

OSHER LIFELONG LEARNING INSTITUTE AT CARNEGIE MELLON
Curriculum Committee

Osher Lifelong Learning Institute at Carnegie Mellon ("Osher") is an organization which emphasizes an adult learning program. Since its inception in 1992, it has been growing constantly. The organization has over 1,700 members and 600+ take classes. It is housed at Carnegie Mellon University where 3 classrooms are designated for Osher to use. Other space on campus is available when not used by the University and a few classes are held off campus.

Study leaders who teach the classes are volunteers who work in the community as professionals-professors-business people-talents as well as Osher members and community residents (retired from the above categories) who have valuable information to share with the Osher students. Some instructors coordinate classes and have different speakers each week. The students are extremely interested in continuing their education. They have a lot of intellectual (and physical) energy and participate in classes enthusiastically. Study leaders find the teaching very rewarding.

The curriculum is divided into 3 terms: Fall, Winter-Spring and Summer. Each term has 2 independent six week sessions though the number of classes per session can be adjusted. Classes are held once a week and last 1-1/2 to 2 hours each. Classes start at 9:30 a.m. and usually end by 6:30 p.m. In the summer and early fall, classes can extend into the early evening.

Program Dates:

Winter Spring, 2010:	1 st session starts:	1/4/10	ends	2/12/10
	2 nd session starts:	3/1/10	ends	4/23/10
Summer Term, 2010:	1 st session starts:	5/3/10	ends	6/14/10
	2 nd session starts:	7/5/10	ends	8/13/10
Fall Term, 2010:	1 st session starts:	8/30/10	ends	10/15/10
	2 nd session starts:	11/1/10	ends	12/17/10

Please contact Sally Cohen
Chair, Curriculum Committee
Osher Office: 412-268-7489

**OSHER LIFELONG LEARNING INSTITUTE
AT CARNEGIE MELLON UNIVERSITY
STUDY LEADER INSTRUCTIONS – SUMMER 2010**

Dear Study Leader:

Thank you for your interest in serving as a Study Leader. We are grateful for the time and energy you are willing to give Osher, and know that you will find the experience rewarding.

We need information about the course you are offering and about you. A catalog listing the course offerings, their descriptions, and a brief bio. of the Study Leaders is published before the start of each term. We work on a very tight schedule, and need your material no later than January 15, 2010.

SCHEDULING OF CLASSES

- Each term is divided into two independent sessions of six weeks each. Please indicate which session you prefer. If you can be flexible, it helps us greatly in the scheduling of many classes into limited facilities.
- The usual number of classes per session is six, but variations are possible.
- The usual class period is 1½ to 2 hours, but exceptions can be made. We try to avoid offering classes earlier than 9:30 a.m. or ending later than 6:30 p.m.
- In order to schedule your class in an appropriate room, we must know what type of A/V equipment you will need.
- If you plan to send information to class members before the sessions begin, we will furnish mailing labels, but they must be requested now.
Our deadline is January 15, 2010.

COURSE DESCRIPTION

- Please submit a description of your course for use in the catalog. Use enough detail to convey the content and pique interest. If there are several speakers or contributors participating in your course, list them and their topics. Also, indicate the class format, e.g., predominately lecture, discussion, etc. Please understand copy may be edited for style and length.
- Please indicate any outside assignments or required reading/writing. If your class requires purchase of text and materials, please include this information.
- Be sure that the course you teach is the same as the course you describe. This will go into the catalog. Students come to class expecting the course to follow the catalog description.
- For courses that will have more than one study leader: Please identify the course coordinator who will organize the course plan and keep presenters informed about content, logistics, etc.

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STUDY LEADER INSTRUCTIONS – Summer 2010

BIOGRAPHICAL MATERIAL

Please submit a brief but informative bio. of yourself focusing on education, interests, and employment. Include details which describe your background and qualifications in the area you plan to teach. Copy will be edited for style and length. Please remember the January 15, 2010 deadline.

PARKING ARRANGEMENTS

The Osher office will provide you with parking vouchers for free parking in the East Campus Parking Garage if requested. Reserved parking for study leaders is prepaid by Osher and is NOT REFUNDABLE. If you want reserved parking, please check the box on the Proposal Form. Parking is arranged according to the class dates finalized for study leaders. If notified of class date changes ahead of time, the office may be able to find someone to use your original parking ticket. In addition, the office will arrange for a new ticket for your changed date.

