

Revised 01/27/12

ACADIA SENIOR COLLEGE COURSE PROPOSAL FORM

Select one:

_____ Fall 2012 (8/27/12 – 10/26/12) Proposals due 03/23/2012

_____ Winter 2013 (01/14/2013 – 03/22/2013) Proposals due 08/24/2012

_____ Spring 2013 (03/25/2013 – 05/24/2013) Proposals due 11/02/2012

[Proposals MUST be received by these dates!]

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 csta482@me.com [EMAIL PROPOSALS PREFERRED!]

Postal mail: Send one copy to Charles Stanhope, ASC Curriculum Committee, 482 Seawall Road, Southwest Harbor, ME 04679.

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 as you would like it to appear in the course brochure (5-6 lines):

Revised 01/27/12

Course format (choose one): Small group discussion____ Lecture____ Other_____

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

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_____

Days/Times Preferred. Mark 1st, 2nd, etc. choices in the grid below. 5 or 6 choices would be most helpful for scheduling purposes.

	Mon.	Tue.	Wed.	Thu.	Fri.
AM (9:30-11:30)	_____	_____	_____	_____	_____
PM (1:00-3:00)	_____	_____	_____	_____	_____
EVE (7:00-9:00)	_____	_____	_____	_____	_____
OTHER (SPECIFY):					

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. It is advisable for instructors to visit the sites before selecting them.):

___ 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, Salisbury Cove, (science and math courses only)

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

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

___ Neighborhood House, Kimball Rd, Northeast Harbor (Kitchen available)

___ Northeast Harbor Library Mellon Room, Northeast Harbor

___ Saint Mary's Episcopal Chapel, Northeast Harbor

___ Southwest Harbor Library Clark Room, Southwest Harbor (12 to 15 seats)

Revised 01/27/12

___ Saint John Church Undercroft, Southwest Harbor (not handicapped accessible; not Wednesday a.m. or Thursday –all day)

___ Harbor House, Main Street Facility, Southwest Harbor

___ Wendell Gilley Museum, Herrick Rd., Southwest Harbor (Winter & Spring terms only; 20 seats, not available Friday afternoons)

___ The First Bancorp, 350 Main St, Southwest Harbor (5-10, additional chairs upon request)
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 #:

Please estimate the cost of text and/or supplies for your course (per person): _____

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

Equipment Needs (‘X’ on items you will need):

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:

[Proposals MUST be received by these dates!]

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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.