

# Acadia Senior College Faculty Manual

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## Mission Statement

Acadia Senior College is an educational organization providing intellectual stimulation, practical knowledge, social interaction and fun primarily for adults over 50.

## Contact Information

### ASC Office:

Office administrator: Jude Lamb  
Office hours: 8:30 a.m. – 4:30 p.m., Tuesday, Wednesday & Thursday  
(except holidays)

Phone: 288-9500  
e-mail: [acadiaseniorcollege@coa.edu](mailto:acadiaseniorcollege@coa.edu) (or [learn@acadiaseniorcollege.org](mailto:learn@acadiaseniorcollege.org) )  
Website: [www.acadiaseniorcollege.org](http://www.acadiaseniorcollege.org)

Mailing address: P.O. Box 175, Hulls Cove, ME 04644

Physical location: Room 104, Gates Community Center, College of the Atlantic,  
105 Eden Street, Bar Harbor, Maine

### Curriculum Committee Chair: Marion Smith

288-4014      [marionsmith67@aol.com](mailto:marionsmith67@aol.com)

Committee Liaison with Faculty: Larry Martin  
288-4921      [larrymartin55@gmail.com](mailto:larrymartin55@gmail.com)

### Officers of the Board:

President: Moorhead Kennedy  
244-2918/ 276-3201      [moorhead.kennedy@gmail.com](mailto:moorhead.kennedy@gmail.com)

Vice President: Peggy Forster  
288-4405      [peggy.peggyforster.forster2@gmail.com](mailto:peggy.peggyforster.forster2@gmail.com)

Treasurer: Jim Kitler  
288-9855      [james.kitler@myfairpoint.net](mailto:james.kitler@myfairpoint.net)

Secretary: Larry Martin  
288-4921      [larrymartin55@gmail.com](mailto:larrymartin55@gmail.com)

## **Organization & Administration**

Acadia Senior College (ASC) is a not-for-profit, membership-based and volunteer-operated educational institution serving the needs of adults age 50 and over for intellectual stimulation, practical knowledge, social interaction and fun. As such, student performance is not evaluated or graded, and no course credits or degrees are awarded. All students and instructors are expected to be paid-up members of the college, reflecting the collegial and egalitarian nature of the learning experience: that class leaders and participants are peers, freely sharing their knowledge, experience and ideas.

The college is governed by the Board of Directors, composed of between 9 and 15 members elected to three-year terms by the membership at the Annual Meeting of the college. The four officers of the Board—president, vice-president, treasurer and secretary—are elected annually by the membership. The Board establishes operational regulations and financial policies, provides guidance and develops the strategic plan and goals for the college. The officers may also call upon the Advisory Board for further consultation and assistance, particularly for long-range planning.

Since 2005 ASC has maintained its office in the Gates Center at the College of the Atlantic in Bar Harbor. The college's sole employee, our part-time office administrator, directs the day-to-day operations of the college. Supported by volunteers, the administrator maintains membership roles and course registrations, communicates with the membership, supports and prepares reports for the Board and the committees, publicizes college events, and maintains the ASC website, [www.acadiaseniorcollege.org](http://www.acadiaseniorcollege.org). Note that the course proposal form, evaluation forms and others may be downloaded and printed from this website.

Course offerings for each class term are developed by the Curriculum Committee, operating under the guidance of the Board of Directors, based upon Course Proposal forms received from members (see Appendix E). The committee solicits, reviews and approves course proposals, develops course brochures, schedules classes and arranges classroom sites, and manages the class evaluation process.

## **Class Policies and Procedures**

**Tuition and Fees:** Subject to periodic review by the Board, the annual membership fee is currently \$30, which is applicable for one fiscal-year period (July 1<sup>st</sup> through the following June 30<sup>th</sup>); a three-year membership option is available for \$80. This fee must be paid before or concurrently with class registration. Members in good standing are eligible to register for classes at any senior college in Maine without paying any additional membership fee (though tuition will be charged by the individual college, and may vary from one college to another). Tuition at ASC, which covers all course textbooks, copies and materials, is presently \$60 for one class, plus \$25 for each additional class enrollment during the same term.

