CREATING AND SUBMITTING YOUR COURSE CONTENT ONLINE

NOTE: Create your course title, description, biography, and Valley News entry in Microsoft Word - or a similar word processing program - BEFORE clicking the online link to start your course proposal submission. This enables you to proofread your entries before copying and pasting them into the online form, and also allows you to check your character count.

COURSE TITLE:
- The same title will be used for both the catalog entry and the Valley News entry.
- Try for a course title that clearly and concisely explains the main theme of your course. Lengthy titles can sometimes prove intimidating. Keep it simple whenever possible.

COURSE DESCRIPTION:
Content should be 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

OSHER@Dartmouth 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@Dartmouth office directly.

NOTE: Every so often we receive proposals on identical topics or ones that overlap significantly. In such an event, the Curriculum Committee will be in touch with the affected study leaders.

VALLEY NEWS DESCRIPTION

Content should be 300 characters or less.

Entries in the Valley News are, by necessity, very short. Try to describe the main theme of your class in just two or three short sentences.

STUDY LEADER BIOGRAPHY

Content should be 500 characters or less.

Give potential class participants an idea of who you are as a Study Leader and your appreciation of the topic you will be presenting. While some courses may benefit from presenting your educational or real-world experience with the topic, there's no need to provide a resume-style list of credentials.