NOTIFICATION FROM REGISTRAR

In late January, you will receive notification of the day and time of your Summer course. Please notify the Registrar immediately if the dates conflict with your calendar. Then, a few weeks before class begins, the Registrar will send out your class roster, class location and information about training dates for A/V equipment.

FEEDBACK

We welcome your feedback and suggestions at the conclusion of your course.

Once again, thank you!

The Curriculum Committee

Chair: Sally Cohen Co-Chair: Beatrice Jones

Phone Osher Office: 412-268-7489
FAX Osher Office: 412-268-5833
Osher Email: ADULTLL@andrew.cmu.edu

**OSHER LIFELONG LEARNING INSTITUTE
AT CARNEGIE MELLON UNIVERSITY**

STUDY LEADER COURSE PROPOSAL- - SUMMER 2010

1st Session begins: Monday, May 3rd

2nd Session begins: Monday, July 5th

NAME: _____ Home Phone: _____
ADDRESS: _____ Work Phone: _____
CITY: _____ Cell Phone: _____
STATE: _____ ZIP CODE _____ Fax: _____
NEW STUDY LEADER? Yes No Email: _____

All of the following information is essential for course inclusion in the catalog. Please respond to all of the questions asked on both sides of this form.

PROPOSED COURSE TITLE: _____

Most classrooms hold 35 to 50.

Note if this course requires a limited number of students: # _____

Note the minimum # of registrants you will teach: # _____

STARTING DATE: Please check your preference.

1st Session: _____ Either: _____

2nd Session: _____ Both: _____

SPECIAL ROOM REQUIREMENTS: Please check.

A/V Equip: _____ Internet Access: _____

Mic: _____ Ofc. Laptop: _____ Other _____

Space: _____

PREFERRED DAY: Please check 2 days and put an asterisk by your preferred day.

MEMBERS

Mon. _____ Tues. _____ Wed. _____

Thurs. _____ Fri. _____ Any: _____

MAILING LABELS/EMAIL LIST:CLASS

Please check number needed.

None: _____ One: _____ Two: _____

Class Email List? Yes: _____ No: _____

LENGTH OF CLASS: Please check.

2 HOURS _____ 1-½ HOURS: _____

of time of times class will meet: _____

DATES TO BE SKIPPED FOR

PERSONAL REASONS OR HOLIDAYS:

STARTING TIME: Indicate more than one time.

Star (*) your preference.

Times: _____, _____, or _____

PARKING ON CAMPUS IN THE EAST

PARKING GARAGE: Please check**.

Parking for Study Leader: Yes: _____ No: _____

Parking for Guest(s): Yes: _____ No: _____

Number of Guests: _____

Please advise the office of *the* dates when your guests will be speaking ASAP.

CLASS FORMAT: Please check.

Lecture: _____ Hands-on: _____

Discussion: _____ Other: _____

****Note:** If you plan on having guest speakers in your class, please send the office the names and the dates that they will be speaking as soon as possible.

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STUDY LEADER COURSE PROPOSAL- - SUMMER 2010

Course Description and Biography

****Be sure that the course you teach is the same as the course description below**

which is going into the catalog. Students come to class expecting the course to follow the catalog description.

**For courses with more than one study leader: Identify the course coordinator who will organize the course plan, keep presenters informed about content, logistics, etc.

COURSE DESCRIPTION

New: _____ As Before: _____ Revised Below: _____ Copy may be edited for style/length.

BIOGRAPHY

New: _____ As Before: _____ Revised Below: _____

RETURN FORM TO:

Sally Cohen, Curriculum Committee Chair
Osher Lifelong Learning Institute at
Carnegie Mellon University
Hunt Library, 4909 Frew Street
Pittsburgh, PA 15213

Please return by: January 15, 2010

Phone: Osher Office: 412-268-7489
FAX: Osher Office: 412-268-5833
Email: ADULTLL@andrew.cmu.edu

Course Proposal Forms are also available online at www.cmu.edu/osher.