



STUDY GROUP PROPOSAL FORM – SUMMER 2016

TUESDAY, JULY 5 --- MONDAY, AUGUST 8, 2016

PROPOSALS ARE DUE April 15, 2016

<i>Date Submitted:</i>	
<i>Proposed Study Group Title:</i>	

Study Group Coordinator Name	
First time Coordinator? Put an x in the box to the right.	
Telephone	
E-mail Address	

Co-Study Group Coordinator Name	
First time Coordinator? Put an x in the box to the right.	
Telephone	
E-mail Address	

Provide the STUDY GROUP DESCRIPTION as you would like it to appear in the catalog in the box below. Include the overall theme and content. (200 word limit).

- (a) The description should have a marketing edge. Begin with a sentence or two that will make people want to take your study group.
- (b) Include the goal or value of the study group: What do you visualize the participants in your study group will receive from the classroom discussions?
- (c) Are there any pre-requisites of specialized knowledge (such as computer skills) that members should have to take this course? Be honest! Can a participant be brought up-to-speed by supplemental reading or class explanations?
- (d) If you are using a book, include the book title (*italicized*), author, publisher, edition, copyright, and if the book is hardback or paperback. Also list film titles (*italicized*) that will be viewed and / or periodicals (*italicized*) that will be purchased by the study group participants. When considering books, please make sure they are easily obtainable. See samples for book title template.
- (e) The description may be edited for style, consistency and conformity with SPS/NU standards.

Maximum number of participants you prefer for your study group	
Minimum number of participants your require for your study group	

1. This study group is a:

<input type="checkbox"/>	New Group
<input type="checkbox"/>	Continuing Group from the Spring, 2016

2. Select the one subject area that best describes this study group. You may select any subject area *plus* Civic Engagement *if* your study group also involves the community. *

<input type="checkbox"/>	Contemporary Issues
<input type="checkbox"/>	Civic Engagement
<input type="checkbox"/>	Creative Arts
<input type="checkbox"/>	History & Government
<input type="checkbox"/>	Literature
<input type="checkbox"/>	Science, Technology, Medicine & Health
<input type="checkbox"/>	Social Science
<input type="checkbox"/>	Other (Describe below)

* Note: Civic Engagement Study Groups generally include an action component and may engage with the community through (1) Experiential learning (learning by doing;) (2) Engaging with civic institutions and leaders, or combining academic study with volunteerism; and (3) Partner relationships with other organizations.

3. List the full name of the book title (s), author(s), publisher, copyright, edition and whether the book(s) is (are) hardback or paperback. Complete and accurate information is appreciated. This information should be included in your study group description as well.

4. Why did you choose the SOURCE MATERIALS? Are the materials easily obtained?

--

5. If the group will meet off site, provide the location(s), each contact name & phone number, and transportation arrangements.

--

6. Estimate of study group cost for each participant:

\$	Book(s)/ Magazine(s)
\$	Travel
\$	Other
\$	Total

7. Participation required (place an X in all boxes that apply):

<input type="checkbox"/>	Reading
<input type="checkbox"/>	Home study
<input type="checkbox"/>	Open discussion
<input type="checkbox"/>	Presentations
<input type="checkbox"/>	Research
<input type="checkbox"/>	Writing
<input type="checkbox"/>	Other (Describe below)

8. Will you or your members of the study group require special technical support, equipment, or training to prepare for or participate in this study group? Please explain below:

9. What degree of technology familiarity do you feel is necessary for members to fully participate in your study group? (place an X in all boxes that apply):

<input type="checkbox"/>	Have and use email
<input type="checkbox"/>	Able to follow links to material on the Internet
<input type="checkbox"/>	Open Word and PDF attachments
<input type="checkbox"/>	Able to conduct searches for material on the Internet
<input type="checkbox"/>	Able to access Canvas and look at material posted there
<input type="checkbox"/>	Other (Describe below)

10. Duration of Study Group:

<input type="checkbox"/>	How many sessions in total will this group meet?
--------------------------	--

11. During what week(s) will this group meet?

Put an AM or PM in boxes that reflect your first choice for day of the week you would like your study group to meet and the weeks your group will be offered. (The shaded boxes are

blocked out for Summer Film Institute special events open for all. No study groups will be held on July 12, July 20, or July 28)

Week	Monday	Tuesday	Wednesday	Thursday	Friday
Wk 1: 7/4	Independence Day	Summer Session Starts, Tue July 5			
Wk 2: 7/11					
Wk 3: 7/18					
Wk 4: 7/25					
Wk 5: 8/1					
Wk 6: 8/8	Summer Session Ends Mon, Aug 8				

12. Will this group meet more than once per week? If yes, explain your plan in the space below.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

13. Please rank from 1-4 your top 4 choices for when you would like your group to be offered.

TIME SLOT	Morning	Afternoon	3:30 – 5:00 pm Chicago only
Monday			
Tuesday			
Wednesday			
Thursday			
Friday		Not Available	Not Available

If you would like to meet at times that are not usually class times, e.g., earlier in the morning, later in the afternoon, or in the evening, or at locations other than Wieboldt Hall (Chicago) or 1840 Oak Avenue (Evanston), explain your plan in the space below.