



Grow Your Mind with "BILL"

Bucknell | Bucknell Institute
UNIVERSITY | for Lifelong Learning

www.bucknell.edu/lifelonglearning
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Telephone: (570) 522-0105

BILL COURSE PROPOSAL FORM

To propose a course for BILL, complete ALL sections and return to the BILL office using the address at the end of the form. You are encouraged to browse the pages at www.bucknell.edu/lifelonglearning to familiarize with examples of the course listings in past catalogs, our policies, and so on before proposing your course.

BILL courses are offered in the fall (generally September to November) and in the spring (generally March to May). About five months before each teaching term, formal solicitation will begin for course proposals. However, you are welcome to submit your offer to teach at any time. Your proposal will be forwarded to the chair of the BILL Curriculum Committee to be saved for when we begin planning the next term's course lineup, and your contact information added to the BILL contacts list for announcements of all BILL activities.

All proposals will be evaluated by our Curriculum Committee when they meet to finalize the next term's course lineup. You will be informed of their decision and whether there is a need for any changes to your proposal. For those teaching a BILL course for the first time, we may ask for an in-person conversation prior to course approval.

Please note the following:

- Prospective course leaders are subject to approval as volunteers by BILL and by Bucknell University and this is separate from the course approval process.
- Anyone who leads a course for the Institute is subject to Bucknell University's compliance requirements before classes begin, including agreeing to policies and regulations for volunteers and faculty associates. These forms will be provided for you to sign before classes begin.
- If you choose to teach in person, you must also agree to comply with BILL's current policy regarding required health precautions.
- If you are going to use technology (PowerPoint, YouTube Videos, DVDs, etc.), you are expected to be able to use equipment without assistance. Training may be available.
- All instruction at BILL is voluntary; there is no monetary compensation. However, **course leaders receive free membership and tuition for courses taken during the term in which they teach and the immediate term to follow.** BILL is grateful for your commitment, time and support of our educational mission!

PART 1 - COURSE LEADER INFORMATION

What is your name? _____

What is the name you prefer to use in the classroom (e.g., David/Dave, Peg/Margaret)? _____

What is your email address? _____

What is your phone number? _____

What is your mailing address? _____

Please provide a brief biography (50-70 words) for students considering this class: Describe your background, especially as it relates to the content of the course. BILL course leaders do not need a formal degree in the subject; a lively and informed interest in the topic is enough.

What, if any, additional credentials or experience should the Curriculum Committee consider?

You may share any degree(s) conferred and institutions attended or other relevant professional experience or interest in the subject proposed, formal teaching experience, and so on.

A Bucknell affiliation is not considered for teaching at BILL, but we'd love to know if you have one. If you are an alumnus/alumna, parent of a Bucknell alum, or retiree of Bucknell, please let us know.

Will you be co-teaching this course? If so, please provide the name and contact information for the co-teacher.

NOTE: Everyone approved to teach a BILL course is required to comply with BILL and Bucknell University policies. These may include university-required agreements, vaccination boosters, and specific health precautions in the classroom.

You can teach your class remotely via Zoom, in person, or even with a hybrid format – in person with one to three participants joining on a screen by Zoom. How do you prefer to teach?

- I want to teach online, via Zoom.
- I want to teach in person.
- I prefer to teach in person but am willing to teach online if more Zoom courses are needed.
- I am comfortable teaching in a limited hybrid setting (meeting in person, with a few participants attending remotely, via Zoom).

What are your primary teaching methods for this course? Check all that apply and specify if there are others not listed:

- | | |
|---|--|
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Field Trips |
| <input type="checkbox"/> Discussion | <input type="checkbox"/> Projects |
| <input type="checkbox"/> Group activities | <input type="checkbox"/> Class Reports |
| <input type="checkbox"/> Other: _____ | |

Will there be any required texts for this course?

List any texts students must have before the class begins. Include title, author, edition (if it matters to you), and any other details to ensure the correct text is procured.

Specify any other materials needed to participate in your class.

Will the students need these before the first meeting? Will they be expected to purchase them independently? Or, will you want to coordinate with BILL to procure materials for your students' use; if so, BILL will add a fee in the catalog to cover costs over the budgeted "per student" expectations.

Do you have any particular expectations of your participants to be included in the catalog course description? Please check all that apply.

- Computer Literacy/Access
- Email
- Some writing will be required
- Other: _____

PART 3 – SCHEDULING

BILL classes usually meet once a week for as few as three times or as many as eight, but they can include a break mid-term should there be a week you are unavailable to teach, and so on. BILL can be very flexible accommodating your scheduling needs.

Ideally, the final course list will offer a similar number of classes daily throughout the week, and similar subjects (e.g., courses on wellness or history or science) will not be placed in competition with one another. While the coordinator will try to accommodate your preferences, you may be asked to teach on a different day/time if needed to balance the schedule. Your flexibility is most appreciated.

What is the expected length of each class meeting?

- 90 minutes
- Two hours
- Three hours
- Other: _____

How many times (weeks) will your class meet?

- 3 sessions
- 4 sessions
- 5 sessions
- Other: _____
- 6 sessions
- 7 sessions
- 8 sessions

Are there any days of the week on which you are UNAVAILABLE to hold classes?

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- None

Do you have a preference for what day(s) you teach? _____

Is there a time of day for which you are UNAVAILABLE to hold class?

- Morning (between 9:30 a.m. and noon)
- Afternoon (between 1:00 p.m. and 3:30 p.m.)
- Late afternoon (between 3:00 p.m. and 5:00 p.m.)
- None

Do you have a preference for what time of day you teach? _____

What is the minimum number of students for which you will hold class? You may teach for even just one person, if you like. _____

What is the maximum number of students you want in a class? (25 max for discussion classes; 30 for lecture/survey courses) _____

Will you need the BILL program or building hosts to provide any of the following equipment for your class meetings?

- | | |
|--|---|
| <input type="checkbox"/> Screen and/or projector | <input type="checkbox"/> TV screen/monitor |
| <input type="checkbox"/> Laser pointer | <input type="checkbox"/> Wi-Fi |
| <input type="checkbox"/> Course leader voice amplification | <input type="checkbox"/> Loaner laptop (Dell PC format) |
| <input type="checkbox"/> DVD player | |
| <input type="checkbox"/> Other: _____ | |

For in-person instruction, in addition to our office conference rooms and a larger space centrally located in the Spring Run business community, BILL coordinates with area building hosts to provide classroom space based on the number of participants and your teaching needs. Examples include, but are not limited to, public libraries, church fellowship halls, community centers, township buildings, instructors' homes, etc.

Please list any location(s) or request(s) for where we try to schedule your course below.

Do you have any other requests or concerns the BILL coordinator should consider when scheduling your class? _____

Thank you for your proposal.

Please return it to the BILL office:

115 Farley Circle, Suite 111; Lewisburg PA 17837

Email: lifelonglearning@bucknell.edu