

GUIDE TO ONLINE COURSE PROPOSALS

The Osher at Dartmouth staff, to better help you prepare to fill out an online course proposal, developed this document, which details the contents of our online course proposal forms.

Please use this document for reference only; it is not intended to be used in lieu of a formal proposal.

As you look through this document, keep in mind the following items:

1. Starting on the next page, everything you see will appear on the actual form, aside from entries in red, which are used to indicate where you would provide your answers.
2. Required fields are noted with an asterisk. *NOTE: When you begin to work on your actual online proposal, required questions must be completed. The form will not move from the current page until you answer the question. If you find that you're stuck on a page of the online proposal, try scrolling up and looking for error messages - you're usually stuck because something is missing. See the examples at the end of this document.*

Finally, we want you to know that you have the ability to begin your online proposal and leave it before finishing it. You can return to complete it at a later date, PROVIDED you are:

1. Using the same device (laptop, tablet, etc.) you used to begin the proposal, AND
2. You are using the same browser and have NOT cleared your browsing history.

See the last page of this document for more info on the "finish later" method of submitting a course proposal.

PAGE ONE:

Osher at Dartmouth Course Proposal

WELCOME, AND THANKS FOR OFFERING YOUR COURSE! This form helps the Osher at Dartmouth Curriculum Committee and staff schedule and plan for your course. Please read the questions carefully, complete the form to the best of your ability, and include any additional notes or requests you wish for your course.

Don't forget, your entries will not be saved or sent to the Osher staff until you hit the 'Done' button at the end of this form!

Thank you!

***1. Please enter your name and contact information: (Note: If you do not have an email address, enter N/A.)**

Name

Address

City/Town

State/Province

ZIP/Postal Code

Email Address

Phone Number

2. Please use this box to share any additional information or details regarding your personal contact information (alternative contact information, availability, etc.):

Response Field

***3. Will there be an additional Study Leader for this course?**

Yes or No

A 'Yes' response will take you to the Course Description section. A 'No' response takes you to the Additional Study Leader(s) section.

PAGE TWO (You will only encounter this page if you responded 'Yes' to question 3.)

Additional Study Leader(s)

***4. Please enter the name and contact information for the additional Study Leader:**

Name

Address

City/Town

State/Province

ZIP/Postal Code

Email Address

Phone Number

5. If there is more than one additional Study Leader, please enter their name(s) and contact information here: *(Please include the same contact items requested above.)*

Response Field

PAGE THREE

Course Description

The following items collect the information about your course that we will use in our catalog and Valley News insert. The same course title will be used in both publications; there is no need to provide a shortened version for the VN insert.

Your course catalog description should be approximately 1,500 characters, or 2-3 short paragraphs.

Your biography should fit into a single paragraph (500 characters or less).

(TIP: To check the length of your course description and bio, perform the following exercise. Open a word processing document and set up a standard 8.5" x 11" page. Place your course description and bio on the page, and format them to fit into a single column on either side of the page. Remember that there will be catalog content above and below your text, so your text will only fit into about 75% of the height of the page. If your content does not fit into that single column with a font size of 11 or higher, you may need to edit down your text.)

Your Valley News course description should be 2-3 sentences long. Please note that we only list your name in the VN insert; we do not publish your bio.

Your course description should include:

An opening Interest Catcher which includes some of the following:

- historical context
- relevance
- background quotes or statistics
- asks a focus question

The Main Descriptive Body should describe your curriculum:

- topic area
- length of course
- course focus and goals (list 2-3)
- course content summary (topic area)
- reference to potential audience
- student expectations (what they will do, required readings, classwork)

Examples of Teaching Format(s) that you will use:

- Lecture
- Student presentation
- Small group work
- Discussion and Debate
- Guest speakers
- Film and visual aids

Osher welcomes proposals for courses on controversial topics and expects that in their course descriptions Study Leaders will make clear that divergent points of view are welcome and will specify means by which those differences will be addressed. If the study leader intends only to present one side or point of view, that must be made clear in the course description. Proposers with questions should contact the Osher office directly.

***6. Course Title (*The same title will be used in both the catalog and the Valley News insert.*)**

Response Field

PAGE THREE, continued

***7. Course Description**

1,500 characters, or 2-3 short paragraphs

(Please remember that your course description and biography must fit together in a single column on our catalog page. If either item is too long, we will ask you to edit your content to fit.)

Response Field

***8. Valley News Course Description (A short, 2-sentence description of the main theme/goal of your course.**

You've already supplied your title in the field above.)

