



## AIL STUDY LEADER GUIDE

Adventures in Learning (AIL) at Colby-Sawyer College offers non-credit courses for adult learners. Study leaders are volunteers who design and lead engaging courses. Prior teaching experience is not required.

### GETTING STARTED

Have an idea, but not sure where to begin? It may help to get familiar with [the types of programs](#) we offer.

To learn more about the process of submitting and leading a course, visit our [Study Leader Resources Page](#). If you'd like to get a sense of the types of courses offered through AIL in the past, check out our [program archives](#).

Need some more guidance? Feel free to reach out to the AIL office at [adventures@colby-sawyer.edu](mailto:adventures@colby-sawyer.edu).

### PROPOSING A COURSE

Submit an [AIL Course Proposal](#) including a <250-word course description, <150-word biography, schedule preferences, tech needs, participant limits (min. and max.), and a current digital head shot for the course marketing. Start with a strong introduction, clearly outline content and format, set expectations, and keep descriptions engaging.

Textbooks or required reading should be shared in the course proposal.

Proposals are reviewed regularly by the Curriculum Committee. Proposal deadlines for each term can be found [here](#).

Once your proposal is reviewed, you will be contacted by a member of the Curriculum Committee, who will provide feedback about your proposal and next steps.

### SUPPORT FOR YOUR COURSE

Each study leader will be assigned a contact person, who is a member of the curriculum committee. They will be available to offer assistance, field questions, and help address any concerns as you prepare and lead your course. The [AIL Office](#) manages scheduling, enrollment, communication, reimbursements, and can address questions about the A/V system in the classroom.

## PREPARING TO LEAD YOUR COURSE

Arrange to visit the classroom and coordinate your technology needs through the AIL office well in advance of the start of the term. Submit syllabus and course materials early (if applicable). Follow [Fair Use](#) policies for content.

Limited [photocopying](#) is available for course handouts. Complete a [textbook form](#) if participants must purchase books.

You may be reimbursed up to \$50 for materials (with receipts); [travel miles](#) (beyond 30 miles) are also eligible for reimbursement.

College [library access](#) is available.

The office and your Curriculum Committee contact will arrange a classroom orientation and provide relevant course materials, including rosters.

## DURING YOUR COURSE

Plan ahead, communicate clearly, and foster an inclusive learning environment. Balance lecture and discussion where appropriate. Encourage and manage respectful class participation. You're encouraged to include a short (10-minute) break near the mid-point of each 2-hour session.

Only registered participants may attend. Please follow [venue policies](#). Should you need to cancel or postpone a course session for any reason, please contact the AIL office promptly. In the case of inclement weather, please refer to [our policy](#).

Ask your contact person if questions or concerns arise.

Follow [emergency guidelines](#) (call 911 first, then campus security if needed).

## CONCLUDING YOUR COURSE

In the final course session, [class evaluations](#) should be distributed to all participants. Ask for a volunteer to collect them and return them to the AIL office. Study leaders will receive an electronic copy of submitted evaluations following the term.

Submit your [self-evaluation](#) to the AIL office. If you had a positive experience, recruiting future study leaders is encouraged!

## AIL PROGRAM TYPES

### Traditional Courses and Lecture Series

Courses cover a wide variety of topics and may range from single-leader seminars to multi-leader lecture series. Class sessions are typically two hours, morning or afternoon, conducted over 3–8 weeks.

### AIL Presents

AIL Presents programs are one-session offerings that are traditionally scheduled later in the afternoon to avoid conflicting with our traditional course offerings. They are a great way to try your hand at leading a session and get a feel for our audience.

### Science Pub

Science Pub happens each fall, once a month September through December, and is held at Colby-Sawyer College's campus pub, Galligan's Pub. These sessions are reserved for practicing scientists who can share their current research in an informal setting without any visual aids. Presentations are typically about 45 minutes followed by a 15–20-minute Q&A.

### Community Spotlight

Community Spotlight highlights the (often untold) story of a community member(s) or organization. Times, venues, and formats vary based on the topic and presenter(s), though these programs generally run about 1.5 hours.

### Woodcrest Village Community Enrichment

Adventures in Learning's community enrichment program at Woodcrest Village is intended as a service to the residents, many of whom are unable to attend an AIL course. The program involves a presentation of about 45 minutes, followed by a brief Q&A. These presentations are scheduled five times per year, every other month February-October.

