Dear Study Leader,

Thank you for your interest in volunteering to be a Study Leader for the Osher Lifelong Learning Institute at Carnegie Mellon University. We are now organizing classes for the Summer Term, 2017 and invite you to submit a course proposal. We know you will find the experience rewarding.

Osher/CMU provides its members with brief, non-credit courses on a variety of subjects. It has steadily grown since its inception in 1992 to its present size of over 2,300 members, with a waiting list of about 1,000. Our students are very enthusiastic and participate actively in the learning process.

Courses are offered in three terms: Fall, Winter/Spring, and Summer, with two sessions per term. Roughly 120 to 150 courses per term are offered, enrolling over 1,000 students. Each session spans an 8-week period so study leaders can comfortably schedule their courses, allowing flexibility for late starts, rescheduled classes, etc. Courses meet once a week, generally for 1.5 or 2 hours. Most courses consist of five or six classes, but courses with fewer classes are possible. Most courses are held on the Carnegie Mellon campus, though some take place at various off-campus sites.

Study leaders are volunteers who come from various walks of life and have many different talents. Some present courses based upon their professional or business experience; some draw upon hobbies or avocations that have provided them with skills they can teach to others. A few study leaders act as coordinators and have different speakers each week. All of our study leaders find the process engaging and very rewarding. Non-member study leaders (and their spouse/significant other) who wish to join our Osher program may do so immediately after having taught a full-length course (consisting of at least five classes), thus avoiding a lengthy wait.

You can find further information about our program by visiting the Osher website, www.cmu.edu/osher. A great place to start is by viewing our catalog on our website, which will provide further information about our program.

**Summer, 2017 Term:**

1st session: May 8 – June 30, 2017

2nd session: July 3 – Aug. 25, 2017

Classes will not be held on Memorial Day (Mon., May 29) or the 4th of July.

This packet contains a course proposal form and instructions for completing it. Please read the instructions carefully before filling out the form. While we will accept the form through the mail, we prefer that you complete the form and email it to osher@cmu.edu as an attachment. The form can be downloaded from our website (www.cmu.edu/osher) by clicking on Propose Course in the left-hand column.

The information provided will appear in our catalog, which will be published in March 2017. The catalog requires a great deal of planning and coordination, so the deadline for receiving proposals is **Tuesday, December 6, 2016**. Note, however, that we assign classrooms on a first-come, first-served basis. **Late proposals are difficult to schedule and may not be accepted.** Once your proposal is received you will receive a confirmation and further important information from our Registrar, Lyn Decker.

It is a requirement that all study leaders have email accounts that they access regularly. This allows study leaders to communicate with their students easily through our online database system and allows the office staff to have an open line of communication.

I welcome you to the group of potential study leaders for the Osher/CMU program and look forward to receiving your course proposal. If you have questions, please feel free to contact me, your curriculum committee contact person, or Executive Director/Registrar Lyn Decker in the Osher office.

Sincerely,

Byron Gottfried
Curriculum Committee Chair
home phone: 412-373-0425
email: bsg129@gmail.com
COURSE PROPOSAL INSTRUCTIONS – SUMMER, 2017

Proposals are due Tuesday, December 6, 2016

COURSE DESCRIPTION

The course title cannot exceed 12 words.

Follow the directions on the course proposal form. You can view the most recent course catalog on the Osher website to see examples of course descriptions: www.cmu.edu/osher/course-catalog/index.html.

If there are several speakers or contributors participating in your course, mention them and their topics. If your course has more than one study leader, identify a course coordinator who will organize the course plan and keep presenters informed about content, logistics, etc.

Indicate if there will be any outside assignments, required texts or supplies, or required reading/writing.

BIOGRAPHY

Follow the directions on the course proposal form. View the most recent course catalog on the Osher website to see examples of study leader biographies: www.cmu.edu/osher/course-catalog/index.html.

SCHEDULING INFORMATION

Choose your session (first, second, either, or both). If you choose “either,” we will place your course in the session with fewer similar courses.

Specify the number of classes for your course (6 is the norm, but fewer meetings are possible) and the class length (either 1.5 or 2 hours, except in special circumstances). **We strongly recommend that non-activity classes (i.e., lecture-type classes) not exceed 1.5 hours.**

Select at least three time slots within the table, ranked in order of preference. With 150 courses, we cannot always accommodate everyone’s first choice. Courses that meet late afternoon, early evening, or on Friday are easier to schedule.

Please underline or circle your answers, and do not highlight, bold, or use another color.

COURSE LOGISTICS

Indicate the minimum number of students (below which the course will be cancelled) and maximum number of students (at which enrollment will be capped). Our on-campus rooms hold 50, 35, and 18 students. All courses must have at least 10.

Select a seating format, which will determine the classroom in which your course will be scheduled.

Select the type(s) of A/V equipment you will need. A training session on the use of this equipment will be offered before the beginning of the term. **New study leaders must attend this training session.** Returning study leaders are also encouraged to attend.

If you are teaching a computer course in a CMU computer cluster, please indicate what software you will need.