Response Field

***9. Study Leader Biography**

500 characters, a single paragraph

(A short, single-paragraph biography of yourself and any additional Study Leaders. Please remember that your course description and biography must fit together in a single column on our catalog page, and if either item is too long we will ask you to edit your content to fit.)

Response Field

10. Additional Info

Response Field

PAGE FOUR

Category/Subject

Each course catalog features a subject breakdown in order to help our members quickly identify courses of interest. Please review the list below, which includes a brief description of each subject, and select the subject that you feel MOST CLOSELY MATCHES the course you intend to offer.

ARTS - Creative arts, media arts, fine arts, and culture

CURRENT AFFAIRS - Issues appearing in today's headlines; topics may cover a wide variety of subjects and disciplines

HUMANITIES - Languages, literature, philosophy, religion

INSTRUCTIONAL - Personal development or practical instruction

INTERDISCIPLINARY - Topics combine more than one major discipline

NATURAL SCIENCE - Topics include biology, chemistry, geology, mathematics, physics, etc.

SOCIAL SCIENCE - Anthropology, economics, history, political science, psychology, sociology

TRAVEL - May include material regarding past journeys as well as study in anticipation of future travel plans

*11. Category/Subject

Select from the pull-down menu, which will list each of the categories detailed above.

Scheduling

Please select the days and times that will work best for you. Multiple selections are encouraged (although not required) in order to allow the office more freedom in scheduling course times and placement for the term. If you are aware of any particular dates and times when you cannot lead your class, or if one or more class sessions will require a special schedule, please indicate this in the 'Notes' section below.

NOTE: Time slots will change each term. You will be able to select multiple time slots on any desired day of the week, and there is also a blank field where you can enter a desired, alternate time slot of your own.

12. MONDAY

There will be multiple 2-hour time slots listed, as well as a blank field for your custom entry.

13. TUESDAY

There will be multiple 2-hour time slots listed, as well as a blank field for your custom entry.

14. WEDNESDAY

There will be multiple 2-hour time slots listed, as well as a blank field for your custom entry.

15. THURSDAY

There will be multiple 2-hour time slots listed, as well as a blank field for your custom entry.

16. FRIDAY

There will be multiple 2-hour time slots listed, as well as a blank field for your custom entry.

17. Scheduling Notes *(Please use this space to provide any additional notes or alternate preferences regarding scheduling.)*

Response Field

*18. Course Duration - How many sessions do you plan to hold? *(Classes traditionally meet once each week for two hours - please use the Notes field below to let us know if you have alternative preferences or plans.)*

Select from the pull-down menu - each term will offer a maximum number of class sessions. Use the notes field below if your desired selection does not appear in the pull-down menu for your term.

19. Course Duration Notes:

Response Field

Group Preferences

***20. Number of Participants** *(Please indicate the ideal number of participants for your course. Our courses contain, on average, about 20 participants, but can be sized smaller or larger. We normally require a minimum of 8 participants to hold a course.)*

Response Field

***21. Additional Section(s):** Should your course collect an extensive wait-list of interested registrants, would you be willing to lead one or more additional sections during this same term?

Yes or No

Location

We currently utilize the DOC House (Dartmouth Outing Club House, at the north end of Occom Pond) located at 10 Hilton Field Road in Hanover, NH for most of our classes. DOC House will often be the first option we consider for any course, although we often request space at the Hanover Senior Center and local libraries if there is no conflict with other scheduled events at those locations.

If you wish your course to take place at a location other than the DOC House, please note it here. While we will do our best to reserve space away from the DOC House, we cannot guarantee availability. If you have any other specific requirements or wishes for your location (art studio space, auditorium seating, etc.) please note it here.

***22. Location:**

Response Field

PAGE SEVEN

Course Materials

Please help us better prepare for your course by giving us as much information as possible regarding the materials you plan to utilize for your class.

READING PACKET

A reading packet is a collection of documents or files that you have compiled specifically for use in your course. It may contain excerpts from several novels or texts, analytical data, graphs and charts, or other types of media. Reading packets tend to be supplied to participants prior to the first class session, although variations on this schedule can be accommodated.

***23. Do you plan to offer a reading packet for your course?**

Yes or No

24. If you are offering a reading packet, will it be required or optional?

Required or Optional

PHOTOCOPIES

For the purposes of this form, the term "photocopies" refers to items that are not included as part of a reading packet. These may be items distributed on a weekly basis, or as current events provide new information you wish to share with your class. While you may not yet know if you will require photocopies, we ask that you give us your best forecast. We ask this question in order to prepare the office and your participants for a potential charge if copies are produced using office equipment, or if you will be submitting an invoice for reimbursement for copying fees.

