative course description (200 words max),
- a short description for the Valley News (40 words max),
- the days and times you will be available to teach,
- the maximum class size,
- the A/V equipment you will need and when you will need it, and
- a short biography (80 words max).
- all required texts and copying for which students will be charged

At least one month prior to the term submit the following to the office:
- welcome letter, and
- syllabus (including reading assignments).

At least a week prior to the term:
- visit the classroom, especially for offsite locations,
- select your Class Rep or ask the office to select one, and
- arrange for an A/V test and/or instruction, if appropriate or needed.

The first day of class:
- optionally bring snacks for the break,
- arrive early and check out the equipment,
- introduce yourself, and, perhaps, what motivated you to teach this course,
- introduce the Class Rep and have Class Rep explain his/her duties,
- allow class members to introduce themselves (briefly),
- determine course cancellation policy (esp. winter term), and
- remind people of how you want to manage discussion.

Important tip: There is a Study Leader Handbook which covers most everything important in much more detail. It is available at the web site or, in hard copy, from the office. Every study leader should have a copy.

Section VI of the Study Leader Handbook has an extended checklist for study leaders.

Submission deadlines (double-check with the office)

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Fall</td>
<td>April 15</td>
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<tr>
<td>Winter</td>
<td>August 15</td>
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<td>Spring</td>
<td>October 31</td>
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Students are often concerned about the cost of required textbooks and of copied materials they must pay for. Be as explicit as possible.

2-4 weeks before the start of the term there will be a briefing for new study leaders. New SLs will receive an email invitation

The classroom belongs to you for the half-hour before your class

If you use A/V equipment arrive at least 15 minutes before class time.

This can cause time problems in larger classes. Alternative is to have them state their names, where they’re from, and a bit of personal info.

Contact info:
Email: osher@dartmouth.edu
Phone: (603) 646-0154
Fax: (603) 646-0138
7 Lebanon Street, Suite 107
Hanover, NH 03755