## AIL OFFICE

The AIL office staff are available to support study leaders throughout the entire process of proposing and offering a course, including:

- Fielding general questions and providing support for course topic development;
- Receiving course proposals, [textbook forms](#), [Fair Use Checklists](#), and syllabi;
- Preparing course marketing materials, managing enrollment, and providing class rosters;
- Coordinating with study leaders and presenters to schedule courses and presentations;
- Receiving and processing course evaluations and study leader self-evaluations; and
- Handling expense reimbursements, if applicable.

The AIL Office is staffed by Nina Tasi and Sarah Jenness from 9AM to 4PM Monday through Thursday, and Friday by appointment.

### Contact Us

541 Main Street  
New London, NH 03257  
Curtis L. Ivey Science Center, Suite 210

[adventures@colby-sawyer.edu](mailto:adventures@colby-sawyer.edu)

Nina: 603-526-3690

Sarah: 603-526-3434

## COURSE PROPOSALS

Once you've developed an idea for a course, please complete the [Course Proposal Form](#) and submit it to the AIL Office at [adventures@colby-sawyer.edu](mailto:adventures@colby-sawyer.edu).

The form asks for a <250-word course description, <150-word biography, schedule preferences, tech needs, participant limits (min. and max.). Start with a strong introduction, clearly outline content and format, set expectations, and keep descriptions engaging. Please indicate whether participants will need to purchase books or other supplies.

Courses are scheduled Monday through Friday and typically run for two hours: 9:30 to 11:30 AM or 1:00 to 3:00 PM. Alternative scheduling may be available; please coordinate with the AIL office.

### Fall Term

Proposal Deadline: 2<sup>nd</sup> Wednesday of April

Classes start the 3<sup>rd</sup> week of September

### Winter Term

Proposal Deadline: 2<sup>nd</sup> Wednesday of September

Classes start the 3<sup>rd</sup> week of January

### Spring Term

Proposal Deadline: 2<sup>nd</sup> Wednesday of November

Classes start the 3<sup>rd</sup> week of April

### Summer Term

Proposal Deadline: 2<sup>nd</sup> Wednesday of February

Classes start the 3<sup>rd</sup> week of June

## CLASSROOM VENUE

AIL has a dedicated classroom on the campus of Colby-Sawyer College in Lethbridge Lodge, where most classes are held. In rare instances, a class is scheduled elsewhere. If this is the case for your course, the AIL office will reach out to discuss. You should become familiar with your venue in advance.

The dedicated classroom is equipped with the following:

- Windows-based desktop computer
- DVD/Blu-ray player
- one 98" flatscreen display
- two additional 65" flatscreen displays
- wireless microphone
- HDMI cable and Mac adapter
- pointer
- slide advancer
- white board & markers
- lectern
- erasable name plates

The classroom space can be arranged as needed to suit your course and teaching style.

The computer in Lethbridge Lodge is a PC with Microsoft Office suite installed. Alternatively, personal devices may be used by connecting classroom displays via HDMI cable. Please contact the AIL office with questions about technology well in advance of the start of the term.

Thermostat settings for heat are pre-set by the college and cannot be changed. A mini-split unit provides cooling in the warmer months. Please see instructions and remote stored on the wall.

At the conclusion of your course each week, please leave the space as you would like to find it. In particular, please remember to:

- Shut down the A/V system.
- Return remote(s) to computer console.
- Close and lock windows.
- Open shades.
- Clean white boards.

## TEXTBOOKS

If you will be using a textbook in your course, please fill out section the [Textbook Information Form](#). Submit the completed form to the AIL Office so that information about the required text can appear within the course description.

## SHARING COURSE MATERIALS

The preferred method for sharing course materials with participants is via email. You will be provided with a course roster that includes participant email addresses.

In some cases, the AIL office can provide hard copies of course material, **up to five black-and-white pages, double-sided per course**. Master copies must be submitted at least one week in advance, preferably via email if a digital copy is available.

## FAIR USE OF COPYRIGHTED WORK

If any of your course materials include the copyrighted work of others, it is important that you complete a [Checklist for Fair Use Form](#) and submit it to the AIL Office. Please consider distributing a cited sources document that participants can access for further exploration.

## COLBY-SAWYER COLLEGE LIBRARY

Borrowing privileges at the Colgate-Cleveland Library are available to you as a study leader. Contact the AIL office with any questions about access.