***25. Do you plan to utilize Osher office resources to generate photocopies for your course?**

Yes or No

***26. Do you plan to submit a reimbursement request to the Osher office for photocopies for your course?**

Yes or No

27. Please use this space to include any thoughts or plans you may have for printed packets and/or handouts for your course:

Response Field

Book/Text Requirements

Please Note:

1. **IT IS THE RESPONSIBILITY OF THE STUDY LEADER** to contact either the Dartmouth Bookstore at (603) 643-3616 or Norwich Bookstore at (802) 649-1114 to confirm that the textbook(s) you wish to order for your course are available **BEFORE** you submit this form to the Osher at Dartmouth Office. **PLEASE BE AWARE THAT MANY OF OUR MEMBERS WILL ATTEMPT TO PURCHASE LOCALLY RATHER THAN ONLINE!**
2. **THE TOTAL COST OF THE TEXTBOOK(S) YOU SELECT ADDED TOGETHER SHOULD NOT EXCEED \$60!** Please confirm with the bookstore staff how much your textbook(s) will cost, and note the price on this form.
3. If you **REQUIRE** a textbook for your course, **IT IS VITAL THAT IT IS ACTUALLY USED DURING THE COURSE!** In the past, some participants have reported that they purchased textbooks for a course that were never referred to, or used very little during the course. Please remember that you can make it optional for your participants to purchase textbooks.

***28. Will any books/texts be needed for your course? (Either required OR optional.)**

Yes or No

If you respond 'Yes' to this question, you will be taken to the Book 1 section (Question 30, page Nine). If you response 'No', you will be taken to the Additional Book info section (Question 38, page Thirteen).

***29. Please indicate which local bookstores you have contacted regarding availability of your text(s):**

- Hanover Bookstore (a.k.a. Dartmouth Bookstore/Barnes & Noble)
- Norwich Bookstore
- Other (please specify)

You'll be able to select one or more of the options listed above; if you select 'Other', please enter the name of the business or web address you contacted/investigated.

PAGE NINE (You will only visit this page if you answered 'Yes' to question 28.)

Book 1

***30. Book 1: Please remember to check the availability of your book/text with both local booksellers and online resources, and complete all requested fields.**

Author

Title

Publisher

ISBN

Cost

Is this book required (R) or optional (O)? (You will select Required or Optional from a pull-down menu.)

***31. Are you requiring or suggesting any other books?**

Yes or No

If you response 'Yes' to this question, you'll be taken to the Book 2 section on page Ten. If you respond 'No' you'll be taken to the Additional Book info section (Question 38, page Thirteen).

PAGE TEN (You will only visit this page if you answered 'Yes' to question 31.)

***32. Book 2: Please remember to check the availability of your book/text with both local booksellers and online resources, and complete all requested fields.**

Author

Title

Publisher

ISBN

Cost

Is this book required (R) or optional (O)? (You will select Required or Optional from a pull-down menu.)

***33. Are you requiring or suggesting any other books?**

Yes or No

If you response 'Yes' to this question, you'll be taken to the Book 3 section on page Eleven. If you respond 'No' you'll be taken to the Additional Book info section (Question 38, page Thirteen).

PAGE ELEVEN (You will only visit this page if you answered 'Yes' to question 31.)

***34. Book 3: Please remember to check the availability of your book/text with both local booksellers and online resources, and complete all requested fields.**

Author

Title

Publisher

ISBN

Cost

Is this book required (R) or optional (O)? (You will select Required or Optional from a pull-down menu.)

***35. Are you requiring or suggesting any other books?**

Yes or No

If you response 'Yes' to this question, you'll be taken to the Book 4 section on page Twelve. If you respond 'No' you'll be taken to the Additional Book info section (Question 38, page Thirteen).

PAGE TWELVE

***36. Book 4: Please remember to check the availability of your book/text with both local booksellers and online resources, and complete all requested fields.**

Author

Title

Publisher

ISBN

Cost

Is this book required (R) or optional (O)? (You will select Required or Optional from a pull-down menu.)

***37. Are you requiring or suggesting any other books?**

Yes or No

Regardless of your answer, you will be taken to the Additional Book info section (Question 38, page Thirteen).

Additional Book/Text Information and Notes

38. Please enter any additional book or text information here:

Response Field

PAGE FOURTEEN

Equipment

This section deals with any potential equipment you may need for your classroom, as well as any help you might require in preparing or conducting your class using that equipment.

Please specify any items of equipment you will need: this provides additional help in determining where best to locate your course. We do not need to know which specific session(s) will require this equipment - we will follow up with you as your course start date approaches.

