

LLC Syllabus

Just for the Fun of It: An LLC Course Development Workshop Winter 2020

When? Thursdays, 1:00-3:00 pm at Temple Beth-El
Four class meetings: January 16, 30; February 13, 27

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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.

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

Format There will be a mixture of small group discussion, guest speakers, and hands-on work 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.*

**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 at least 15 classes. I have also led numerous LLC Coordinator Orientations and Syllabus Workshops. I look forward to this course on LLC course development because it will give 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 six courses, both on topics in which I was well-versed, as well as on topics I did not know too much about. Four of the six I have coordinated by myself and two with co-coordinators. As a member of the Curriculum Committee, I've worked with a number of first-time coordinators to help them refine their ideas, and I like the idea of bringing that informal consulting to a wider audience."

LLC Policies

Food is NOT allowed in the classroom. Beverages WITH LIDS are allowed. Food is permitted in the break room, 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.

Class Schedule

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

Class	Topic	Content	Assignment
1 Jan 16	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.	Fill out 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 Jan 30	Laying out the format and structure.	<i>Topic 1:</i> Narrowing/ focusing your topic; selecting an organizing principle: book-based; topical/ research-based; field trip/speaker based; other? <i>Topic 2:</i> 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?	Fill out 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 Feb 13	Running a class.	How to plan the two-hour time slot and the 10-week 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.	Fill out Assignment #3 before class, and print and bring a copy. <i>NOTE: You will make revisions to the document you prepared for class 2, and then add a collaboration section. There are also a few additional topics to add to your document.</i>

4 Feb 27	Final feedback.	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 proposal, we will also focus on the description's audience appeal and the marketing elements of catalog copy (including title and description).	Class 4 assignment: full course proposal. Details for the assignment will be distributed in Class 3. <i>NOTE: You will be asked to share a section of your assignment with the coordinators a few days prior to the class, so allocate time to get an early start on this assignment.</i>
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