

Revised 1/10

ACADIA SENIOR COLLEGE COURSE PROPOSAL FORM

Select one:

_____ Fall 2010 (8/30/10 - 10/29/10) Proposals due 3/29/10

_____ Winter 2011 (1/17/11 - 3/25/11) Proposals due 8/27/10

_____ Spring 2011 (3/28/11 - 5/20/11) Proposals due 10/29/10

Directions:

Email: Copy this form to a new email, fill out and return in the body of the email (not as an attachment), and send to mwdole@roadrunner.com

Postal mail: Use black ink only; send one copy to Marjorie Dole, ASC Curriculum Committee, 53 Riverfield Road, Trenton, ME 04605.

Instructor's name: Last _____ First _____

Course title: _____

Mailing Address: _____

Phone: _____ Fax _____ Email _____

Biographical Summary (4-5 lines including education, experience teaching and experience with the proposed course subject):

Course description or syllabus outline (5-6 lines):

Course format (choose one): Small group discussion _____ Lecture _____ Other _____

Will course include field work? (Y/N) _____ Please describe at end of this form.

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Number of students: Min. # ____ Max. # ____ (usually 5-15)

Will course be team taught? (Y/N) ____ With whom? _____

Number of weeks (choose one: 4, 5, 6, 7 or 8) ____ weeks, starting week of ____

Day and Time Preferred (indicate 1st, 2nd and 3rd choices):

Mon. ____ Tue. ____ Wed. ____ Thu. ____ Fri. ____

9:30-11:30 AM ____ 1:00 - 3:00 PM ____ 7:00-9:00 PM ____

Location (indicate 1st, 2nd and 3rd acceptable choices. Please note that site restrictions and overlapping requests may impact class size and day/time/location scheduling. Sites, unless noted, seat 25 or more people.):

____ COA McCormick Lecture Hall (only available winter term, Wednesday PM) Bar Harbor

____ Maine Sea Coast Mission Board Room (17 seats, not on Wednesday), Bar Harbor

____ Abbe Museum. (Winter & Spring terms only), Bar Harbor

____ MDI Biological Lab. (science and math courses only), Salisbury Cove

____ Birch Bay Village Inn Library (not on Wednesdays), Hulls Cove

____ MDI Historical Society Schoolhouse Museum (Fall term only), Mount Desert

____ Northeast Harbor Library Mellon Room, Northeast Harbor

____ Saint Mary's Episcopal Chapel, Northeast Harbor

____ Southwest Harbor Library Clark Room (12 to 15 seats) Southwest Harbor

____ Saint John Church Undercroft (not handicapped accessible; not Wednesday AM or Thursday AM), Southwest Harbor

____ Harbor House, Herrick Road Community Room, Southwest Harbor

____ Harbor House, Main Street Facility, Southwest Harbor

____ Wendell Gilley Museum (20 seats, not available Friday afternoons), Southwest Harbor

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Materials:

Supplies, e.g. paper, paints _____

Will you use a required text? (Y/N) _____

(If yes, please check with Sherman's Bookstore [288-3161] to make sure that this text can be made available by the time your class starts.)

Author, Title, Publisher, Date and ISBN #:

Will you need materials photocopied by our office? (Y/N) _____

Equipment Needs (Y/N):

Slide projector and screen _____ Video Equipment _____

Overhead projector and screen _____ LCD Projector and screen _____

Flip chart and colored pens _____

CD Player _____ DVD Player _____ Other _____

Deadline Reminder:

Fall 2010 Proposals due 3/29/10

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Instructors with current membership to ASC will receive one free course, to be taken at any time, in appreciation for each course that they teach. An instructor who is not a paid member will receive member privileges. If s/he decides at any point to become a paid member, s/he will then receive a free course just as the other member instructors do.

This form is available on the Acadia Senior College website in pdf format at

<http://www.acadiaseniorcollege.org/education/form-center.html>

It can be located by clicking on the "ASC Forms" link.