

## 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:

<b>Winter</b>	September 5	(courses take place January - March)
<b>Spring</b>	November 1	(courses take place March - May)
<b>Summer</b>	February 1	(courses take place June - August)
<b>Fall</b>	May 1	(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
- 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

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

### Important Tip:

There is a **Study Leader Handbook** 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.

### Contact Info for the Osher at Dartmouth Office:

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