



Adventures in Learning Course Proposal Details

The Curriculum Committee welcomes your interest in proposing an ALL course and thanks you for your effort. Please read through the next two pages to better understand the procedures for submitting a course proposal. Thank you for considering being a Study Leader for ALL.

Instructions:

Please complete the Course Profile Form found on the website: www.ailesc.com/slresources.

To complete the form electronically, 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 AIL, Colby-Sawyer College, 541 Main St., New London, NH 03257.

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

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

Summer Term: Proposal Deadline 2nd Wed. of February
Course Length: 3 to 5 sessions
Classes start the 3rd week of June

Fall Term: Proposal Deadline 2nd Wed. of April
Course Length: 3 to 8 sessions
Classes start the 3rd week of September.

Winter Term: Proposal Deadline 2nd Wed. of September
Course Length: 3 to 8 sessions as chosen
Classes start the 3rd week of January.

Spring Term: Proposal Deadline 2nd Wed. of November
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. If requested, the Curriculum Committee will consider alternative scheduling, such as later in the day. Please include further details if you indicate this in your proposal.

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 **three** days/time in which you cannot lead a course. Feel free to note any day/time preferences as well as we will try to accommodate your requests if we are able.

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) 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 Leader Guide at www.ailcsc.com/slresources.

Biography: Please provide a concise biography (100 to 150 words), 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: www.ailcsc.com/slresources.

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 www.ailcsc.com/slresources regarding what information is required.

Technology 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 www.ailcsc.com/slresources.

- Projector
- Zoom Access/Technology
- Laptop
- Portable Mic System

Standard Classroom Equipment: The classroom at Lethbridge Lodge includes the following equipment, available for use by study leaders:

- 95" Smart Screen
- Standard USB Cable
- USB-C Digital AV Adapter
- Rolling White Board
- Wall-Mounted White Board
- White Board Markers
- Slide Advancer/Laser Pointer
- Lectern
- DVD & Blu Ray Player

To fill out a course proposal form, click [here](#).