As a modest way of recognizing and appreciating our volunteer instructors, they may register free of tuition for one class in exchange for each class taught, with no time limit to this tuition “credit.” Members who regularly assist the office administrator are also entitled to one tuition-free class in the year after their volunteer service. Any member who experiences financial difficulty in paying tuition may contact the ASC office administrator to request “scholarship” approval to enroll tuition-free in one or more classes, subject to review by the ASC officers.

Since we continually strive to publicize our programs and enlarge our ASC community, if you are willing and if your classroom has space, you may admit friends or visitors of your students to join in a single session of your classes, including non-members or even “underage” observers.

**Instructors and Classes:** Volunteers are encouraged to develop and propose courses based upon their professional careers or personal interests, provided that they bring substantive experience and knowledge of the material. Course proposals should be submitted to the Curriculum Committee by the deadline posted on the ASC website for the appropriate class term (see Appendix D for a calendar of the current academic year); the proposal form (see Appendix E) may be downloaded from the ASC website or requested from the office. Prior teaching experience, while always advantageous, is not required. Subject to review by and suggestions from the Curriculum Committee, any topic of reasonable interest to ASC membership may be proposed, from academic subjects in literature, history, the sciences or arts, to sports, games, dancing, or practical skills from photography to food. Team-teaching of classes, whether by two or more instructors, has proven to be a successful model, and such proposals are welcomed. All instructors in a team should be included in the biographical information section of the course proposal form.

Courses may entail appropriate outdoor or on-site field work; past examples include bird-watching, geology, and MDI flora and fauna. Transportation required for such courses must be arranged by the instructor and class members, since there is no ASC vehicle. Course descriptions should clearly specify the level of agility required to participate, since ASC members have varying degrees of mobility and balance. The instructor of any class involving physical activity or outdoor trips is responsible for ensuring that all

participants sign a “Release and Assumption of Risk” form (available from the office; sample in Appendix E to this manual) releasing the college and the instructor from liability.

Classes are normally offered in one of three terms: Fall (Sept. – Oct.), Winter (mid-Jan. – mid-March), or Spring (April – May). Class scheduling is proposed by the individual instructor, but may be modified in discussion with the Curriculum Committee, which must balance the requests of multiple instructors, limitations imposed by classroom sites, and other considerations. Most classes are taught for 5 to 8 weeks, during one two-hour session per week. While classes have traditionally been scheduled for Mondays through Thursdays, proposals for Friday or Saturday classes will be considered, and evening classes are encouraged (when suitable sites can be arranged). A list of recent site partners is included as Appendix C.

**Brochures and Registration:** Courses are publicized in class brochures printed and distributed in advance for each term. To allow sufficient time for brochure design, printing and distribution, ordering of textbooks and supplies, copying and other preparations, course proposals are requested several months in advance, and the registration period normally ends at least a month before classes begin. Paid registrations sent to the office prior to the published registration beginning date are held until that date, and are then accepted by a random drawing, up to the maximum class size indicated by the instructor.

The instructor is encouraged on the course proposal form to specify minimum and maximum enrollment numbers for the class. This range may be determined in part by the anticipated format of the proposed class (discussion, lecture, etc.) Should the enrollment fall outside this range at the end of the registration period, the instructor will be notified, and perhaps asked to consider accepting a higher (or lower) number of participants. Normally, classes with four or fewer registrations will be cancelled, as not justifying the effort for the instructor, administrator and committee in arranging the site, ordering texts, etc. Some sites cannot accommodate more than fifteen in a class, though classes as large as 25 – 30 may occasionally be arranged.

If the opening day registrations exceed the instructor’s maximum, names are selected in a random drawing up to the specified number, with the remaining names added to a “waiting list.” Thereafter, registrations are accepted as received in the office, with names beyond the maximum being wait-listed. Some wait-listed registrants may later be accepted in the event either of a previously registered student’s cancellation, and/or the instructor’s agreement to expand the class size.

At the end of the registration period, class members are notified by the office of their enrollment, and instructors are sent their class lists. The office confirmation letter notifies students of the class dates, time and location (with parking and fire regulations for the site), contact information for the instructor, a list of the class participants, the time and place to pick up texts and other supplies, and a course evaluation form.

**Instructor Responsibilities:** Instructors are encouraged to write an introductory letter to their students, which will be copied and mailed by the office if prepared in sufficient time. This letter may provide information about the class, specify a reading assignment for the first meeting, or suggest other materials which students might be interested to consult in advance. At the first meeting, instructors generally provide a class syllabus for participants. Both the instructor and class members find it helpful if all participants are encouraged to wear ASC name tags. The ASC office will produce nametags before each term and make arrangements to get them to the first class.

