As the primary summary of a seminar, the syllabus serves several purposes. It outlines the seminar, denotes what students may expect from the instructor, and lists the expectations of student engagement. The syllabus should clearly articulate homework assignments and due dates.­ Additionally, this proposed syllabus captures your requests for date and time. A completed proposal should not exceed four pages. Please note: Shorter descriptions may be necessary for promotional purposes.

Location: These in-person classes are held at the department of UO Continuing and Professional Education, UO Baker Downtown Center, 975 High St, Eugene, Oregon

For any questions, Contact OLLI-UO staff via email at [osher@uoregon.edu](mailto:osher@uoregon.edu).

1. Seminar Title
2. Instructor Name(s) and brief bio (150 word limit) – may be team taught
3. Date and Time: note 1 – 3 of your preferred sessions from the calendar provided
4. Formats (Lecture, Discussion, In-Class activities, etc.)
5. Outline of subject and topics explored, by class session.
6. Course materials, required and optional (Texts, books, readings, . . .)
7. Expectations for students, both in- and out-of-class.
   * Expected readings (explicitly by pages assigned, lengths of assignments, etc.),
   * Expected student engagement in class
   * Attendance
   * Writing
   * Electronic media/network/online
   * Field work
   * Performance or presentation in class
8. Learning outcomes
   * What are the skills, abilities, or major concepts a student is expected to acquire in this seminar?­
9. Audio-Visual Needs: Powerpoint, Video, Audio, etc.