

Adventures in Learning
at Colby-Sawyer College

Lecture Series Study Group Proposal

Instructions

To complete this online form, we recommend that before starting you save the form to your computer as a Word document so that you will have a record of your proposal. This proposal should be submitted by the dates indicated below in the term sessions section either:

- by sending via e-mail to adventures@colby-sawyer.edu with the Word document attached; or
- by hard copy to Janet St. Laurent, Adventures in Learning, Colby-Sawyer College, 541 Main St., New London, NH 03257.

To begin filling out this form, position your cursor in a grey box and simply type in the information. The box will automatically increase in size as you type. Additionally, you have the option of printing a hard copy and typing or printing by hand your information. However, if you do so you will not be able to submit the form electronically.

Moderator's Name(s):

Address:

Telephone:

E-mail address:

Proposed study group title:

Course description: Enter the course description (800 word maximum) as you propose that it appear in the course catalog. Include specific aspects or questions to be covered, some idea of the amount of reading required, etc. If desired, please include a one or two sentence biography for each lecturer in each week's write up. A sample course description can be found in the Study Group Leader's Guide at <http://www.colby-sawyer.edu/assets/pdf/AILslGuide15.pdf>

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Week 6:

Week 7:

Week 8:

Name, address and e-mail for each lecturer:

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Week 6:

Week 7:

Week 8:

Group size preferences:

Indicate the number of participants you prefer. Absolute maximum: _____
Minimum, if required: _____

Term sessions: Check the box indicating the number of weeks that classes will be held for the term of your choice.

Summer Term

Proposal deadline – 1st Wed. in Feb.

Courses begin the 1 st week of Jul.			
Mini	3	<input type="checkbox"/>	
	4	<input type="checkbox"/>	

Fall Term

Proposal deadline – 1st Wed. in Apr.

Courses begin the 3rd week of Sept.					
Mini	3	<input type="checkbox"/>	Full	5	<input type="checkbox"/>
	4	<input type="checkbox"/>		6	<input type="checkbox"/>
				7	<input type="checkbox"/>
				8	<input type="checkbox"/>

Winter Term

Proposal deadline – 1st Wed. in Jul.

Courses begin the 3rd week of Jan.					
Mini	3	<input type="checkbox"/>	Full	5	<input type="checkbox"/>
	4	<input type="checkbox"/>		6	<input type="checkbox"/>
				7	<input type="checkbox"/>
				8	<input type="checkbox"/>

Spring Term

Proposal deadline – 1st Wed. in Oct.

Courses begin the 3rd week of Apr.					
Mini	3	<input type="checkbox"/>	Full	5	<input type="checkbox"/>
	4	<input type="checkbox"/>		6	<input type="checkbox"/>
				7	<input type="checkbox"/>
				8	<input type="checkbox"/>

Scheduling preferences: Classes may be scheduled from 9:30 – 11:30 a.m. Monday through Friday, or from 1:30 – 3:30 p.m. Monday through Thursday.

In the past too many study group leaders only requested mornings, often on the same day. In order to avoid this problem, please list four options for the best days and times to offer your course:

- First choice of day and time: _____
- Second choice of day and time: _____
- Third choice of day and time: _____
- Fourth choice of day and time: _____

Textbook(s): Will a textbook be used in your course? Yes _____ No _____

If yes, please indicate whether it will be:

- a. Required: _____ b. Recommended: _____

Textbook(s) form: If you are using a textbook, please complete the textbook form found at:

<http://www.colby-sawyer.edu/assets/pdf/ailtextbookform2.pdf>

Supplemental materials: During your course you may produce five double-sided copies per participant. Five business days before you need the copies, please provide the AIL Office with the materials to be copied. **All copyrighted materials need to have references cited.** Please see the Study Leader Guide at <http://www.colby-sawyer.edu/assets/pdf/AILslGuide15.pdf> regarding what information is required.

If you need to make more than five double-sided copies, please contact the Adventures in Learning Office.

Audio/visual requirements: In the list that follows, check the box(es) indicating your preliminary equipment needs. See Study Leader Guide for equipment responsibilities at <http://www.colby-sawyer.edu/assets/pdf/AILslGuide15.pdf>

35 mm slide projector	<input type="checkbox"/>
CD player	<input type="checkbox"/>
DVD player	<input type="checkbox"/>
Epson digital projector	<input type="checkbox"/>
Flip chart	<input type="checkbox"/>
Internet connection	<input type="checkbox"/>
Laser pointer	<input type="checkbox"/>

Lectern	<input type="checkbox"/>
Microphone	<input type="checkbox"/>
Overhead projector	<input type="checkbox"/>
Screen	<input type="checkbox"/>
Tabletop lectern	<input type="checkbox"/>
VHS tape player	<input type="checkbox"/>
Whiteboard	<input type="checkbox"/>