While each instructor is free to teach in whatever style seems best suited to the class material, class size, and the instructor's personal approach, in general an open style encouraging free discussion and interchange of ideas has proven both popular and effective in the senior college.

ASC course feedback forms (sample in Appendix E) are provided to students and instructors by the office. Please encourage class participants to complete and return these during the last 2 or 3 class sessions, as such feedback can provide useful suggestions regarding the instruction format, suitability of the site, etc. A separate evaluation form to be completed by the instructor is also of great value to the Curriculum Committee. The instructor should visit or call the office shortly after the end of the term to request to review these submissions.

If either the instructor's schedule or (especially in the Winter term) the weather prevents a class from occurring on a scheduled day, the instructor is responsible, as far in advance as possible, for notifying class members (a prearranged "phone tree" is useful, and especially in Winter-term classes, should be set up during the first class), as well as the ASC office (288-9500) and an appropriate representative of the class site. If a "make-up" date is scheduled, the instructor should arrange that date in advance both with the ASC office and (especially) with the appropriate contact at the class site.

Instructors and class participants are requested to remember that ASC is a guest in the facilities of our site partners. Accordingly, please leave the classroom as you found it, with chairs and tables returned to original positions, papers and trash removed or disposed, and equipment securely stored. Also, when noise could affect those working or living in the site facility, please close classroom doors and attempt to control decibel levels so as not to disturb others. Please encourage class members to adhere to the site's parking regulations and requests, copies of which are distributed to them in their class registration confirmation packets.

**Class Materials:** Textbooks are ordered by the Curriculum Committee, working with the Office Administrator, from Sherman's Bookstore (288-3161) in Bar Harbor, where they may be picked up by enrolled class members as soon as available, normally at least a week before the class begins. Instructors may provide a manageable amount of supplementary material to the office, well in advance of the first class, either in hard copy, or preferably as an e-mail attachment suitable for printing. Office volunteers will then copy and collate these materials in class folders, which can then either be distributed

with the textbooks by Sherman's, or picked up from the office by the instructor for distribution at the first class meeting. Please note that while the college has hesitated to place any restriction on the cost of textbooks, copies and supplies, these materials are provided to members at no cost beyond their tuition payments. Therefore, instructors are respectfully requested to be sensitive to the cost of the books and materials they request for their students; historically these expenses have averaged between \$20 and \$30 per student.

When requesting that papers be photocopied for the class, the instructor should bear in mind that (a) this work is normally done by a limited number of kindly-disposed volunteers; (b) there is a cost, both financial and environmental, to large quantities of copies; and (c) materials in copyright are protected by law; the instructor must observe the relevant copyright laws, a summary of which is found in the Appendix to this Instructor Manual. Whenever practical, copies for the classroom will be double-sided. Please do not impose on our site partners by requesting to use their copiers for last-minute work. In addition to the copier in our office, First Express on Cottage Street in Bar Harbor is the best choice for large and/or urgent orders; our senior college maintains an account there, so merely mention that the copy order is for Acadia Senior College and sign the receipt.

**Equipment:** The college maintains some supplies and equipment which may be useful to instructors, and will be transported to the class sites upon request (several sites are willing to make their own equipment available to our instructors as well). ASC equipment (in limited quantities) includes computers with Power-Point, projectors, screens, overhead projectors, VCR/DVD players, writing easels and lecterns. Equipment specified by the instructor in the course proposal form will be delivered in advance to the site by a member of the college's Technology Committee. Any problems with missing or defective equipment should be promptly reported to the office administrator. ASC equipment will be picked up and stored after the last class session.

## History of the College

Acadia Senior College (ASC) began as a community project “to provide intellectual stimulation, practical knowledge, social interaction, and fun” for older persons in the Mount Desert Island region. After investigating Maine’s initial senior college programs in Portland, Jim Clunan first presented ideas for starting a local senior college at two public meetings held on wintry evenings at the Somesville Fire House in February 2000. These attracted more than 100 enthusiastic residents, who offered a wide range of talents and experience which they were eager to share with the community. In March of 2000 ASC was formally organized under the sponsorship of the University College Ellsworth, which provided administrative services (registrar, financial accounting, mentoring, and office space) in exchange for a percentage of revenues. A group of volunteers created a curriculum of courses, lectures, and excursions for a “pilot” semester that fall, funded by community donations and two start-up grants of \$5,000 each from the State Senior College System and the Maine Community Foundation.

