



# The Lifelong Learning Program

Sponsored by the Upstate Institute at Colgate University

## Course Proposal

Please return form to: Rebecca Brenner, Lifelong Learning Program, Upstate Institute, Colgate University, 13 Oak Drive, Hamilton, NY 13346 or [rbrenner@mail.colgate.edu](mailto:rbrenner@mail.colgate.edu)

Title of course or seminar: \_\_\_\_\_

Name, address, email, phone of instructor: \_\_\_\_\_

\_\_\_\_\_

The primary focus of the Lifelong Learning Program is academically oriented courses. With this focus in mind, please describe your course in approximately 50 words as you would like it to appear in a course listing.

Will outside reading or writing be expected?

Will participants need texts or materials?

How many times will this class ideally meet? For how long each time?

What time of day and/or day of the week would you ideally like your course to meet? Are there times in which you are not available to teach this course?

Will you require any special equipment to teach this course (such as DVD player, computer, projector, etc.)?

In 30 words, what do you want your biography in the course listing to say about you?

**Memorandum of Understanding (MOU):**

We thank you for participating in the Lifelong Learning Program. This MOU is intended to ensure the excellent programming we provide for our members and so that you know what to expect from us.

**Scheduling:** We want to accommodate your schedule as much as possible. Once a class is scheduled, it will be broadly posted around town, in local media, in emails and on our website. Changes or additions to the schedule can be frustrating to our members who plan carefully around the class schedule. Although we ask our members to register for classes, it is not a requirement and often members do not register – so it is difficult, if not impossible, to contact everyone. Therefore once a class is scheduled we ask you to avoid changing published dates and/or times. Of course we recognize that emergencies do come up. If there is a needed change, then as soon as possible, please contact Rebecca Brenner at [rbrenner@mail.colgate.edu](mailto:rbrenner@mail.colgate.edu) or 315-228-6623 to find a new class time and date. Please do not schedule this yourself. We will then discuss the best way to notify the class participants.

**Services:** We would like to provide you with all the necessary equipment and materials you need to run your class. If you need photocopies, please email them to [rbrenner@mail.colgate.edu](mailto:rbrenner@mail.colgate.edu) at least 15 days prior to your class. We do reserve the right to limit the amount of photocopies.

**Equipment:** We can sometimes provide special equipment to teach this course (such as DVD player, computer, overhead projector, etc). Please let us know in advance if your course requires this equipment so we can reserve an appropriately equipped room.

**Host:** The Steering Committee will do their best to provide a host for your class. If we can provide a host, he or she will contact you to provide you with the registered number of attendees, learn a bit about you for an introduction and, on the day of the course, take attendance, distribute materials and help with chair set up.

Please sign this Memorandum of Understanding or send an e-mail to [rbrenner@mail.colgate.edu](mailto:rbrenner@mail.colgate.edu) with a quick note indicating your acceptance of this Memorandum of Understanding. Thank you very much for your participation.

Please Print \_\_\_\_\_ Sign \_\_\_\_\_ Date\_\_\_\_\_