**Academy for Lifelong Learning**

**Spring 2021 Study Group**

**Zoom Class or**

**Outdoor - On Location Class**

**Proposal Form**

Academy for Lifelong Learning

113 West Avenue

Saratoga Springs, NY 12866

587-2100 x2390

Email: [Jeff.Shinaman@esc.edu](mailto:Jeff.Shinaman@esc.edu)

Thank you for using this form to submit your plans to lead an Academy study group by Zoom this spring. The Academy is in the process of scheduling up to 30 study groups and appreciates you volunteering your time and talent in this way.

**The spring 2021 term is scheduled to start the week of April 19 and run through the second week of June. Due to the Monday, May 31 Memorial Day holiday, Monday classes will be a maximum of 7 weeks instead of 8.**

The Academy has Zoom licenses and, if you need one, will assign one to you for your class. Most study groups are scheduled for 2 hours on a particular day for 8 weeks. However, you are welcome to offer a study group of a shorter duration. Due to COVID-19, classrooms at SUNY Empire State College on West Avenue in Saratoga Springs are not available at this time.

Please submit your proposal **by February 12** for consideration. If it is after February 5, or if you have any questions, feel free to contact Executive Director Jeff Shinaman at [jeff.shinaman@esc.edu](mailto:jeff.shinaman@esc.edu) or 587-2100 x2390.

Instructions: Please type your information in the boxes provided below. As you type in your response, the size of the box will increase to include your information.

If you pause in the completion of the form, be sure to click on File, then click on “Save As” and designate where to save the form, so that you will not lose the information you have already typed.

Each box is preceded by a description of the information requested in that box. Specific instructions on what and how information should be entered are also provided.

When you have completed the form, please save it and attach it to an email to the address above.

This will be offered on Zoom\_\_\_\_. This will be offered outdoors/on location\_\_\_\_.

If this is an outdoor class, where would you like you conduct it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title of proposed study group** (for publication in class brochure)

**Study Group Leader(s)**

Please include email address, street address, home, work and cell phone numbers of each leader.

|  |
| --- |
| **Study Group Description** **for use in term brochure**  Using a maximum of 125 words, please describe your study group in a way that “whets the intellectual appetite.” See past A.L.L. brochures for examples of approved study group descriptions. |

**Text(s):**

If you have required or suggested readings, please list them below with the following information on each text: Author/editor/translator; full title of text in quotation marks; publisher; year of publication; ISBN; *list* price; paper or hard cover. Please indicate if it is required or suggested reading.

|  |
| --- |
|  |

**Costs:**

Please list cost per class member for admission on field trips, etc., or materials cost if applicable. Reminder: A.L.L. study group leaders are volunteers.

**Zoom instruction will be made available to study group leaders. Will you need training?**

**Tentative Weekly Schedule of Topics to be Covered:**

(The winter term is 8 weeks, however, study groups may be 4 – 8 weeks in length.)

1.

2.

3.

4.

5.

6.

7.

8.

**Proposed Format**

\_\_\_\_\_\_discussions

\_\_\_\_\_\_participants’ reports

\_\_\_\_\_\_guest speakers

\_\_\_\_\_\_lectures

\_\_\_\_\_\_other (please specify)

Check all that apply. Keep in mind we encourage **interactive participation** between study group members and study group leaders.

**Class Size (please indicate maximum number of students) 50 40 30 20 15 12 10**

It is up to you, as the study group leader, to indicate your preferred number of students. Feel free to discuss this with Academy Executive Director, Jeff Shinaman.

**Background/Experience**

Please provide a brief description of your background andexperience **in this proposed topic**,and that of any co-leaders.

**Availability**  Please place an **A** (for Available), or **N** (for Not Available) in each of the following Day/Time boxes. You may indicate a preferred time by entering **P** in the appropriate box.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day/Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** |
| **9:00-11:00 AM** |  |  |  |  |
| **9:30-11:30 AM** |  |  |  |  |
| **11:30 AM-1:30 PM** |  |  |  |  |
| **12 noon-2:00 PM** |  |  |  |  |
| **1:00-3:00 PM** |  |  |  |  |
| **2:00-4:00 PM** |  |  |  |  |

If the Academy can arrange it, would you be willing/available to offer your study group on **Fridays**? \_\_\_\_\_What time of day? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please provide any additional proposed syllabus, outline, supplemental reading list or other related material if applicable:**

\_\_\_\_\_\_Included below

\_\_\_\_\_\_Attached as separate document

\_\_\_\_\_\_Forthcoming; please specify target date \_\_\_\_\_\_\_

|  |
| --- |
|  |

The Academy will contact you after reviewing your proposal with recommendations and to schedule your class. Thank you!