

# Tutor/Course Planning Form 2017

**Dear Tutor or Group Leader.** Thank you for offering to be part of our learning programs. To enable us to accommodate and advertise your course, we ask you to complete both pages of this form and return it to the office as soon as possible. You can do this by on-screen completion and emailed back to the Course Coordinator, Elizabeth Way, at [ccelizway@u3amelbcity.org.au](mailto:ccelizway@u3amelbcity.org.au) with 'COURSE PLANNING FORM' in the subject line. Or you can print it and bring/send the completed hard copy to the office in an envelope marked 'COURSE PLANNING FORM'.

Please complete a separate form for each course or group you are offering.

## Information we need about your course

<p>We include academic titles in advertising courses, unless requested not to.</p>	<p><b>Your name</b> ..... <b>Title (e.g. Dr)</b> .....</p>				
<p>Please describe your role <b>Highlight</b> or circle.</p>	<p><b>Tutor</b></p>		<p><b>Group leader</b></p>		
<p>Examples: BAD: 'Unleash your Muse' GOOD: 'Writing Poetry-Introduction'</p>	<p><b>Title of proposed course or group – brief, factual, indicative of topic and activity</b> .....</p>				
<p>Please make this concise but meaningful, to enable students to make an informed choice. Include e.g proposed content, class style, anticipated outcomes.</p>	<p><b>Course description</b></p>				
<p>What books/materials/clothing will your students need to buy/provide?</p>	<p><b>Course materials</b></p>				
<p>Insert an 'X' against the relevant combination.</p>		<p><b>New</b></p>	<p><b>Repeat</b></p>	<p><b>Continuation</b></p>	<p><b>Revised</b></p>
<p>Are there prerequisites? (e.g do students need some prior knowledge of the subject?)  <b>Highlight</b> or circle.</p>	<p><b>Prerequisites (please specify)</b></p> <p><b>Do you want applicants to be waitlisted on MyU3A until you can advise the office/ phone them re suitability (eg language courses)?</b>  <span style="margin-left: 100px;">YES</span> <span style="margin-left: 100px;">NO</span></p>				

**Thank you for the information. Expect to hear from us soon.**

**If you have questions, please phone or email the office and leave a message for the Course Coordinator Elizabeth Way or contact her directly ([ccelizway@u3amelbcity.org.au](mailto:ccelizway@u3amelbcity.org.au))**

**NOW PLEASE COMPLETE THE ADMINISTRATIVE DETAILS ON THE NEXT PAGE**

<p>COURSE APPROVED</p>	<p>Course Coordinator: .....</p> <p>Signature: ..... Date: .....</p>				
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P.T.O

