



**Osher Lifelong
Learning Institute**
at Dartmouth

Welcome and Term

Hello,

Thank you for your interest in offering a course for Osher at Dartmouth. Our volunteer Study Leaders are the heart and soul of Osher at Dartmouth. If you have any questions before or during the course proposal process, please feel free to call the Osher at Dartmouth office at (603) 646-0154. We are available Monday through Thursday 8:30 AM to 4:30 PM and Fridays 8:30 AM to 1:00 PM.

Thank you, again, and we look forward to working with you!

Lisa King

Program Manager

Please select the term(s) you'd like to offer the course.

Fall 2022 (August 22 - November 18, 2022) - deadline to submit May 3, 2022

Winter 2023 (January 9 - March 17, 2023) - deadline to submit September 12, 2022

Spring 2023 (April 3 - June 16, 2023) - deadline to submit December 12, 2022

Fall 2023 (August 21 - November 17, 2023) - deadline to submit May 5, 2023

Study Leader Info

Contact Information

First Name

Last Name

Address

City/Town

State

Zip Code

Email Address

Phone Number (xxx-xxx-xxxx)

Name as it should appear on namebadge

Please provide a headshot of yourself (optional)

If there is more than one Study Leader, please enter their name(s) and contact information here:

Are you a new Osher Study Leader?

Yes

No

When was the last term you offered a course?

Would you like a mentor? (A mentor is a seasoned Study Leader who can be a resource for your questions and concerns as you design and deliver your course.)

Yes

No

Would you like to be a mentor?

Yes

No

Course Information

Course Title

(maximum 50 characters)

Course Description

(maximum 1,500 characters)

Brief Course Description for Advertising

(maximum 300 characters)

Study Leader Biography

(maximum 500 characters; please note that this limit is a sum of all bio content for all Study Leaders, not an allowance for each individual bio)

Category/Subject

ARTS (creative arts, media arts, fine arts, culture)

CURRENT AFFAIRS (issues from today's headlines; topics may cover a wide range of subjects and disciplines)

HUMANITIES (languages, literature, philosophy, religion)

INSTRUCTIONAL (personal development or practical instruction)

INTERDISCIPLINARY (topics combine more than one major discipline)

NATURAL SCIENCES (biology, chemistry, geology, mathematics, physics, etc.)

SOCIAL SCIENCES (anthropology, economics, history, political science, psychology, sociology)

TRAVEL (includes material regarding past journeys as well as study in anticipation of future travel plans)

Select your desired schedule (multiple selections are encouraged in order to allow the office more freedom in planning the term)

			Mondays	Tuesday	Wednesday	Thursday
9:30 AM - 11:30 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:30 PM - 2:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:30 PM - 5:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4:30 PM - 6:30 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:00 PM - 7:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide any additional scheduling notes here.

How many sessions do you plan to hold?

1 2 3 4 5 6 7 8

Slide bar to select number of sessions

Please indicate the ideal number of participants for your course.

Maximum number

Minimum number

Class Format

Study Leaders presenting a course via Zoom for the first time must complete the training workshop offered by Osher staff each term. We will let you know of upcoming trainings before term.

Have you ever taught a course via Zoom before?

Yes

No

Reliability of your internet connect

Unreliable (often freezes, disconnects)

Fairly reliable (occasional freezes)

Always reliable (never a problem)

Would you like to broadcast your course from One Court Street to avoid connection difficulties?

Yes

No

Would you like to record your Zoom class sessions? (Recordings are shared only with registered participants.)

Yes

No

Classroom Equipment

What type of device do you plan to use for class?

Note: We do not recommend using a tablet to present Zoom courses.

Mac

PC

none

Do you plan to use two screens? (This would mean your laptop plus an external monitor or the classroom display.)

Yes

No

The One Court Street classrooms have TV screens to display your presentation, YouTube videos, etc.

What equipment will you need in the classroom?

Wireless Presentation Remote

Tabletop name plates for participants

Conference Call Phone

Document Camera

CD Player

DVD Player

No equipment needed

Other, please specify below.

Course Materials and Textbooks

Study Leaders may be reimbursed for up to \$60 for course materials. Please save any receipts and mail them to the Osher at Dartmouth office (One Court Street, Suite 380, Lebanon, NH 03766).

Do you plan to distribute any course materials? (You will need to provide these digital materials via email or by uploading them to your course's Google Drive folder.)

Yes

No

Comments:

Are the course materials required reading or optional?

Required

Optional

Will class members need any books for your course?

Yes

No

Book Notes:

- 1. It is the responsibility of the Study Leader to email the [Norwich Bookstore](#) or [Still North Books](#) to confirm that the book(s) you wish to order for your course are available before you submit this form.**
- 2. The total cost of the required book(s) should not exceed \$60. Please confirm with the bookstore staff how much your book(s) will cost, and note the price on this form.**
- 3. If you require a book for your course, it is vital it is used during the course. Please remember that you can make it optional for your participants to purchase the book.**

Have you confirmed availability and pricing with [Norwich Bookstore](#) or [Still North Books](#)?

Yes, I confirmed with Norwich Bookstore.

Yes, I confirmed with Still North Books.

No

Book 1 Information

Author

Title

Publisher

ISBN-13 (xxx-xxxxxxxxxx)

Cost

Required or Optional

Are you requiring or suggesting any other books?

Yes

No

Book 2 Information

Author

Title

Publisher

ISBN-13 (xxx-xxxxxxxxxx)

Cost

Required or Optional

Are you requiring or suggesting any other books?

Yes

No

Book 3 Information

Author

Title

Publisher

ISBN-13 (xxx-xxxxxxxxxx)

Cost

Required or Optional

Please enter any additional book information here: