Important Contact Information

My assigned contacts
- Curriculum Committee contact
- Equipment contact

Adventures in Learning Office
- Marianne Harrison (603) 526-3434
  marianne.harrison@colby-sawyer.edu
- Janet St. Laurent (603) 526-3690
  jstlaure@colby-sawyer.edu
- Sharon Ames (603) 526-3720
  adventures@colby-sawyer.edu

Colby-Sawyer College Library
- Front desk (603) 526-3685
- Carrie Thomas (for the Book Bag Program)
  (603) 526-3686

Curriculum Committee chair
- Joanna Henderson (603) 526-7718
  kimballhillfarm@comcast.net

Flash Photo
- (603) 526-2400
  digital@flashphotonh.com

Kearsarge Regional School District cancellations
- (603) 526-2051 ext. 224

Morgan Hill Bookstore
- (603) 526-5850 at 253 Main Street, New London, NH

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We intend to expand and revise the Study Group Leader’s Guide from time to time, and your input for the next edition will be greatly appreciated.

On behalf of all of us associated with the Adventures in Learning program, thank you for the time and effort you put forth in preparing and conducting your course and especially for the intellectual enrichment it will bring to our members and our community.
You must submit receipts, mileage (where applicable) and a brief explanation documenting expenses to Sharon Ames in the Adventures in Learning Office. She will arrange reimbursement to be paid from the Adventures in Learning account.

Study Group Leader's Debriefing Meeting

Following the end of each term, the Curriculum Committee will host a debriefing meeting for the study group leaders to learn from one another as they share experiences, thoughts and ideas. At this time, copies of the evaluations submitted by your study group participants will be given to you.

Recruiting Other Study Group Leaders

Adventures in Learning always needs good study group leaders. If there are people in your course who may be "experts" or have an interest they would like to explore with others, please urge them to consider leading a study group. Also, give their names to a member of the Curriculum Committee for follow-up on the suggestion.

Looking Ahead

The suggestions offered in this guide are by no means “the last word” in leading a study group for Adventures in Learning. As you lead future groups, you’ll no doubt discover all manner of tactics and ideas that lead to successful classes. If you have suggestions and comments for additional useful information to be incorporated into this guide for study group leaders, please bring them to the attention of either the Curriculum Committee or the Adventures in Learning Office.

Introduction

Welcome to Adventures in Learning. You are the heart and soul of our program, and we look forward with much anticipation to your course offering. Please count on the Curriculum Committee to do all it can to assist you in your endeavors. To that end, this guide has been written especially for you as the first step in our efforts to make your program successful in every respect.

This guide incorporates the wisdom and experience of Adventures in Learning members who have both given and taken courses. It is intended as a guide rather than as a rulebook. You are encouraged to adapt these procedures, as appropriate, to the unique requirements of your course.

Background

Created in 1998, Adventures in Learning is a community-based program of educational enrichment for adults living in the Kearsarge-Lake Sunapee region. Sponsored by Colby-Sawyer College, Adventures in Learning provides a peer learning experience for those with a vigorous interest in the world of ideas and for those who wish to continue their intellectual growth in an informal setting. It functions with the administrative support of the college but has its own volunteer leadership.

The Adventures in Learning Office

The Adventures in Learning Office is your working contact with Colby-Sawyer College. The office is located on the first floor of the Colby Homestead on the Colby-Sawyer campus.
and is managed by Sharon Ames who can be reached by telephone at (603) 526-3720 or by e-mail at adventures@colby-sawyer.edu. Administrative staffing is provided by Janet St. Laurent who can be reached at (603) 526-3690 or jstlaure@colby-sawyer.edu and by Marianne Harrison at (603) 526-3434 or marianne.harrison@colby-sawyer.edu. The office has established the hours of 8 a.m. to 5 p.m., Monday through Friday, for serving members, registrants and study group leaders. During the summer, the office closes at noon on Fridays.

Proposing a Study Course

Leading a course is a challenge requiring substantial effort, however, the rewards are many. It is an opportunity to meet and interact with enthusiastic participants with rich and varied backgrounds. A prospective study group leader volunteers or is invited by an Adventures in Learning committee member to lead a course. Previous teaching experience is not required; in fact, some of our most effective study group leaders have never taught before. Nor is it necessary to be an expert in a particular area of interest. "To learn" is the operative infinitive. Our goal is that our courses should be instructive and enjoyable. Controversial topics should be presented in a fair and balanced fashion.

Study Group Proposal Form

As a prospective study group leader, you are asked to complete a study group proposal form, which describes the goals and scope of the course, the format (lecture or discussion style), the textbook(s) to be used, the degree of participation expected, outside lecturers anticipated, (see reassembled, and the group leaders report results to the class as a whole.

