Thank you for your interest in becoming a study group leader. We are eager to learn about your area of interest, as well as learning a little about you.

The study group leader proposal is a two-part process. The first step is to complete the following information, which will be reviewed and evaluated by the Curriculum Committee of the Adventures in Learning program. After Part I of the proposal has been approved by the Curriculum Committee, you will be notified that your course has been approved, and you will be asked to complete Part II of the proposal which asks for more specific information regarding your course, i.e., group size, venue and scheduling preferences, textbook requirements.

**Instructions**
If you are using this form online, we recommend that before starting, you save the form to your computer so that you will have a record of your proposal. Also, please be aware that the proposal is a Word document. 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 out this form and completing it by hand printing or using a typewriter, but if you do so you will not be able to submit the form electronically.

This proposal should be submitted by the dates indicated below in the “term sessions” section by sending an e-mail to jstlaure@colby-sawyer.edu with this form, in Word, attached. The email method is the preferred method. You may, however, hand-deliver a hard copy to Janet St. Laurent, Adventures in Learning, Colby-Sawyer College, 541 Main St., New London, NH 03240.

**Name(s):**

**Address:**

**Telephone:**

**E-mail address:**

**Proposed course subject/topic or title of course:**

**Biography:** Please provide a concise (100 to 150 words) biography in narrative form to include education, experience, and what you believe are your qualifications for leading this course. Revised 7.28.2010
Term sessions: Please indicate your preferences for the term and course type below.

**Fall Term**
Mini course (3-4 weeks) or Full course (5-8 weeks)
Proposal deadline: 1st Wednesday in April

**Winter Term** Mini course (3-4 weeks) or Full course (5-8 weeks)
Proposal deadline: 1st Wednesday in July

**Spring Term**
Mini course (3-4 weeks) or Full course (5-8 weeks)
Proposal deadline: 1st Wednesday in October

**Summer Term**
Mini course (3-4 weeks)
Proposal deadline: 1st Wednesday in February

Course description: Briefly describe (200 to 250 words) the course you are proposing. Include specific topics to be covered; amount of outside reading required; balance between discussion and lecture. Please keep in mind that the text you provide will be used to create the catalog course description, and Colby-Sawyer College retains editing rights for the catalog.