

Study Leader's Short Guide to Offering a Course

Submitting a Course Proposal

To offer a course, please find your desired term in the list below and submit a course proposal to the Osher office by the associated deadline:

Winter	August 15	(courses take place January - March)
Spring	October 15	(courses take place March - May)
Summer	January 15	(courses take place June - August)
Fall	April 15	(courses take place September - November)

NOTE: Proposal deadlines are scheduled well in advance of actual term dates due to the amount of preparation required before the start of each term.

What you need to enter your course proposal:

- A little time - online entry of your proposal may take anywhere from fifteen minutes to an hour or more, depending on how much information you've prepared before starting to complete the form
- A short, interesting course title (about 100 characters long)
- An informative course description (highlight the main topics/ideas, provide info on the aspects you feel participants will be most interested in - 1500 characters max)
- A shorter course description, 2 sentences or less, for our Valley News promo flier
- A short biography (800 characters max) of yourself and any co-leader(s)
- The days and times you will be available to teach
- The maximum class size you would prefer
- What type of equipment/media you will be utilizing in class
- Any required texts or materials for which students will be charged

NOTE: Fee should not exceed \$60 per student. Please keep in mind that many of our participants must budget their class expenses before committing to registration - we try to provide as much info as we can regarding class fees PRIOR to the opening day of registration.

One Month Before the Term Begins

- The Osher office will email Study Leaders the link to their Google Drive course folder
- Final deadline for reading packets (office prefers to receive before opening day of registration)
- Any photocopied materials required for first class session must be at the office

2-4 weeks before term, new Study Leaders receive info regarding date and time of orientation session (a briefing for new study leaders).

At Least One Week Before the Term Begins

- Office will send class roster and contact info for each participant
- You should supply your students with your welcome letter, syllabus, and other information such as their reading list, special information, etc.
- Visit your classroom site if you are not familiar with the location
- Communicate with the office regarding a Class Rep
- Arrange for an A/V test and/or instruction if needed for your class

On the First Day of Class

- If you are using A/V equipment, arrive at least 15 minutes before class starts
- Participants often enjoy snacks during the break - discuss options/preferences with your Class Rep before this first session
- Introduce yourself and perhaps discuss what motivated you to teach the course

The classroom is YOURS for the 15-20 minutes prior to your scheduled start time.

- Introduce the Class Rep and have them explain their duties
- Allow class members to briefly introduce themselves (In larger classes, this may take time and interfere with the class schedule)
- Determine and discuss class cancellation policy and phone tree/communication options
- Remind or inform participants of your preferences regarding discussion

Important Tip:

There is a **Study Leader Handbook** (updates coming 2017) that covers these issues and many more in detail. It is available on the Osher website, or you can request a printed copy from the office. Every Study Leader should review this book!

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

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