While some people will need encouragement, others may attempt to monopolize the discussion. Encourage the former, and try to rein in the latter. If a course participant wishes to just listen, his/her preference should be respected. Adventures in Learning participants come from all walks of life, are usually very well educated and have a wide range of experience. They are taking the course because they want to and will often be delighted to take an active role in the course by giving presentations or leading a session, should that be your request.

Reimbursement

You may spend and be reimbursed for up to $50 for instructional materials for your course (e.g., rental of videos, purchase of maps, etc.). This amount may also be applied toward copying costs when the specified limit per student, per course is exceeded. Please advise the individual designated as your contact by the Curriculum Committee if you find it necessary to exceed this sum, without additional charge to the course participants, in order to achieve your course objectives. (See Photocopies section on page 13.)

If you are a study group leader who travels outside a 30-mile radius from your home to your class venue, you have the option of requesting a mileage reimbursement at the conclusion of the course. According to current Colby-Sawyer College policy, mileage reimbursement is paid at the rate of 40 cents per mile.
Liability Insurance

According to Colby-Sawyer College policy, the classroom venues provided for designated Adventures in Learning courses fall under the umbrella of the college’s liability insurance. The college provides a certificate of insurance for this purpose to the property owners of each classroom location.

However, on occasion, a study group leader may decide to bring course participants to his/her home for a class session. When this is the case and a scheduled class session moves from its regular classroom venue to a private home, the homeowner's personal house insurance policy would cover the liability. This scenario is no different than study group leaders inviting people into their homes for a private party.

Participation in Class

There is no sweet spot between lecturing and engaging the class in discussion. Some participants prefer lecture; others prefer class discussion. The balance between the two depends largely on the nature of the subject and the preference of the study group leader.

In classes where discussion is sought, some people will need encouragement. Resource people can often be found among the participants and used to stimulate class discussion. In smaller classes, a circle question has been used effectively. Here, a single question is asked of all participants and discussion is held after the final participant responds. In larger classes, a workshop design has been used. Here, the class is divided into small groups, each with a leader. Groups confer separately on a single question. The class is

Outside Speakers on page 7) and the amount of reading required for each class session. A short biographical sketch of approximately 150 words and a course description of approximately 250 words suitable for fall, winter or spring catalog publications should also be included. Due to the reduced size of the summer catalog, the biographical sketch should be approximately 50 words and the course description should be approximately 100 words.

Under development is a new, simplified two-part form, which will be available during this academic year.

For Lecture Series:
Moderators of lecture series courses are asked to complete a study group proposal form. The course description should be about 800 words in length, including a sentence or two about the lecturer if desired. When submitting the proposal form, please list the mailing addresses, phone numbers and e-mail addresses for all of the lecturers, so the Adventures in Learning Office can send them a catalog and/or contact them if necessary.

The completed study group proposal form may be submitted in one of two ways: electronically by use of our online form, or by hard copy. To submit the form electronically, go to the Adventures in Learning website at www.colby-sawyer.edu/adventures/curriculum.html to the heading of Study Group Proposals and click, as indicated, to download the form as a Word document. Using the instructions on the form, you will be able to complete the study group proposal on your computer and submit it as an attachment via e-mail to adventures@colby-sawyer.edu. We recommend that before starting you save the form to your computer so that you will have a record of your proposal. If you prefer, you can submit
your form via hard copy either typed or printed by sending it to Sharon Ames in the Adventures in Learning Office.

**Study Group Size**

The optimum study group size depends on the format of the course—whether discussion group, lecture style or lecture series. For discussion-style courses, study groups are typically limited to 20 participants to facilitate discussion. If more than 20 register, the Adventures in Learning Office will call to see if you are willing to accept additional participants. Should you decide not to increase your study group size, there may need to be a lottery and registrants will be offered their second or third choices.

Lecture-style courses and lecture series may accommodate 40 or more participants, at your discretion. Please decide on a maximum number of participants and include the number on your proposal form.

**Course Duration**

Full-course duration  
Fall, winter or spring term 6- to 8-week sessions

Mini-course duration  
Summer, fall, winter or spring term 3- to 4-week sessions

**Note:** All class sessions run for two hours.

uncomfortable about approaching you directly, the designated class representative can hear those thoughts and share them with you after class. Additionally, the class representative will be responsible for assisting you in classroom set-up and transporting audio/visual equipment available at the Adventures in Learning Office. They will also be responsible for handing out evaluation forms, collecting all completed evaluation forms from the participants of your study group and delivering them to the Adventures in Learning Office following the end of the term.