Please indicate if your course requires the purchase of a text and/or materials. Students must know in advance all costs that are associated with their courses.

- **Osher Lifelong Learning Institute policy regarding promotion of services or merchandise during class:**
  - **This policy is meant to ensure a comfortable atmosphere for all.**
  - You may mention books you have authored, and you may provide portions of your book as handouts for your class. If your book is the main text for your class, inform your class of the cost and places where it can be purchased.
  - You may not promote or sell your book(s), service(s) or merchandise during our classes
  - You may not advertise your professional services, distribute business cards or business literature, or promote your business in any way during your class.

Courses are booked by preferred day and times as they are received. The earlier you submit your proposal, the more likely you will be able to obtain your preferred location, day, and time.
OSHER/CMU COURSE PROPOSAL
Summer 2017 Term
(Submission deadline: Tuesday, December 6, 2016)

Name: ___________________________ Preferred Phone #: ____________
Address: ___________________________ Second Phone #: ____________
City, State Zip ___________________________ Email: ____________

Please check one:  □ new Study Leader to CMU Osher OR, returning SL with □ same or, □ new or, □ revised course
Name of Co-Study Leader: ___________________________ Email: ___________________________

Course Title: ___________________________ (Title of 12 or fewer words is required even if returning SL with the same course as before!)

Course Description: Please provide one paragraph, not more than 150 words, that conveys the content and will pique the interest of potential students. Bear in mind that students choose their courses based on your catalog description. Do not use lists, bullets, or indents. (Copy will be edited for style and length.) If everything is the same as the last time you taught, - check here □ - no new description is required.

Biography: Please provide a biography of not more than 200 words total, whether about one or multiple study leaders. Please make your biography pertinent to the course you are teaching. (Copy will be edited for style and length.) If your bio. is unchanged for this course, check here □ - no new bio. is required.

Non-refundable required fee for course supplies: $ ________________ Text book required for course: ________________

Over Please - Both sides MUST be completed by new and returning Study Leaders!
Complete both sides of this form. This form is available online at www.cmu.edu/osh, click on Propose Course.

Name, again please: ________________________________  First 3 words of title: _____________________________

Your answers will help determine the scheduling of your course. While we try to place everyone where and when they want, it isn’t always possible. Please give a range of options. Time and locations are allocated on a first in/first assigned basis – deadline is Tuesday, December 6, 2017. Please do not highlight your answers. Check off or circle each answer.

Session(s) you would like to teach?  □ Session One: 5/8/17 – 6/30/17  □ Session Two: 7/3/17 – 8/25/17  □ Either

To help us schedule your course, indicate at least 3 different choices for your class meeting times in the table below; use numbers 1 to 3 to indicate order of day and time preference:

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Classes will not be held on Memorial Day (5/30/17), or the 4th of July.

List date(s) you do not want to hold class?  _________________

Check how many times do you want your course to meet?  □ 1x  □ 2x  □ 3x  □ 4x  □ 5x  □ 6x  □ x

Check how long do you want each class to last?  □ 1 hr.  □ 1.5 hrs.  □ 2 hrs. (Unless your class is an activity class we recommend 1.5 hrs)

How many students are you willing to teach?  Minimum: _______  Maximum: _______  Osher classrooms hold 18, 35, and 50.

Room Format:  □ Conference Room/Table Seating  □ Classroom Style/Row Seating  □ Exercise/Dance Space
□ Theater/Piano  □ Kitchen  □ Other requirement: ___________________

Computer Lab for computer classes only:  □ PC  □ Mac  □ Linux  Software needed: ___________________

If you are providing your own classroom location, please provide the following:

Location: __________________________________________  Day/Date(s): ___________________________  Time: ___________________

(Note: If you are using an Apple device you must provide your own Apple Digital AV Adapter specific to your own device.)
(Our classroom style rooms are equipped with VGA and HDMI connectors for PC devices. We have the capacity to run DVDs and CDs.)

What type of device(s) will you be using for your presentations?  □ None  □ Own PC  □ Own Mac  □ Other: ___________________
(A code to access the CMU wireless internet will be provided to you at the time of your course)
(Note: Osher does have a laptop that can be borrowed for your classes – □ Yes, I’d like to use it.)

Any Special Requests?  _______________________________________________________________

Please send your completed proposal form to the Osher office Tuesday, December 6, 2016

Return by email (preferred): osher@cmu.edu
Return by U.S. mail: Osher Lifelong Learning Institute/Carnegie Mellon University
4909 Frew Street - Hunt Library
Pittsburgh, PA 15213-3833

Any questions, call your Curriculum Committee contact or Lyn Decker (Osher Registrar) at 412-268-7489.

Thank you for your proposal submission. Shortly after receipt, you will receive a confirmation email from the Osher office that your proposal has been received. Please contact the office if you do not receive this notice within 10 business days of submission. In early January you will receive a course confirmation. It is important that you review this document and give your consent as to the assigned dates, times, and location of your course. If the dates interfere with your personal calendar, send convenient dates to the Registrar who will work with you to plan final dates, times, etc.