## Admin details we need for the office

<p><i>If you are submitting more than one form, you can omit this information on subsequent forms.</i></p>	<p><b>Address:</b> .....</p> <p><b>Phone:</b> ..... <b>Mobile</b>.....</p> <p><b>Email:</b> .....</p>														
<p><i>Yearlong courses in 2017 can start from Mon. 13<sup>th</sup> February and run until Fri. 1<sup>st</sup> December.</i></p>	<p><b>Start date:</b> ..... <b>End date:</b> ..... <b>No. of sessions:</b> .....</p> <p><b>Length of session:</b> ..... <b>hours. If not weekly, how frequently?</b> .....</p> <p><b>Length of set-up time, if required (may incur additional cost):</b> .....</p> <p><b>If a short course, do you plan to repeat it?</b> .....</p>														
<p><i>Available room may determine number of students.</i></p> <p><i>Courses generally run between 10am and 4.30 pm.</i></p> <p><i>We may not be able to accommodate your course on the preferred day or time, <b>so please offer a number of alternatives</b></i></p>	<p><b>Number of students:</b> ..... <b>Maximum?</b> ..... <b>Minimum?</b> .....</p> <p><b>PREFERRED DAYS AND TIMES</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%;">DAY</th> <th style="width: 35%;">TIME</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> Preference</td> <td></td> <td></td> </tr> <tr> <td>2<sup>nd</sup> Preference</td> <td></td> <td></td> </tr> <tr> <td>3<sup>rd</sup> Preference</td> <td></td> <td></td> </tr> </tbody> </table>				DAY	TIME	1 <sup>st</sup> Preference			2 <sup>nd</sup> Preference			3 <sup>rd</sup> Preference		
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2 <sup>nd</sup> Preference															
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<p><b>Highlight</b> or circle.</p> <p><i>Please try to foresee all breaks, so we can make appropriate room bookings.</i></p> <p><b>n.b Rooms are not booked during breaks.</b></p>	<p><b>School holiday breaks ?</b></p> <p><b>ALL MID-YEAR OTHER NONE</b> .....</p> <p><b>Other breaks (dates please)</b> .....</p> <p><b>2017 Public holidays:</b> Mon 13 March; Fri 14 April; Mon 17 April; Tues 25 April; Mon 12 June; [Ross House closed Mon 6 Nov before Cup Day]; Tues 7 Nov; Grand Final – t.b.a.</p> <p><b>2017 Public school holidays:</b> 1 April – 17 April; 1 July – 16 July; 23 September – 8 October</p>														
<p><i>What equipment/resources do you need? We need to know this in order to book appropriate rooms.</i></p> <p><b>Highlight</b> or circle.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>DVD player</b></td> <td style="width: 25%;"><b>CD player</b></td> <td style="width: 25%;"><b>Video player</b></td> <td style="width: 25%;"><b>Data projector</b></td> </tr> <tr> <td><b>Laptop</b></td> <td><b>Own laptop (Microsoft)</b></td> <td><b>Own Laptop (Apple)</b></td> <td><b>Apple Adaptor</b></td> </tr> <tr> <td><b>Screen</b></td> <td><b>Speakers</b></td> <td><b>WiFi</b></td> <td><b>Whiteboard</b></td> </tr> </table> <p><b>Other (specify).....</b></p> <p><b>AUDIO:</b> will you be using sound in your class? We need to know this because audio can only be used in certain rooms in Ross House.</p> <p><b>YES NO</b></p>			<b>DVD player</b>	<b>CD player</b>	<b>Video player</b>	<b>Data projector</b>	<b>Laptop</b>	<b>Own laptop (Microsoft)</b>	<b>Own Laptop (Apple)</b>	<b>Apple Adaptor</b>	<b>Screen</b>	<b>Speakers</b>	<b>WiFi</b>	<b>Whiteboard</b>
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<p><i>Frequency of use of equipment</i></p>	<p><b>How frequently do you need this equipment, e.g. every class, most but not all classes, only occasionally?</b></p>														
<p><i>Can we admit new students after your course has commenced?</i></p> <p><b>Highlight</b> or circle.</p>	<p><b>Enrolment Cut-off point, e.g. no cut-off, admit until 2<sup>nd</sup> session, admit until April, admit all year with tutor approval</b></p> <p><b>If a student is absent on extended leave, do you want to offer a temporary place to someone on the waiting list?</b></p> <p><b>Specify number of weeks of consecutive absence before temporary place is offered.</b></p>		<p><b>NO cut-off . . . .or Admit till: .....</b></p> <p><b>YES/NO</b></p> <p><b>.....wks</b></p>												
<p><i>Enrolment of Prior Students</i></p>	<p><b>How should we notify you of a new student joining the class?</b></p> <p><b>Email / Phone / Unnecessary</b></p>														
<p><i>Enrolment of Prior Students</i></p>	<p><b>If a member has done your course before, are they able to repeat it?</b></p> <p><b>YES NO Not applicable (ie continuing course)</b></p>														
<p><i>MyU3A Online Membership &amp; Enrolment System– Tutor Portal</i></p>	<p><b>Will you be using the MyU3A Tutor Portal to access and mark your roll?</b></p> <p><b>If yes, do you want training?</b></p>														

**Thank you. If you ran out of room, send another page.**