**Guest Policy**

Many of our courses are oversubscribed and have a waiting list. As a courtesy to our membership, please remember that attendance in Adventures in Learning courses is reserved only for members who have registered and have been enrolled in the course.

**Inclement Weather Policy**

Adventures in Learning follows the Kearsarge Regional School District policy on weather closures. For information on the district's cancellations, call (603) 526-2051 ext. 224. **Study group leaders should notify the Adventures in Learning Office if they are cancelling a class.** Should you desire to extend the end date of your course due to a cancellation, please contact Janet St. Laurent. She will check to see if your classroom venue will be available for the extra time.
them to the office for the re-use of the plastic cases in another term.

For Lecture Series:
Nametags will not be provided for lecture series courses since the number of people registering makes it difficult to pass out and collect them each week.

Conducting a Study Course

Class Breaks

Short class breaks (10 minutes or so) may be planned about halfway through each class. This provides course participants a chance to freshen up and also allows for informal discussions and camaraderie that can add greatly to their enjoyment of the course. If you and your course participants would like to provide small refreshments during the break at your own expense and there is a sink and counter available in the classroom (as in Tracy Memorial Library and the Town Offices Conference Room) that choice is up to you and the course participants.

Class Representative

A class representative is a designated member of your study group who is willing to act as an intermediary between you and the rest of the class. It is important to designate your class representative at the first class session. You may ask for a volunteer or appoint someone you know to serve in this valuable role.

In the event that someone in your study group has a suggestion or concern about the course, but may feel

Preparing for Your Course

Assistance for Study Group Leaders

Three sources of support are available to assist you in preparing and presenting your course. First, if you are not a member of the Curriculum Committee, you will be assigned a committee member to serve as your "contact." If you need assistance, you should begin by trying to reach your assigned contact. Second, if you are unable to reach your assigned contact, you may contact the Curriculum Committee chairperson, Joanna Henderson, at (603) 746-3396 or kimballhillfarm@comcast.net. Third, you may contact the Adventures in Learning Office. (See the last page for contact information.)

Classroom Venues

Janet St. Laurent handles the scheduling of all Adventures in Learning classroom venues. Once the classroom venues have been determined, she will notify you of the day, time and location of your course by e-mail if we have your e-mail address. Otherwise we will contact you by phone. If you have questions or have encountered a problem with the classroom venue that needs resolution, please contact Janet.

Many of our classroom venues are scheduled by other groups before and after Adventures in Learning courses. It is important that you do not allow your course participants to enter the venue if another group meeting is still in session. If you should find it necessary to rearrange classroom furniture in your selected venue, please remember that unless told otherwise, classroom furniture should be broken down after
use. The venue space should be restored to its original condition i.e., if you unlock and open windows then close and lock them; turn up the heat, then turn it down; put the shades down, then put them up; etc.

If you need to cancel a class session please refer to the Study Group Rosters and Nametags section on page 15 and Inclement Weather Policy on page 17.

**Equipment**

For courses scheduled on the Colby-Sawyer College campus, such as in the Archives at the Susan Colgate Cleveland Library/Learning Center, audio-visual or other equipment may be requested through the Adventures in Learning Office. Upon direction, the college’s Information Resources staff will provide the requested equipment prior to the start of each class and will remove it following the class.

For courses in other locations, most of the audio-visual equipment is stored in the Adventures in Learning Office. The Epson digital projector is in a carrying case with the cable for connecting to your laptop. Instructions for use of the equipment are also in the carrying case. In addition, there is a CD player in a separate box, an overhead projector and a portable whiteboard. Stored at the New London Town Office Building is the Toshiba DVD/VCR player, which is in a separate carrying case with associated Bose speaker, required cables and directions.

If you need help with the equipment, the Curriculum Committee will assign an individual to work with you. If requested, the individual can attend the study group leader orientation meeting held prior to the beginning of the term reimbursable expenses. (See the Reimbursement section on page 19.)

If you are comfortable using the Flash Photo machines, which can also collate and staple copies, you may complete your copying without staff assistance. You will need to set the automatic counters to determine copy charges. When your copies are complete, a staff member will enter the charges at the register and ask you to sign a receipt. Flash Photo will bill the Adventures in Learning Office on a monthly basis. As always, if you need assistance at any time, a Flash Photo staff member will be available for help.

If you prefer, you may send Flash Photo an e-mail with the information you would like copied so they can have it ready for you to pick up. Please be sure to include the number of copies you would like and whether it should be copied one or two sided. They would like a phone number in case any questions arise.

