

# As You Like It: Design and Deliver Your Own LLC Course Winter 2023

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**When?** Fridays, 10 am-12 noon at Temple Beth-El  
(NOTE: The final class on March 3 will run from 9:30 am-noon.)  
January 20-March 3, 2023 NOTE: Class starts one week late; no class on January 27 (total of six classes).

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**Course Description** Have you thought about an idea for an LLC course that you might like to lead (or co-lead)? Or maybe you want to rethink/reorganize/reposition a course you've coordinated previously. Perhaps you like the idea of coordinating a course but don't have a topic in mind. This course is designed for any LLC member who would like some help/guidance in developing an idea into a full course plan. You'll have the opportunity to explore ideas for a course or to get feedback on a course you already have in mind, as well as to look at techniques for developing that idea into a course of from 5-10 weeks in length. Along the way we will discuss different ways to run a class; interesting class activities; readings, guest speakers, and field trips; and other possibilities for course development.

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**Readings**

There are no formal readings for this class. The coordinators may distribute various short documents or weblinks throughout the course.

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**Format**

There will be a mixture of small group discussion, guest speakers, hands-on work sessions, and one-on-one feedback sessions. No formal presentations will be required, but we will ask you to prepare a written assignment ahead of each class, for example: a draft of your course description, course calendar, course format, etc. Each week we will ask you to share your drafts for feedback from the coordinators and the class. *Preparing written assignments, sharing the material, and receiving feedback will be a part of every class.*

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**Coordinator Statements**

Linda Shamon: "I joined LLC in 2012. By 2013, I volunteered to co-coordinate a class on modern artists based at the RISD Museum, even though modern art was not my area of expertise—just a lifelong passion. Since then, and because of the excitement of leading a course and learning about the topic at the same time, I have co-coordinated over 20 courses. I have also led numerous LLC Coordinator Orientations and Syllabus Workshops. I enjoy this course on LLC course development because it gives us the time to help each other with serious course planning *and* with nurturing the excitement we each have about a topic we love or want to explore."

Cathy Hurst: "I joined LLC in 2011 and did not coordinate my first class until four years later. I started with a topic I was quite familiar with, and since then have coordinated 10 courses, both on topics in which I was well-versed, as well as on topics I did not know too much about. Five of the 10 I have coordinated by myself and five with co-coordinators. As a member of the Curriculum Committee for the past eight years,

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I've worked with a number of first-time coordinators to help them refine their ideas, and I like bringing that informal consulting to a wider audience."

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**LLC Policies**

Food is NOT allowed in the classroom. Beverages WITH LIDS are allowed. Food is permitted in the break room (when it is open), but no pork, shellfish, or meat mixed with dairy.

Do not park in any assigned spaces.

All information about class cancellations for any reason will be communicated to the class by a coordinator through email. Please do NOT call the Temple Office.

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**Class  
Schedule**

The class schedule appears in the following pages. Class content and assignments may be adjusted based on our class discussions.

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<b>Class</b>	<b>Topic</b>	<b>Content</b>	<b>Assignment</b>
1 Jan 20	Why/what / how to coordinate . Finding/ defining your idea. Shaping an initial course description.	We will consider such issues as: What is an LLC course? Is expertise required? What can we learn from other successful LLC courses? Coordinating as a learning experience.	Complete Assignment #1 before class, and print and bring a copy.  <i>NOTE: This exercise has sections for those who already have a course idea, and those who need help coming up with an idea.</i>
2 Feb 3	Laying out the format and structure.	<u>Topic 1:</u> Narrowing/ focusing your topic; selecting an organizing principle: book-based; topical/research-based; field trip/speaker based; other? <u>Topic 2:</u> Structure and components. Week to week scheduling. Will you include readings? What kinds of collaborative learning? What are the components—discussion, field trip, participation on a topic, presentations, sharing/feedback, guest speakers? How many hours to fill with each component? How many students? What course length and season would work best for you and your topic?	Complete Assignment #2 before class, and print and bring a copy.  <i>NOTE: You will begin a document that contains your course description, other notes about how you want to organize and populate the class and fill it in each week—bring it to every class so you can use it to make notes, refine your ideas, etc.</i>
3	One-on-one		Complete Assignment #3.

Feb 10	feedback, session.		Print out <b><u>two</u></b> <b><u>copies</u></b> of your working document and bring to class. You will be assigned to a half hour with one of the coordinators; you only need to attend for that half hour.
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<p>4 Feb 17</p>	<p>Running a class.</p>	<p>How to plan the two-hour time slot and the 10-week (or shorter) sequence. How to encourage collaboration, and plan collaborative activities. How to work with participants; how to challenge your class. How to manage discussion. How to incorporate guest speakers/field trips.</p>	<p>Complete Assignment #4 before class, and print and bring a copy of your working document.</p> <p><i>NOTE: You will make revisions to the document you prepared for classes 2 and 3, based on feedback in those classes. There are also a few additional topics to add to your document.</i></p>
<p>5 Feb 24</p>	<p>One-on-one feedback, session.</p>		<p>Complete Assignment #5. Print out <b>two copies</b> of your working document and bring to class. You will be assigned to a half hour with one of the coordinators; you only need to attend for that half hour.</p>
<p>6 Mar 3</p>	<p>Final feedback.</p>	<p><i>NOTE: This class will start at 9:30 am instead of 10:00 am to give us enough time for feedback on all of your proposals.</i></p> <p>Everyone will share a course proposal for discussion. These should be filled out in as much detail as possible. In addition to a review of the course</p>	<p>Assignment #6: full course proposal. Details for the assignment will be distributed in Class 4.</p> <p><i>NOTE: You will be asked to share a section of your assignment with the coordinators a</i></p>

		proposal, we will also focus on the description's audience appeal and the marketing elements of catalog copy (including title and description).	<i>few days prior to the class, so allocate time to get an early start on this assignment.</i>
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