

U3A ADELAIDE - COURSE PROPOSAL

To Program Coordinator: Sue Garforth* sgarforth02@gmail.com
or U3A Adelaide 59 Regent St South, ADELAIDE 5000
Please read explanatory notes on next page

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| Tutor Name | |
| Phone | |
| Email or postal address | |
| Course Title | |
| Type of Course (see below) | |
| Types: In-person, Online, Hybrid (in person and online), Holiday Shorts, Out and About | |
| Duration (usually 90-120 min) | |
| Number of sessions | |
| Weekly/fortnightly/other | |
| start date/day of week preference | |
| Day of week, AM, PM preference | |
| Preferred maximum enrolment | |
| Location (see notes) | |
| Fee (entry etc) | |
| Course synopsis and any prerequisites (50 word maximum) | |
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| Website Class Notes page required yes/no | |
| Class takes school holidays yes/no | |
| Equipment needed (see notes) | |
| Equipment assistance needed yes/no | |

COURSE PROPOSAL: EXPLANATORY NOTES

Type of Course: **In-person** is conventional face to face presentation, **Online** via zoom etc, **Hybrid** is In-person with the option of online as well. **Holiday Shorts** are in-person short courses during the January holiday period, **Out and About** is at an external Venue, a gallery etc.

Location: The Box Factory or other venue. For or Online, name platform, eg: Zoom.

Preferred Starting Date: We try to accommodate preferences, but may have to negotiate alternatives.

Max No. of Students: Please indicate if you wish to restrict numbers in your class – this is often the case with language courses, or those involving student interaction and discussion.

Course Synopsis: Prerequisites: Only if required; eg some language classes may a certain level of proficiency. Known Significant Breaks: please state in your synopsis any planned extended breaks of time in your course and whether your class will break for school holidays.

Class Notes web page: Many courses have a web page that provides descriptive information and regular notes to support the course. Contact John Travers jtravers@gmail.com Tutors can edit their own page or send it in to be uploaded.

Fee: Courses are free to members, but fees may arise for "extras" eg, art materials, venue entry fees etc.

Equipment Available: Audio Visual in upstairs main room

- Ceiling mounted Data Projector (DP) and screen. Audio through ceiling mounted speakers.
- Computer which runs PowerPoint.
- Blu-Ray video player. Integrated video cassette and DVD player
- The system will accept external laptop or DVD players which they have either HDMI or VGA connections, auxiliary audio from either a standard headphone socket or RCA input.
- The system allows the use of a headset or hand held microphone, (provided)

Additional AV equipment (mainly for use in downstairs rooms)

- Trolley mounted computers and DVD players with both TV screens or Data Projector options.
- Blu-ray and "standard" video players. Several CD players, one of which will play audio cassettes.
- A 35mm slide projector. OHP (overhead projector). Screens for OHP, DP or slide projector.
- Lightweight headset microphone and belt-pack. Also a hand held microphone.

Please indicate on the proposal any equipment needed and whether you need training in using it. For further advice contact the Audio Visual Manager, Roger Bills (8333 2179 or 0429 332 179 or 60plus@gmail.com).

Adelaide U3A Code of Conduct:

By Submitting a course proposal tutors are deemed to have read and accepted our Code of Conduct (copy available on our website or from U3A office) which is binding on all persons doing business in any capacity with Adelaide U3A. We do not accept courses which proselytise, or in any way are aimed at promoting or advocating a specific philosophy, ideology, religion, political idea or business venture.

Car Parking

There are numerous 1, 2 and 3 hour parking places available on streets around our premises at 59 Regent Street South. U3A has access to 3 parking spaces only, behind our building. Any tutor or volunteer, whose duties require them to be on the premises for 3 hours or more on a given day, may put in a request for a Parking Permit. These allow the holder to use a space if one is available. THERE ARE NO RESERVED CAR PARKING SPACES FOR ANYONE. Please note that the council is quite vigilant in enforcing parking regulations.