INSTITUTE FOR CONTINUED LEARNING AT ROOSEVELT UNIVERSITY
STUDY GROUP PROPOSAL

Year: 2019  Winter____  Spring____  Summer____  Fall____

Title of Study Group: 
Coordinator: 
Co-Coordinators: 
Primary coordinator’s phone:  Email:

Description of Study Group: Please be as concise as possible! Please note: Your wording will be published in the study group brochure. If you will require attendees to pay a fee or purchase a book or other materials, please include the requirements in your description. Also, if you will not meet every week of the schedule, please include the dates you will not meet in your description.

Do you have a preference for day and time? (Sessions are generally held Monday AM through Thursday PM 
Typical times are 9:30-11:30 AM and 1:00-3:00 PM

- No -- Any day and time is OK
- Yes -- I have a preference

Day  
1st Choice  Time  2nd Choice  Time  3rd Choice  Time

Will there be a maximum and/or minimum number of enrollees for this study group?
Maximum number: _____  Minimum number: _____

Room setup: Lecture (seat rows facing front)  Seminar (U-shaped with tables)

Indicate: PL = Peer Led Format  or  M = Lecture/Media with peer interaction

Number of Weeks ___ (Note: standard is 9 weeks Spring & Fall, 5 Winter & Summer: Study Groups meeting for fewer weeks are acceptable, but please note this in your description above.)

Attendee requirements: if applicable, be sure to mention in your description above:
-Materials required of participants: if book(s) indicate title & author:
  -Additional costs to participants, if any. $_____

Do you plan to use computer presentations? Yes___  No___
If Yes, do you plan to bring your own laptop? Yes___  No___

Will you need any additional audio/visual equipment? Yes___  No___
If Yes, please indicate what media you will be using:
  CDs  Audio Tapes  DVDs  VHS tapes  Overhead Slides

Thank you for providing these details! If you have questions, please contact Andrea Zietlow (zietlow.andrea@gmail.com) or the ICLRU Center: (officemanager@iclru.org or phone 224-523-6497).