



Bucknell
UNIVERSITY

Bucknell Institute
for Lifelong Learning

Grow Your Mind!

Suggestions for Structuring Your Bucknell Institute for Lifelong Learning Course Proposal

Title

Titles matter a lot in conveying that the course will be interesting, stimulating, and accessible. An example of that importance is shown in a recent news report about how a college course significantly increased its enrollment when its title was changed from "Medieval History" to "Castles, Dungeons, and Dragons."

Description

In a paragraph or two, explain what you intend to do in the course. Be clear about the course content, but also try to catch the reader's attention. Use action verbs, mention topics and areas of special interest, perhaps ask a few intriguing questions that illustrate the sort of issues the class will consider. Readers will want to know not only what the course content will be, but also what approach you will have to the subject (lectures, discussion, images, film, etc.). Many of our members want and expect to be engaged actively in their classes, so most courses allow time for discussion and questions.

If you look at one of our recent catalogs (click "Course Catalog" from the quicklinks at www.bucknell.edu/lifelonglearning), you will see that BILL course offerings will show that many leaders use two paragraphs; the first, longer paragraph describes course content, a shorter second paragraph tells how the course will be conducted (lectures, lectures and discussion, largely discussion, etc.). It might be helpful if you indicate something about the sequence in which you will consider the topics; this is sometimes called "the flow of the course."

Biography

Describe briefly your background, especially as it relates to the content of the course. As stated above, course leaders do not need a formal degree in the subject; a lively and informed interest in the topic is enough.

Materials for the Course

How will people obtain any material you want them to read? If they are to obtain a book, give precise information (title, author, year, ISBN). Explain how they will get any articles or other items (handouts in class; email attachments, other).

Questions? Call the BILL office: (570) 522-0105 or email lifelonglearning@bucknell.edu.

Number of Participants

What is the minimum number that will make it worthwhile for you to prepare and lead the course, and what is the maximum number you are willing to have?

Other Information We Will Need to Develop the Course Schedule

In which term, fall or spring, would you like to offer this course? On which mornings and afternoons during the week will you be available to meet the classes? Try to supply as many mornings and afternoon options as possible to help us in the difficult task of making up the schedule. Also, to help in assigning classrooms, let us know if you have any audio-visual (AV) needs (data projector, DVDs, etc.).