

Adventures in Learning
at Colby-Sawyer College

Study Group Proposal Form

The curriculum committee welcomes your interest in proposing an AIL course and thanks you for your effort. In order to help us understand the nature of your course, please electronically fill out the last page of this form and email it to adventures@colby-sawyer.edu. Thank you for considering being a Study Group Leader for AIL.

Instructions:

To type electronically, position your cursor over a shaded box, double click the shaded box and simply type in your information. Alternatively, you have the option of filling out the last page of this form by hand and turning it into the AIL Office located in the Colby Homestead at 587 Main St., New London.

To complete this form online, we recommend that you save the form to your computer as a Word document so that you will have a record of your proposal and return it either:

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

This proposal should be submitted by the dates indicated below in the “term sessions.”

Instructions for filling out the form.

On the last page please provide the following information.

1. Proposed Study Group Title, Your Name, Address, Telephone, Email, Term to be offered and Number of weeks.
2. Scheduling Preference and Size of Class

Class Sessions: below is an summary of the terms, length and beginning dates of AIL courses.

Summer Term: Proposal Deadline 1st Wed. of February
Course Length: 3 to 4 sessions as chosen
Classes start the 1st week of July.

Fall Term: Proposal Deadline 1st Wed. of April
Course Length: 3 to 8 sessions as chosen
Classes start the 3rd week of September.

Winter Term: Proposal Deadline 1st Wed. of July
Course Length: 3 to 8 sessions as chosen
Classes start the 3rd week of January.

Spring Term: Proposal Deadline 1st Wed. of October
Course Length: 3 to 8 sessions as chosen
Classes start the 3rd week of April.

Class Hours: 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 provide us with **four** options for the best days and times to offer your course.

Size: Indicate the number of participants you prefer, the absolute maximum and a minimum, if required

Course Description: Provide a brief (200 to 250 words; 145 words for summer) course description as you would like it to appear in the course catalog. Include specific topics or questions to be covered, some idea of the amount of reading required, and the degree to which active group discussion or lecture format will be utilized. A sample course description can be found in the Study Group Leader Guide at <http://www.colby-sawyer.edu/assets/pdf/ailsglguide2012.pdf>.

Biography: Please provide a concise biography (100 to 150 words; 100 to 120 words for summer), as you propose that it appear in the catalog. Please include your education, experience and personal interests.

Textbook(s): Please indicate if a textbook will be used in your course and whether optional or required

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.

Audio/Visual Requirements: From the list that follows, please indicate on the last page of this form your preliminary equipment needs. See Study Leader Guide for equipment responsibilities at <http://www.colby-sawyer.edu/assets/pdf/ailsglguide2012.pdf>.

| | |
|-------------------------|--------------------|
| 35 mm Slide Projector | Lectern |
| CD Player | Microphone |
| DVD Player | Overhead Projector |
| Epson Digital Projector | Screen |
| Flip Chart | Lectern |
| Internet Connection | VHS Tape Player |
| Laster Pointer | Whiteboard |

**Adventures in Learning
Course Profile Form**

Proposed AIL Course Title: _____

Study Leader's Name: _____

Address: _____

Telephone: _____

E-mail Address: _____

Term & Year to be offered: _____

Number of Weeks: _____

Scheduling Preference: Please list 4:

#1 Day: **Time:** a.m. p.m.

#3 Day: **Time:** a.m. p.m.

#2 Day: **Time:** a.m. p.m.

#4 Day: **Time:** a.m. p.m.

Class Size Preferences:

Number of Participants: Max. _____ Min. _____

Course Description: (200 to 250 words, 145 words for summer):

Biography: (100 to 150 words, 120 words for summer):

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

If yes, please indicate whether it will be:

a. Required or b. Recommended:

Bound Material: Will you need bound materials prepared by the office? Yes No

Audio/Visual Requirements: Please list the equipment you will need: _____

Do you need assistance with IT apps, Power Point, slide preparations, etc? _____

Filled out by AIL

Photo On File:

Contact Person :