Favorable publicity, including a front-page story in the *Bangor Daily News* brought additional faculty and students, so that the first three class sessions (fall, winter and spring of 2000-01) attracted 282 enrollments in the 27 courses offered. Employing the idea of a “dispersed campus,” the college kept its costs low by holding classes at sites provided *gratis* by non-profit organizations on the island, including libraries, churches and other “site partners,” while relying on member volunteers as teachers and office support. Thus ASC was able to operate “in the black” from its beginning, supported by membership fee and tuition income, augmented by modest donations from the community.

After five years, membership in ASC exceeded 250 and over 150 classes had been offered to seniors age 50 and over. Recognition of ASC’s success came from the United Way of Eastern Maine and WLBZ-TV, awarding their “2 Those Who Care” community service award to the president of ASC in October 2004. However, the labor-intensive demands of faculty recruitment, response to members’ needs, and frequent travel to Ellsworth were eroding the founders’ stamina and volunteers’ availability. The logistically complex excursions program was terminated; lectures and special events were focused on fewer high-profile offerings, e.g., foreign policy lectures by Zbigniew Brzezinski, Philip Geyelin and Seth Singleton, and panels featuring David Hackett Fischer and Boyden Gray.

By the end of 2004, the Board determined that it would be best for the long-term future of ASC to become an independent non-profit corporation, ending its formative ties with the University College in Ellsworth, taking over its own administrative functions and moving its office onto MDI. During the spring of 2005, ASC filed as a Maine corporation, applied and was approved by the IRS as a tax-exempt organization under Section 501(c)(3) of the code, and by the State of Maine as a Charitable Organization qualified to accept tax-deductible donations. A small Bar Harbor administrative office was opened in Gates Hall at the College of the Atlantic, and ASC hired its first part-time employee to

serve as office administrator. To support this position, an annual appeal to the college's members was instituted.

ASC has since continued to flourish, now as an independent organization which has become integral to our island communities, with (in 2010) 330 members and over 100 instructors, who have led nearly 300 classes attracting over 3,500 enrollments. As the result of the Board's 2006 strategic planning retreat, administrative duties were spread among a greatly expanded committee structure, including Curriculum, Community Events, Finance, Development, Membership, Technology, and Nominating Committees. It is a testament to the enthusiasm and dedication of our membership that more than 50 volunteers have joined these committees to ensure the success of this organizational system.

The college's program of community events has expanded greatly, featuring prominent lecturers in the "Susan Lerner and Steve Katona Big Ideas" series, as well as the monthly "Food for Thought" lecture-lunches at Birch Bay Village, the "Coffee Clash" discussion breakfasts at Sips, a member art show, movie discussions at Reel Pizza, and various other special activities. Donor grants have permitted ASC to feature summer lectures on the arts in 2009, as well as an on-going series of recreational courses such as croquet, curling and sailing.

Meanwhile, the college's finances have recently been strengthened by a \$25,000 matching grant from the Maine Community Foundation, awarded as seed money for an Endowment Fund, after the membership responded by donating matching funds which quickly exceeded the MCF goal. Together with the Operating Fund and Founders' Fund (accumulated annual appeal proceeds dedicated to payroll and employee benefits), the total fund balances of ASC exceeded \$125,000 as of the fiscal year ending June 30, 2009. ASC enters its second decade well positioned to sustain and expand upon its mission to offer ideas, stimulation, companionship and fun to the senior community on and around Mount Desert Island.

