



## Osher Lifelong Learning Institute

### ***GUIDELINES FOR SUBMITTING A STUDY GROUP PROPOSAL***

Thank you for your interest in proposing a study group for the Tufts University Osher Lifelong Learning Institute. We hope that we will be able to offer your study group in an upcoming session. The Curriculum Committee reviews submitted proposals at its regular monthly meetings and recommends courses for inclusion in the program.

In order to help the committee in its deliberations we expect you to include a syllabus outlining your week-by-week plan (item #2 on the proposal form) along with the other requested information, including texts and/or other materials to be read by your study group members. This information will better enable the committee to determine the appropriateness of the topic and related assignments and we will not be able to complete our review without this information.

To guide you in your planning of the course we offer the following assistance: a faculty resource directory giving access to advice from Tufts faculty and a Learning Center to help provide teaching and technical support. Also, all SGLs are invited to an orientation prior to the start of the term.

Finally, it is important for you to be aware of the central principle of our Mission Statement which stresses "active learning" as the goal of our study groups. Members want and expect to be actively engaged in their classes so we are looking for proposals which include this component in the daily plan. We can guarantee lively and stimulating conversation!!!

Thank you again for your proposal. You will be hearing from us during the review process if we have questions or suggestions and you will be contacted as soon as we have finished our review. We look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Marilyn Blumsack".

Marilyn Blumsack, Director  
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A handwritten signature in black ink that reads "Fran Lanouette".

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