

Osher Lifelong Learning Institute
Course Proposal Form

A. Complete the following (*please print clearly*):

Name:	
Full Address:	
Phone:	Email:
FAX:	

B. Provide course details:

Note: If additional space is needed, please append additional page(s)

1. Propose a title for your course.

2. Provide a brief course description.

3. Describe your area of expertise relative to this course (*include degrees if applicable*)

4. List your course learning objectives:

5. When would you like to offer your course?

___ Fall ___ Spring **or** ___ Summer *during the year* _____

6. How many total class sessions are you planning?

7. How many times per week would you prefer to hold class meetings?

8. What is your preferred day(s) of week for class meetings?

9. What time(s) of the day would you prefer?

10. What course prerequisites, if any, would you suggest for individuals taking this class?

11. What enrollment limit would you prefer?

12. Do you plan to collaborate or team-teach with another instructor? If so, please provide name(s), contact phone, and emails.

13. Do you think you will need *instructional resources* in addition to those listed on the following page?

14. Do you have an alternative *instructional venue* in mind?

The Osher Lifelong Learning Institute classroom (Krauss Hall 113) is equipped with the following *instructional resources*:

- Data projector with:
 - Audio ports
 - S-Video port
 - USB Type A (thumbdrive)/document camera port
 - USB Type B port
 - Computer port
 - RS 232 port
 - HDMI port
- TV
- DVD player, all regions, Blu-ray
- VCR
- Internet and wireless connections
- Overhead projector
- Carousel slide projector
- Large projector screen
- Medium, portable projector screen
- Sound system
- Tape recorder
- Portable CD player
- White boards, easels, chalk board
- Moveable chairs and tables

C. Mail your completed *Course Proposal Form* to:

Osher Lifelong Learning Institute College of Social Sciences, University of Hawaii at Manoa PMB #460 2440 Campus Road Honolulu, HI 96822
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Note: Our curriculum committee will review your proposal. Recommendations may be offered at that time. If you have any questions, call us at (808) 956-8224 or visit our office at Krauss Hall 113, UH Manoa campus.