## APPENDIX A

### Board of Directors

President:

Moorhead Kennedy 244-2918/ 276-3201 [moorhead.kennedy@gmail.com](mailto:moorhead.kennedy@gmail.com)

V. President: Peggy Forster 288-4405 [peggy.peggyforster.forster2@gmail.com](mailto:peggy.peggyforster.forster2@gmail.com)

Treasurer: James Kitler 288-9855 [james.kitler@myfairpoint.net](mailto:james.kitler@myfairpoint.net)

Secretary: Larry Martin 288-4921 [larrymartin55@gmail.com](mailto:larrymartin55@gmail.com)

Fred Benson 288-9892, [fredbenson3@aol.com](mailto:fredbenson3@aol.com)

Earl Brechlin 288-4859 [earl.brechlin@gmail.com](mailto:earl.brechlin@gmail.com)

Donald Cousins 244-9380 [dcousins38@gmail.com](mailto:dcousins38@gmail.com)

Lucy Creevey 288-8003, [creevey@roadrunner.com](mailto:creevey@roadrunner.com)

Nathaniel Fenton 667-5655 [natfenton@roadrunner.com](mailto:natfenton@roadrunner.com)

Margot Haertel 244-0362, [phaertel@roadrunner.com](mailto:phaertel@roadrunner.com)

George Marcus 288-3753, [gmarcus@roadrunner.com](mailto:gmarcus@roadrunner.com)

Larry Martin 288-4921, [lhmartin@hsc.edu](mailto:lhmartin@hsc.edu)

Marion Smith 288-4014, [marionsmith67@aol.com](mailto:marionsmith67@aol.com)

Carol Woolman 2889695, [cwoolman43@gmail.com](mailto:cwoolman43@gmail.com)

## APPENDIX B

### Committee Membership

#### Standing Committees:

##### Executive/Personnel

President: Moorhead Kennedy 244-2918/ 276-3201

[moorhead.kennedy@gmail.com](mailto:moorhead.kennedy@gmail.com)

Peggy Forster

Larry Martin

Jim Kitler

Marion Smith

**Curriculum** Marion Smith 288-4014, [marionsmith67@aol.com](mailto:marionsmith67@aol.com)

Don Cousins

Lucy Creevey

Bill Dohmen

Marj Dole

Rob Fry

Margot Haertel

Larry Martin

David Matlack, Secretary

Sydney Roberts Rockefeller

Judy Rothrock

**Finance** Jim Kitler 288-9855, [james.kitler@myfairpoint.net](mailto:james.kitler@myfairpoint.net)

Jim Clunan

Bill Dohmen

Ward MacKenzie

Dick Pankuch

Bob Zinn

**Nominating** Jim Clunan 244-5645, [jamesclunan@gmail.com](mailto:jamesclunan@gmail.com)

Lucy Creevey

Peggy Forster

Nat Fenton

Paul Haertel

## Special Committees:

### Community Events – Moorhead Kennedy and Peggy Forster co-chairs

Fred Benson  
Jim Clunan  
Sam Felton  
Cynthia Livingston  
Linda Martin  
Linda Pomerleau  
Charles Richardson  
Sydney Roberts Rockefeller  
Tom Watt  
Susan Lerner  
Jude Lamb, ex-officio

### Development Jim Kitler 288-9855, [james.kitler@myfairpoint.net](mailto:james.kitler@myfairpoint.net)

Jim Clunan  
Bill Dohmen, Ex-officio  
Peggy Forster  
Moorhead Kennedy  
Julius Krevans  
Pat Krevans  
Sydney Roberts Rockefeller

### Membership & Volunteers

Co-Chairs: Rita Gallon 942-6509, [gallon@roadrunner.com](mailto:gallon@roadrunner.com)  
Fran Fry 288-4261, [the2frys@gmail.com](mailto:the2frys@gmail.com)

Ginny Blaney  
Jim Clunan  
Don Cousins  
Nancy Howland  
Liz Hufnagel  
Ruth Rossi  
Jude Lamb, ex-officio

### Technology & Equipment

Chair: George Marcus 288-3753, [gmarcus@roadrunner.com](mailto:gmarcus@roadrunner.com)  
Bud Applegate  
Peggy Forster  
Karen Keeney  
Jim Kitler  
Paula Marcus

**Public Relations** Peggy Forster 288-4405,  
[peggy.peggyforster.forster2@gmail.com](mailto:peggy.peggyforster.forster2@gmail.com)

## APPENDIX C

### Class Site Partners (2009)

#### **Bar Harbor**

Abbe Museum  
College of the Atlantic (McCormick Hall)  
Maine Sea Coast Mission

#### **Hulls Cove**

Birch Bay Village

#### **Mount Desert**

MDI Historical Society Schoolhouse

#### **Northeast Harbor**

Neighborhood House  
Northeast Harbor Library  
St. Mary's Episcopal Parish Hall (Chapel)