AIL Study Leaders may request materials via interlibrary loan, however they cannot be guaranteed. Please work with the AIL office to facilitate these requests.

## HOLIDAYS, CLOSURES & DELAYS

The AIL office will work with each study leader to determine the schedule for their offering, accounting for any holidays that may pose a conflict.

Adventures in Learning follows Colby-Sawyer College's policy on weather-related closures and delays, however, as a residential campus, the college rarely closes. Ultimately, the decision to cancel or postpone a course session in the event of inclement weather is left to the discretion of the study leader. Please coordinate with the AIL office as soon as possible if it looks like weather may impact your course. Together, we will determine the best way to notify participants of any changes in schedule.

In anticipation of possible weather-related closures and/or delays during the winter term, a make-up session will be built into the schedule for each course.

## MILEAGE REIMBURSEMENT

If you are a study leader who travels more than 30 miles to reach the class venue, you may request mileage reimbursement at the conclusion of the course.

To receive a reimbursement, please provide your round trip mileage to Lethbridge Lodge, including a starting address, to the AIL Office for processing through the Financial Services Department at the college.

## COURSE EVALUATIONS

[Course evaluation forms](#) will be provided to each study leader offering a multi-session course at the orientation session.

In the final session of your course, ask for a volunteer to distribute and collect course evaluations, preferably during the break. Ideally, participants should complete and submit evaluations before leaving. The volunteer will return completed evaluations to the AIL office or drop them off in the mailbox located in the vestibule at Lethbridge Lodge.

Evaluations are shared with the Evaluation Subcommittee and summarized. Electronic copies of the evaluations will be shared with each study leader via email following the term.

## STUDY LEADER SELF-EVALUATION FORMS

Study leaders will be provided with a self-evaluation form at the orientation session. All study leaders are strongly encouraged to complete a self-evaluation following their course. Your feedback is critical to successfully supporting future study leaders and ensuring they have a positive experience.

Please complete your Study Leader [Self-Evaluation Form](#) and submit it to the AIL office via email at [adventures@colbysawyer.edu](mailto:adventures@colbysawyer.edu), drop it off in person, or include it with the participant course evaluations.

## EMERGENCY GUIDELINES

Emergency situations are unlikely to occur, but it is best to be prepared. Therefore, while checking out the classroom before your first course session, familiarize yourself with emergency exits and procedures.

### Procedures

In the event of a medical, fire or other emergency requiring immediate response by ambulance, fire or police, first call 911.

The dispatcher will guide the caller through an appropriate response. Be sure the caller knows the street and number of the building as well as the location of the classroom. **The AIL classroom at Lethbridge Lodge is located at 100 Charger Lane, New London, NH.**

Notify any staff near the classroom who might be of help. If the emergency occurs on the Colby-Sawyer College campus, call 911 first. Then call **Campus Safety at 526-3300**. They have safety officers who are trained as First Responders skilled in managing emergency situations.

Lethbridge Lodge is equipped with an AED defibrillator, located in the lobby.

Should a participant fall, do not move the person before trained help arrives, as this could cause further injury.

Following the emergency, report the incident to the AIL Office at 526-3690.



## Adventures in Learning Course Proposal Form

<b>Proposed Course Title:</b>			
<b>Study Leader's Name:</b>			
<b>Address:</b>			
<b>Telephone:</b>			
<b>Email address:</b>			
<b>Term/Year to be offered:</b>		<b>Number of Weeks</b>	

<b>Scheduling information: Please list any days and times (am/pm) which you <u>cannot</u> lead a course:</b>

<b>How will this course be offered?</b>	<input type="checkbox"/> <b>IN PERSON</b>	<input type="checkbox"/> <b>VIA ZOOM</b>

<b>Max. # of course participants</b>		<b>Min. # of course participants</b>	
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<b>Course Description</b>

**Study Leader Biography (100-150 words)**

**Will a textbook be used in your course?**

- REQUIRED**  
 **RECOMMENDED**  
 **NO**

If required or recommended, please provide the title, author, and ISBN below.

**Will you need course materials prepared by the office?**

- YES**       **NO**

If yes, please describe briefly.

**Will you need technology assistance?**

- YES**       **NO**

If yes, please describe briefly, along with any other technology needs.

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**For Office Use Only**

Contact Person:

Photo on File?

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## Adventures in Learning Single Session Proposal Form

<b>Proposed Session Title:</b>	
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<b>Presenter's Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Email address:</b>	

<b>Term/Year to be offered:</b>	
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<b>Length of Presentation:</b>	
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<b>Scheduling information:</b> Please tell us more about your availability to lead this session.

<b>Max. # of participants</b>		<b>Min. # of participants</b>	
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<b>Session Description</b>

<b>Presenter Biography (100-150 words)</b>

<b>Will you need course materials prepared by the office in advance of your presentation?</b> If yes, please describe briefly.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

<b>Will you use technology?</b> If yes, please describe briefly, along with any technology needs.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

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**For Office Use Only**

Date Approved by Curriculum Committee:

Contact Person: \_\_\_\_\_

Photo Received?

Program Type?

- Community Spotlight
- AIL Workshop
- AIL Presents
- Woodcrest Presentation
- Science Pub
- Other: \_\_\_\_\_

Participation by

- Members
- Non-Members

Event Venue: \_\_\_\_\_



## Course Textbook Information Form

Use this form if your course has a recommended or required book. Once complete, please email this form to [adventures@colby-sawyer.edu](mailto:adventures@colby-sawyer.edu).

<b>Study Leader(s):</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Book Title:</b>	
<b>Author/Editor:</b>	
<b>Publisher:</b>	
<b>Specific Edition:</b>	
<b>ISBN:</b>	
<b>Textbook is:</b>	<input type="checkbox"/> <b>REQUIRED</b> <input type="checkbox"/> <b>RECOMMENDED</b>

<b>Additional Comments?</b>

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### For Office Use Only

Date received by Adventures in Learning: \_\_\_\_\_

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## Fair Use Checklist for Copyrighted Materials

This form is designed to help study leaders evaluate their planned usage of copyrighted materials. Please complete the form and return it to the AIL Office, where it will be kept on file to establish "reasonable and good faith" attempts to apply fair use.

Check as many boxes as apply to your situation. It is likely that you will check more than one box in each section and across columns. Please remember that the checkmarks on the favoring fair use side should outweigh those on the opposing fair use side.

<b>Study Leader Name:</b>	
<b>Course Title:</b>	
<b>Term Offered:</b>	

### Purpose of Use

#### **Favoring Fair Use**

- Nonprofit activity
- Teaching, research, or scholarship
- Restricted access (available for students only)
- Noncommercial activity
- Credit to original author provided
- Criticism, comment parody

#### **Opposing Fair Use**

- Profiting from the use
- Noneducational
- Unrestricted access (available for public)
- Commercial activity
- Credit to original author not provided

### Nature of Use

#### **Favoring Fair Use**

- User owns copy of original work
- Published work
- Factual or nonfiction-based work
- Important to favored educational objectives
- Transformative or productive use

#### **Opposing Fair Use**

- User does not own copy of original work
- Unpublished work
- Fiction based or highly creative work (art, music, novels, films, plays)
- Not important to favored educational objectives

### Amount of Work Used

#### **Favoring Fair Use**

- Small portion of the work used
- Portion used not central/significant to entire work
- Amount used is appropriate for favored educational purpose

#### **Opposing Fair Use**

- Large portion of or whole work used
- Portion used central to work or "heart of the work"
- Amount used is not appropriate for favored educational purpose

### Effect of Use

#### **Favoring Fair Use**

- One/few copies made for participants in one class
- No significant effect on the marketing/sale of copyrighted work
- No similar product marketed by or on behalf of the copyright holder
- Affordable permission not available for use
- No licensing mechanism available for use

#### **Opposing Fair Use**

- Many copies made for repeated use/use in multiple classes
- Significantly impairs marketing/sale of copyrighted work
- A similar product marketed by or on behalf of the copyright holder
- Affordable permission available for use
- Reasonably available licensing mechanism for use





## Adventures in Learning Course Evaluation Form

Course Name \_\_\_\_\_

Study Leader \_\_\_\_\_

The Curriculum Committee would like to know about your experience with this course to help with the design and promotion of future courses. Thank you for providing your feedback below.

1. How satisfied were you with this course?

Very Dissatisfied

Dissatisfied

Neutral

Satisfied

Very Satisfied

2. What did you especially enjoy about this course?

3. What would have improved the experience for you?

4. Any other comments?

Your name (optional) \_\_\_\_\_

Thank you for completing this form.