You can visit the following website for a description and image of each piece of equipment listed below: http://osher.dartmouth.edu/docs/equipment_breakdown.pdf

NOTE: Classrooms at the DOC House are equipped with white dry-erase boards.

Slide Projector

We have a limited number of slide projectors available. Slide projectors can be used at off-campus course locations - a sign-out sheet must be completed.

***39. Will you require the use of a Slide Projector?**

Yes or No

LCD Projector

LCD projectors must be used with either a laptop or a DVD/Blu-Ray/VHS player. We have equipment available for use - see relevant questions below.

***40. Will you require the use of an LCD projector?**

Yes or No

41. Will you require the use of an Osher Laptop?

(We have a limited number of laptops available for use during class sessions. We have a wide variety of adapters and connections which will allow you to use your own laptop should you wish to bring it to class.)

Yes or No

Document Camera

The document camera is used to project a magnified image of items you wish to share with your class, such as **photos, maps, art objects, wildlife-related items like bird feathers, etc.** Ideal for use with items you do not want to pass around the room, or which require a high degree of magnification.

***42. Will you require the use of our Document Camera?**

Yes or No

Overhead/Transparency Projector

For use with **TRANSPARENCIES**.

***43. Will you require the use of our Overhead/Transparency Projector?**

Yes or No

Table-Top Lectern

***44. Will you require the use of a Table-Top Lectern?**

Yes or No

Blu-Ray Player

Our DOC House location and many of our external locations can only support certain types of media. Our Blu-Ray players can play commercially-produced Blu-Ray and DVDs. If you will be using a copied DVD, you may need to use your laptop to properly show the disc content.

***45. Will you require the use of a Blu-Ray Player?**

There are three pull-down menu options here:

Yes - Blu-Ray

Yes - DVD/VHS

No

CD/Cassette Player

Yes or No

***46. Will you require the use of our CD/Cassette Player?**

Easel w/Paper

Yes or No

***47. Will you require the use of an Easel with Paper?**

Map Display Board

Yes or No

***48. Will you require the use of a Map Display Board?**

Microphone/Voice Amp Equipment

Yes or No

***49. Will you require the use of a Microphone or Voice Amp Equipment?**

Yes or No

50. Equipment Notes: *(Please use this space to provide any additional notes or preferences regarding classroom equipment.)*

Response Field

***51. Would you like assistance with technology during class sessions?** *(At the DOC House, staff will be present to help set up prior to class; this question is to determine whether you need someone **present for the duration of your class session to help with tech needs.**)*

Yes or No

***52. Will you be using the internet in class?**

Yes or No

***53. Will you be downloading videos from the internet for use in class?**

Yes or No

PAGE FIFTEEN

Almost done!

If you have completed this form, click the 'Done' button below to submit your course proposal to the Osher at Dartmouth office. If you need to modify any of your entries, click the 'Prev' button to return to other parts of this form.

Once we have reached the course proposal deadline for this term, the Osher staff and members of the Vetting Committee will begin work to build a term schedule, determine location and room assignments, and develop a rough draft of the course catalog and Valley News insert. **A staff member will communicate with you to provide you with the chance to review your catalog and Valley News insert entries before publication.**

If you have any questions, contact the Osher at Dartmouth office at (603) 646-0154, or e-mail osher@dartmouth.edu.

A 'Done' button appears at the bottom of this page. Once you click on it, your completed form is submitted.

END OF FORM

TROUBLESHOOTING

The following describes problems you may encounter when completing an online proposal form. Contact the office if your problem is not listed here.

Required Items

Almost every page of the course proposal contains at least one required item. If you try to move to a new page without providing an answer to a required field, the form will not budge. If you scroll back up the page, you'll find a red text warning indicating the place(s) where you must provide an answer before moving on.

Start, Pause, Resume

YOU CAN START A PROPOSAL, LEAVE IT, THEN PICK UP WHERE YOU LEFT OFF LATER! That is, of course, provided you work from the same device (desktop computer, laptop, tablet, etc.), and you are using the same browser you started in. (And your browser history is intact.)

The "finish later" process works on a page-by-page basis rather than a question-by-question basis. This means that if you have completed all REQUIRED items on a page and hit the 'Next' button, your content on that single page has been saved. If you continue in this manner, you can take a break from your proposal after hitting the 'Next' button at the end of a page. (Provided you are successfully taken to the next page.)

If you leave a page before completing all of the required items on that page, **EVERYTHING** on that page will be lost, even individual required questions you may have completed. You'll have to start from the top of that page when you return. (Previous completed pages should still be intact.)