#### **Salisbury Cove**

MDI Biological Laboratory

#### **Southwest Harbor**

Gilley Museum  
Harbor House Community Center, Herrick Road  
Harbor House, Main Street  
St. John Episcopal Church (Undercroft)  
Southwest Harbor Library  
The First Bank

## APPENDIX D

### Academic Year Calendar (2010-11)

Winter Term 2012	
Course proposals due	8/26/11
Brochure to be mailed	10/20/11
Registration begins	11/8/11
Registration ends	11/30/11
Courses begin	1/17/12
Courses end	3/23/12
Spring Term 2012	
Course proposals due	10/25/11
Brochure to be mailed	1/16/12
Registration begins	1/30/12
Registration ends	2/27/12
Courses begin	3/26/12
Courses end	5/25/12

# APPENDIX E

## Sample Documents

Revised 07/05/11

ACADIA SENIOR COLLEGE COURSE PROPOSAL FORM

Select one:

\_\_\_\_\_ Winter 2012 (1/17/12 - 3/23/12) Proposals due 8/26/11

\_\_\_\_\_ Spring 2012 (3/26/12 – 5/25/12) Proposals due 10/25/11

**[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 [mwdole@roadrunner.com](mailto:mwdole@roadrunner.com) [EMAIL PROPOSALS PREFERRED!]

Postal mail: Send one copy to Marjorie Dole, ASC Curriculum Committee, 53 Riverfield Road, Trenton, ME 04605. *[Postal mail proposals accepted, but email preferred.]*

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):

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

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

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

Revised 07/05/11

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 1<sup>st</sup>, 2<sup>nd</sup>, 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)
- \_\_\_ 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)
- \_\_\_ 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)

Materials:  
Supplies, e.g. paper, paints \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you use a required text? (Y/N) \_\_\_\_ OR (Maybe. I will check with the office at least three weeks before my class starts.) \_\_\_\_

(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 ('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!]**

Winter 2012 Proposals due 8/26/11

Spring 2012 Proposals due 10/25/11

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.

**ACADIA SENIOR COLLEGE  
RELEASE AND ASSUMPTION OF RISK**

I, \_\_\_\_\_, of \_\_\_\_\_  
**(Name of Participant) (Address)**

a participant at the Acadia Senior College (hereinafter referred to as the "ASC"), a not-for-profit Maine Corporation which serves the Mount Desert Island area, being of legal age, acknowledge, declare and agree as follows:

1. That I have voluntarily agreed to participate in \_\_\_\_\_ Program through the ASC  
**(name of program)**  
from \_\_\_\_\_ through \_\_\_\_\_, sponsored by the ASC and in consideration of being permitted to  
**(inclusive dates of program)**  
participate in this program, do voluntarily execute this "Release and Assumption of Risk" on behalf of myself, my heirs, and next-of-kin, my personal representatives and my estate.

2. That I have been fully informed of the nature, scope and demands of the Program, that I have asked any questions that I may have had regarding the Program, and that they have been answered to my full satisfaction.

3. That the ASC has apprised me that there may be dangers and hazards inherent to participants in this program and that I personally recognize and appreciate that such dangers and hazards exist. I understand that the ASC is not a guardian of my safety and I accept and assume full responsibility for all harm and injury, of every nature, including death, which may occur to me or which I may suffer, and for all damages or loss to any personal property owned by me, while I am participating in this Program and during all travel and transportation related to participation in this Program. Accordingly, I agree to indemnify and hold harmless the ASC, its Board of Directors, faculty, employees, volunteers and agents from and against any and all claims, demands, actions or causes of action, on account of damage or loss to my personal property, my personal injury, or death, which may occur or result directly or indirectly from my participation in this Program, except only insofar as they may result directly from any grossly negligent act of the ASC, its Board of Directors, faculty, employees, volunteers, or agents.

4. I declare that I have asked any questions that I may have had regarding the physical activity which will be required to participate in this Program, and that they have been answered to my full satisfaction, and that I am able to physically withstand and cope with the indicated rigors of this program, with or without an accommodation. If I feel that I need any form of accommodation to participate in the Program I will contact the Acadia Senior College office by telephoning 288-9500.

5. I request that this "Release and Assumption of Risk" be construed and interpreted pursuant to the laws of the State of Maine, and if any portion hereof is held invalid, I request the remainder continue in full force and effect.

