

University of Rochester Office of Special Programs
Always Better
Spring 2008 Call for Proposals

Always Better is a non-credit continuing education program for adults and seniors in the Rochester community. Always Better courses cover a wide range of topics including Health and Wellness, Film and Media, Literature and the Arts, Current Events and Politics, and Personal Enrichment. All classes are designed to provide enrichment opportunities to a broad audience of community members, UR staff, faculty and alumni.

Courses for the Spring semester can begin anytime on or after Monday, January 21. Courses must end no later than Friday, May 2. The term “course” is used broadly in the Always Better program and can include workshops, seminars, lectures, or more traditional courses between 2 and 6 weeks in duration. Individual class sessions should be between 60 and 90 minutes long but single session seminars and workshops can be longer.

Currently, the Office of Special Programs is accepting proposals for Spring 2007. Below is the information that must be completed to be considered. Course Proposals should be returned to the Office of Special Programs by **Friday, November 9**.

CONTACT INFORMATION

Name _____

Title _____ Academic Department _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Email _____

COURSE PROPOSAL INFORMATION

Proposed Title _____

Brief Course Overview—Course description, focus, goals, activities, class format and prerequisites required

What are the most interesting components of your proposed course? Why is this topic current or newsworthy? Why is this topic relevant to students?

Who would be the target audience for this topic?

What type of class format are you proposing?

Single Session Workshop, Seminar or Lecture

Proposed Date: _____ Session Length: _____

Multiple Session Class, Seminar or Workshop

Proposed Dates: _____ Session Length: _____

Please indicate any specific classroom needs (art studio, computer lab, music room) and A/V needs:

Supply list and cost estimate

When you make your requests, please balance the importance of providing a great experience for the students with the need to keep costs at a reasonable level. Some requests may not be approved. Examples of items other instructors have requested include copies (include number per student), textbooks (indicate title, ISBN), outside lectures (include affiliation and specify if an honorarium is expected).

Supply	Description	Quantity	Cost

Please complete and submit proposal form, a recent bio and a letter of recommendation from your department (applies only to graduate students) to:

University of Rochester
Office of Special Programs—Always Better
127 Lattimore Hall
Rochester, NY 14627-0358
Fax: (585) 461-5901

Proposals will be selected based on potential appeal to secure sufficient enrollment, as well as overall variety of course offerings. If you would like to see a sample proposal, please contact OSP at 275-2344.