

***The Osher Lifelong Learning Institute at RIT
Course Proposal - SPRING 2012***

Please complete both sides. You must print this form.

**If you require assistance completing this form,
please contact Julie at 292-8989 or ixm8184@rit.edu**

Indicate the duration of the course	
	Full Session: (10 weeks) April 2 – June 8
	First Session: (5 weeks) April 2 – May 4
	Second Session: (5 weeks) May 7 – June 8

1. Title of Course:

2. Course leader(s) information

Name	Phone Number	Email address

3. Course description for Catalog

The primary focus of the Osher Lifelong learning Institute is academically oriented courses. With this in mind, please describe your course in no more than 40 - 50 words as you would like it to appear in the course catalog. (If hand writing, you may attach an additional sheet for description and bio.)

4. Text or materials needed by class participants (titles, sources, cost - briefly please):

5. Catalog Biography

In no more than 30 words, what do you want your biography in the catalog to say about you?

6. Type of course you plan to present? (*Check as many as apply.*)

<input type="checkbox"/>	Lecture	<input type="checkbox"/>	Reading
<input type="checkbox"/>	Audio/Visual	<input type="checkbox"/>	Workshop
<input type="checkbox"/>	Peer Group Seminar (class members share leadership)	<input type="checkbox"/>	Field Study/Trip
<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Other
<input type="checkbox"/>	Writing	<input type="checkbox"/>	

7. Equipment:

Each classroom is equipped with Ceiling Projector, Presenter, Computer, Internet and DVD/VCR. Check below if you require any of the following additional equipment.

<input type="checkbox"/>	Audio Cart (CD, cassette, turntable)	<input type="checkbox"/>	Boom Box (portable)
<input type="checkbox"/>	Carousel Projector (35mm slides)	<input type="checkbox"/>	Easel

7A. *Course leaders should know how to use classroom equipment prior to the start of classes.*

Do you need training? **Circle one:** [YES] [NO]

8. Please consider all available time slots and specify 1st, 2nd, AND 3rd choices. You may be asked to switch to a different day/ time if all requests cannot be accommodated.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30 – 11:00 []	9:30 – 11:00 []	9:30 – 11:00 []	9:30 – 11:30 [] 2 hours	9:30 – 11:30 [] 2 hours
11:15:45 – 12:45 [one-session courses]	11:15 – 12:45 []	11:15 – 12:45 []	12:00 – 1:00 [Pfaudler]	11:45 – 1:15 []
1:30 – 3:30 [] 2 hours	1:30 – 3:00 []	1:30 – 3:00 []	1:30 – 3:30 [] 2 hours	

8A. *I would prefer a two-hour timeslot for my class.* **Circle one:** [YES] [NO] [NO PREFERENCE]

9. Please Specify Classroom Setup:

TABLES (rooms 1, 2, and 5)

CHAIRS/LECTURE (rooms 3 and 4)

NO PREFERENCE

10. Class Size Limits? What Size and Why? This is discouraged by Course Offerings Committee without good cause. If setting limits, are you willing to offer a second section if space is available?

Please send the completed form as an e-mail attachment to Julie at jxm8184@rit.edu or return a hard copy to the staff offices at Osher at RIT.

01/2012

THE DEADLINE FOR SPRING COURSE PROPOSALS IS MONDAY, January 23, 2012