

Osher Lifelong Learning Institute at Dartmouth's Course Proposal

This form helps the Osher Lifelong Learning Institute 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.

Page 1

Q1 Please select the term:

Fall
Winter
Spring
Summer

Q2 Please enter your contact information:

First Name

Last Name

Address

City/Town

State

Zip Code

Email Address

Phone Number

Q3 Please provide a *head shot of yourself (optional).

*Head shot will appear next to your biography on the online registration site for your course.

Q4 Are you a new Osher study leader?

Q5 If you are a returning study leader, what was the last term you offered a course?

Q6 Did you take the "Discovering Your Osher Teaching Style" course?

Q7 Would you like a *mentor?

*A mentor is a seasoned Osher study leader that new study leaders can communicate with or ask them to sit in your course for feedback.

Q8 Would you like to be a *mentor?

*A mentor is a seasoned Osher study leader that new study leaders can communicate with or ask them to sit in your course for feedback.

Q9 Will there be an additional Study Leader for this course?

Page 2: Additional Study Leader(s)

Q10 Please enter contact information for co-leader:

Q11 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.)

Page 3: Course Description

Q12 Course Title

Q13 Course Description

(1,500 characters or less)

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.

Q14 Valley News Course Description

(300 characters or less)

Q15 Study Leader(s)

Biography(500 characters or less)

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Page 4: Category/Subject ARTS - Creative arts, media arts, fine arts, and culture

Q16 Category/Subject 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

Page 5: Scheduling

Q17 MONDAY 9:00 AM - 11:00 AM
11:30 AM - 1:30 PM
2:00 PM - 4:00 PM
4:30 PM - 6:30 PM
Other (please specify)

Q18 Tuesday 9:00 AM - 11:00 AM
11:30 AM - 1:30 PM
2:00 PM - 4:00 PM
4:30 PM - 6:30 PM
Other (please specify)

Q19 Wednesday 9:00 AM - 11:00 AM
11:30 AM - 1:30 PM
2:00 PM - 4:00 PM
4:30 PM - 6:30 PM
Other (please specify)

Q20 THURSDAY 9:00 AM - 11:00 AM
11:30 AM - 1:30 PM
2:00 PM - 4:00 PM
4:30 PM - 6:30 PM
Other (please specify)

Q21 Friday 9:00 AM - 11:00 AM
11:30 AM - 1:30 PM
2:00 PM - 4:00 PM
4:30 PM - 6:30 PM
Other (please specify)

Q22 Scheduling/Location Notes

Please use this space to provide any additional notes or alternate preferences regarding scheduling and location.

Q23 Course Duration - How many sessions do you plan to hold?

Classes traditionally meet once each week for two hours - please use the Notes field above to let us know if you have alternative preferences or plans.

Q24 Please indicate the ideal number of participants for your course.

Maximum number:

Minimum number:

Page 6: Course Materials

Q25 Do you plan to offer a reading packet for your course?

Q26 If you are offering a reading packet, will it be required or optional?

Q27 Do you plan to distribute handouts in class?

Q28 Please use this space to include any thoughts or plans you may have for printed packets and/or handouts for your course:

Page 7: Book/Text Requirements

Q29 Will any books/texts be needed for your course?

Page 8: Book

Q30 Book:

Author

Title

Publisher

ISBN

Cost

Q31 Is this text required or optional?

Page 12: Tech & Equipment

Q43 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.

Q44 Will you be using the internet in class?

Q45 Do you plan on using any equipment in class?

(projector, DVD player, lectern, easel, etc.)

Page 12: Tech & Equipment

Page 13: Equipment

Q46 Will you require a Slide Projector?

Q47 Will you require an LCD projector?

LCD projectors must be used with either a laptop or a DVD/Blu-Ray/VHS player.

Q48 Will you require 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.

Q49 Will you require a Document Camera?

The document camera is used to project a magnified image of items you wish to share with your class. Ideal for use with items you do not want to pass around the room, or which require a high degree of magnification.

Q50 Will you require an Overhead/Transparency Projector?

Q51 Will you require a Table-Top Lectern?

Q52 Will you require a Blu-Ray/DVD Player?

Our DOC House location and many of our external locations can only support certain types of media. NOTE: our Blu-Ray and DVD players require the use of an LCD projector to share the film with the class.

Q53 Will you require an CD/Cassette Player?

Q54 Will you require an Easel with Paper?

Q55 Will you require a Map Display Board?

Q56 Will you require a Microphone or Voice Amp Equipment?

Q57 Equipment Notes:
