

Lifelong Learning Institute

Nancy Owens, Director

MSC 9006

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Spring 2010–Course Proposal

The Curriculum Committee of the **James Madison University-Lifelong Learning Institute (JMU-LLI)** has nominated you as a speaker for the Spring 2010 term on the topic of

The purpose of this form is to give you some background information about the institute and the important role of course leaders. The Lifelong Learning Institute offers non-credit courses to adults 50 years and older. Courses usually last five weeks, meeting once a week for two hours. As the facilitator for the course you will instruct willing and capable students. Our previous course facilitators have been most positive about the experience. You will have no problem generating involvement on the part of the participants! As Director of the JMU-LLI, I will arrange an "Orientation to Course Leadership" with an overview of the LLI and "tips" for new leaders in the Institute.

Please return by:

Name of Course Leader: _____ Phone# _____

Name of Course _____

Mailing Address: _____

JMU Campus Address (if applicable) _____

E-mail Address: _____ May we list e-mail address
and/or phone number on course rosters? yes no

Fax #: _____

The JMU-LLI will offer these sessions during Spring 2010:

- Session A: February 1 – March 5
- Session B: March 15 – April 16
- Summer Session : May - July
- You would like to offer your course during session __ _

Please indicate the day and time that would be most convenient for you and two alternate times (e.g. by placing 1,2,3 next to appropriate days and times). We will do our best to honor your first choice. Each course will meet for two hours, once a week for five consecutive weeks. If none of the below choices are ideal, please indicate your preferred day and time.

Monday:

____ 9:00 a.m.-11:00 a.m.

____ 1:00 p.m.-3:00 p.m.

Thursday:

____ 9:00 a.m.-11:00 a.m.

____ 1:00 p.m.-3:00 p.m.

Tuesday:

____ 9:00 a.m.-11:00 a.m.

____ 1:00 p.m.-3:00 p.m.

Friday:

____ 9:00 a.m.-11:00 a.m.

____ 1:00 p.m.-3:00 p.m.

Wednesday:

____ 9:00 a.m.-11:00 a.m.

____ 1:00 p.m.-3:00 p.m.

____ **Other (please specify)**

Class size is dependent on class location with a minimum of eight. Does your class require a particular minimum or maximum enrollment? If so, how many?

Course Title: (Please be creative! Creative titles draw attention.)

Course Content:

A brief (6-7 sentences) yet specific, course description for the catalog, including major topics to be covered. Please write in paragraph form. **Please note: description may need to be edited.**

Brief biographical information of the course leader for the catalog:

If applicable, suggested reading (complete citations, please) to be purchased by JMU-LLI participant:

Do you anticipate any additional fees for course materials? If so, please give an approximate amount.

If you anticipate using any audio-visual equipment, please indicate. We will be in touch with you closer to the time of your class to get more specific information about this.

_____ Laptop and/or LCD projector

_____ Internet access

_____ 35mm slide Projector

_____ TV/VCR/DVD (please specify if you need VCR or DVD)

_____ Overhead Projector or Document Camera

_____ Marker Board

_____ Extra Tables

Field Trips

_____ No field trips anticipated

_____ Field trip planned just for class

_____ Date trip is planned for

Thank you! Please return to the address on the first page.