



Academy for Lifelong Learning Spring 2025 Course Proposal Form In-Person and/or Zoom

Academy for Lifelong Learning
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Thank you for using this form to submit your plans to lead an Academy course on location or by Zoom this spring. The Academy is in the process of scheduling 25 courses and appreciates you volunteering your time and talent in this way.

The spring 2025 term has 6-week courses starting in late March or early April, ending by early June. Monday, May 26 is a holiday. Monday courses will meet at the discretion of the instructor and the students on another day to make up for May 26 and complete the six weeks.

For some spring courses, the Academy is leasing classroom space at SUNY Adirondack's Wilton location at **SUNY Adirondack Saratoga, 696 Route 9, Wilton, NY 12831**. The continuing ed classroom seats 24 students and is fully equipped with projector, screen, and direct internet connection. Course times for this classroom will be 9:30-11am or 11:30am-1pm.

Additional community classrooms will also be available Monday – Thursday until 3:00pm. The Academy also has Zoom licenses and, if you require one, will assign one to you for your course. Courses are scheduled for 1.5 hours/class on a particular day for 6 consecutive weeks.

Course will be offered in-person _____

Course will be offered by Zoom _____

If your course is offered in-person, outdoors or in a building, and you have a location in mind, please list the location here. Let me know if I can assist in securing an in-person location.

Location: _____

Please submit your proposal **by March 3** for consideration. If it is after March 3, or if you have any questions, feel free to contact Executive Director Jeff Shinaman at the Academy at jeff@allsaratoga.org (518) 290-6988.

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.

When you have completed the form, please save it and attach it to an email to jeff@allsaratoga.org

Title of proposed course (for publication in class brochure)

Course Leader(s)

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

Course Description for use in term brochure

Using a maximum of 125 words, please describe your course in a way that “whets the intellectual appetite.” See past A.L.L. course catalogs 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., \$5 for course handouts, or materials cost if applicable. Reminder: A.L.L. course leaders are volunteers.

Tentative Weekly Schedule of Topics to be Covered:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Proposed Format

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

Class

discussions

participants' reports

guest speakers

lectures

other (please specify)

Size (please list the maximum number of students) 50 40 30 20 15 12 10 _____

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

Please indicate your preferred classroom set up here (Ex. classroom style w/tables, open U, chairs only, etc.)

Background/Experience (Brief bio for course catalog)

Please provide a brief description of your background and experience 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	Friday
9:30-11:00 AM					
11:30 AM-1:00 PM					
1:30-3:00 PM					

Other preferred time: _____

Six-week timeframe, begin on _____, end on _____ (See calendar below)

Please indicate here if you're proposing more or less than 6 weeks: # of weeks _____

The last possible week of spring courses is the week of June 2.

Mondays: (May 26 is a holiday. No classes)

Tuesdays:

Wednesdays:

Thursdays:

Fridays:

If you are proposing an in-person course in a classroom, please indicate any classroom equipment you will need: _____

SUN	MON	TUE	WED	THU	FRI	SAT
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Thank you! I will contact you after reviewing your proposal. Jeff