6. I declare that I completely understand and have fully informed myself of the terms and conditions of this "Release and Assumption of Risk" by having read it, or having it read to me, before signing.

Assented and agreed to on this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

**X** \_\_\_\_\_  
Signature

**X** \_\_\_\_\_  
Witness

07/09  
Term \_\_\_\_\_

Risk Form ASC: Course \_\_\_\_\_,

**Return this completed form ASAP to Acadia Senior College in the envelope provided, prior to the start of the course to ensure you can participate. Thank you!**

## ACADIA SENIOR COLLEGE COURSE FEEDBACK

The Acadia Senior College needs your feedback in order to improve our courses and to develop new ones. Please keep in mind that we seek helpful, constructive ideas. Remember also that our all-volunteer instructors range in their prior teaching experiences from absolutely none, to professional teaching careers at various levels.

Also, please keep in mind our mission statement which explains that we are a membership-based educational institution which meets the needs of adults 50 and older for intellectual stimulation, practical knowledge, social interaction, and fun!

Course: \_\_\_\_\_ Semester: \_\_\_\_\_

Instructor: \_\_\_\_\_

1. Did you enjoy this course? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Did the course fit the description? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Was the classroom appropriate? Yes \_\_\_\_\_ No \_\_\_\_\_
4. How would you rate this course? Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Additional comments and suggestions related to the above:

5. Do you have any suggestions for improving the site?

6. Do you have any suggestions for improving the use of technological equipment or materials used in this course?

7. Do you know someone you think would like to be an instructor:

Their  
Name \_\_\_\_\_ Phone/email \_\_\_\_\_  
\_\_\_\_\_

8. Are you interested in teaching a course?

Yes \_\_\_\_\_ Maybe \_\_\_\_\_ Subject \_\_\_\_\_  
\_\_\_\_\_

Your contact  
information \_\_\_\_\_

Please respond to these questions as directed in class, or complete and mail to:  
Ms. Jude Lamb, Acadia Senior College, PO Box 175, Hulls Cove, ME 04644

**Instructor Course Evaluation Form Acadia Senior College**

Course Title: \_\_\_\_\_ Instructor: \_\_\_\_\_

Now that your course has ended, the Curriculum Committee would appreciate your input about the experience. The Senior College would not have happened without your generous effort. We truly thank you and trust you will continue on our faculty.

1. Was the course site and the material used satisfactory?

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2. Was the class size appropriate for you? \_\_\_\_\_

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3. Will you offer this course again? \_\_\_\_\_

4. Is there another course or a sequel to this one that you would consider teaching?

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5. What did you find most rewarding or challenging teaching this course?

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6. Please share any other comments or information you feel would benefit the College. \_\_\_\_\_

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(Other comments may be directed to the ASC President, or other Board Members. We value your feedback.)

Please return promptly to: Acadia Senior College, PO Box 175, Hulls Cove, ME 04644 - 288-9500 - [acadiaseniiorcollege@coa.edu](mailto:acadiaseniiorcollege@coa.edu) or [learn@acadiaseniiorcollege.org](mailto:learn@acadiaseniiorcollege.org)

**Fair use guidelines:**

The agreement refers only to copying from books and periodicals, and it is not intended to apply to musical or audiovisual works.

## Guidelines

## I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- a. A chapter from a book
- b. An article from a periodical or newspaper
- c. A short story, short essay or short poem, whether or not from a collective work
- d. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

## II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- a. The copying meets the tests of brevity and spontaneity as defined below and,
- b. Meets the cumulative effect test as defined below and,
- c. Each copy includes a notice of copyright

Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with respect to books and periodicals.

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines. Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

## Guidelines

## I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

## Definitions

## Brevity

- i. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
- ii. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.  
[Each of the numerical limits stated in “i” and “ii” above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]
- iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- iv. “Special” works: Certain works in poetry, prose or in “poetic prose” which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph “ii” above notwithstanding such “special works” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than ten percent of the words found in the text thereof, may be reproduced.

#### Spontaneity

- i. The copying is at the instance and inspiration of the individual teacher, and
- ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

#### Cumulative Effect

- i. The copying of the material is for only one course in the school in which the copies are made.
- ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- iii. There shall not be more than nine instances of such multiple copying for one course during one class term.

[The limitations stated in “ii” and “iii” above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

[This document was updated in July 2011.]