Osher at Dartmouth Course Proposal

This form is intended as a worksheet to help you collect the information our staff and volunteers will rely on as we build our term catalog and prepare for your course. Each item listed below appears as a question in our online proposal form.

Please contact our office at (603) 646-0154 if you have any questions or need assistance with any of the items you see here.

* **Please select the term you would like to offer your course**. (Dates for each term are found on the Osher website; proposal due dates vary for our winter, spring, and fall terms.)

**CONTACT INFORMATION**

* **Contact Information**
	+ First Name
	+ Last Name
	+ Address
	+ City/Town
	+ State
	+ Zip Code
	+ Email Address
	+ Phone Number
	+ Name as it should appear on name badge
* **Please provide a headshot of yourself** (optional)
* **If there is more than one Study Leader, please enter their name(s) and contact information (address, email, phone, etc as listed above)**
* **Are you a new Osher Study Leader?**
* **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.)
* **Would you like to be a mentor?**

**COURSE INFORMATION**

* **Course Title** (maximum 50 characters, including spaces)
* **Course Description** (maximum 1,200 characters, including spaces)
* **Brief Description for Advertising** (maximum 500 characters, including spaces)
* **Biography** (maximum 500 characters, including spaces)
* **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)

**SCHEDULING**

* **How will you present?** Zoom, In-person, or HyFlex is in-person (Teaching in-person with participants in the classroom and on Zoom)
* **Are you comfortable with the class being recorded?** (Only applies to Zoom or HyFlex courses; recordings are only shared with class participants.)
* **Select your desired schedule** (Specific day and 2-hour time slots will be listed in this section, starting at 9:00 AM and ending at 5:00 PM. Time slots vary depending on course format and term. Multiple selections are encouraged to allow the office more freedom in planning the term.)
* **What month would you prefer the course to begin?** (Different month options will appear depending on which term you selected.)
* **Please provide any additional scheduling notes here.**
* **How many sessions do you plan to hold?** (Courses may run from 1 to 8 sessions; fall term allows as many as 10.)
* **Please indicate the ideal number of participants.**
	+ Maximum number
	+ Minimum number

**EQUIPMENT**

* **What type of device do you plan to use?** (Note: We do not recommend using a tablet to present Zoom courses.)
	+ Mac
	+ PC
	+ None
* **Our One Court Street classrooms include TV screens to display your presentations or other media. What equipment will you need?**
	+ 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 BOOKS**

Study Leaders may be reimbursed for up to $60 for 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 materials?** (This includes lab fees, online readings, a supply list, entrance fees to off-site locations, supplies, etc.)
	+ **Yes**
	+ **No**
	+ **Lab/materials fee of $xx, to be paid to xx**
	+ **Comments?**
* **Are the materials required or optional?**

Book Notes: It is your responsibility to email the Norwich Bookstore or [Still North Books](https://www.stillnorthbooks.com/contact) to confirm that the book(s) you wish to order are available before you submit this form. 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. 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**](https://www.norwichbookstore.com/) **or** [**Still North Books**](https://www.stillnorthbooks.com/)**?**
	+ Yes
	+ No
* **Book 1 Information**
	+ Author
	+ Title
	+ ISBN-13
	+ Cost
	+ Is this book required or optional?
* **Book 2 Information**
	+ Author
	+ Title
	+ ISBN-13
	+ Cost
	+ Is this book required or optional?
* **Book 3 Information**
	+ Author
	+ Title
	+ ISBN-13
	+ Cost
	+ Is this book required or optional?
* **Book 4 Information**
	+ Author
	+ Title
	+ ISBN-13
	+ Cost
	+ Is this book required or optional?
* **Please enter any additional book information here.**

When you have gathered the information listed here, please [proceed to our website](https://dartmouth.co1.qualtrics.com/jfe/form/SV_6YhmsPzLvjrQ0K2) to submit your proposal.