You may also utilize e-mail with your course participants if members are so equipped. However, you should use discretion when requesting that participants print out materials that may require numerous copies.

**Study Group Rosters and Nametags**

Your orientation packet will also include nametags and the most current course roster of names, addresses, telephone numbers, and e-mail addresses. Please use the roster to set up a telephone chain to notify course participants of changes in course location, your unexpected absence, sickness, etc. For cancellations due to inclement weather, please see page 17. The Adventures in Learning Office requests that you collect the nametags at the conclusion of your course and return
For Lecture Series:
Moderators receive a Flash Photo card during the orientation meeting so they can make copies for the lecturers if needed.

The established copy limit for handouts given at no charge is ten pages of single-sided, black and white copies per participant, per class session. However, in order to keep our photocopying costs at a reasonable level and to be a good environmental steward, you may want to consider copying those ten pages double-sided, which saves money as well as the amount of paper used. Keep in mind also, that the more copies you make at one time, the less it costs. It is advisable to make all of the photocopied handouts you will need for your entire course at one time. For example, you have 22 participants in your eight-week course, the calculation would be 22 participants x 8 class sessions x 10 pages per participant = 1,760 photocopied pages. If you made those copies all at one time and made them double-sided, the cost would be 13 cents per page for about 880 photocopied sheets of paper. This represents the greatest amount of savings. The current pricing breakdown at Flash Photo is as follows:

- 1-99 copies at 10 cents each; second side at 9 cents each for total of 19 cents
- 100-199 copies at 9 cents each; second side at 8 cents each for total of 17 cents
- 200-499 copies at 8 cents each; second side at 7 cents each for total of 15 cents
- 500+ copies at 7 cents each; second side at 6 cents each for total of 13 cents

For copies beyond the ten-page limit per participant, per session, you may utilize part of your allowance for to discuss equipment needs with you and, if needed, may be present at the start of your first class to assist in the set up process. You or your class representative (see page 16) will be responsible for obtaining and returning the equipment to and from the Adventures in Learning Office.

If you have questions or have encountered a problem with the equipment that needs resolution, you may contact the Adventures in Learning Office.

Outside Speakers

From time to time, study group leaders enlist the aid of someone outside the study group as a featured speaker. If you are considering a Colby-Sawyer College faculty member as a speaker in your course, please clear this with Sharon Ames in the Adventures in Learning Office prior to contacting the faculty member.

Photograph

Following the Curriculum Committee's approval of your study group proposal, we request that you submit an appropriate photograph of yourself, preferably smiling, which will appear along with your course description and biography in the Adventures in Learning catalog. This photograph should be submitted electronically, if possible, or as a printed snapshot if not.

Potential Participants

If a potential participant approaches you at any time during or following the registration period requesting information...
about availability in your course, please refer them to the Adventures in Learning Office. Courses can sometimes be oversubscribed early in the registration process and there may be a waiting list. Following this procedure will ensure that potential participants receive fair and equal treatment.

For Lecture Series:
The moderator is responsible for informing lecturers that our policy allows lecturers to attend other sessions in the series free. The lecturers need to inform the office of their desire to do so. The moderator is also responsible for providing the office with contact information for each lecturer.

Syllabus/Cover Letter

Study group leaders sometimes decide to include information to accompany the course confirmation sent to participants. If you plan to provide a syllabus or letter for use in the participant confirmation process, please submit it to the Adventures in Learning Office prior to the end of the term registration period. The syllabus/cover letter should provide the course schedule of topics to be covered in each weekly session, reading assignments and other pertinent information.

Term Enrollment Confirmation

As courses reach the maximum number of participants, the Adventures in Learning Office will call those people who were not able to be enrolled and let them know they have been placed on a waiting list. Approximately two weeks before the beginning of the term, enrollment confirmations are sent to participants via e-mail or via United States Postal Service if they prefer.

and use the two public access computer stations. You can also request a temporary use password for the wireless network if you bring your own laptop.

The New Hampshire Book Bag Program is a joint project of the New Hampshire State Library and the New Hampshire Humanities Council. It provides collections of literature to discussion groups in New Hampshire. Over 400 titles in quantities that vary from 10 to 100 copies are available through the program and may be borrowed for up to two months. Reservation information and a listing of available books can be found at: www.nh.gov/nhsl/services/librarians/bookbag/index.html. If you make arrangements through them to use the program, please have their van deliver the books to the Colby-Sawyer College library. You will need to let Carrie Thomas know how many boxes of books are coming and when to expect them.

Photocopies

In your judgment, photocopied handouts may be desirable to broaden and confirm points relevant to course content and discussion. Please refer to the Fair Use section beginning on page 10 for citation information. To facilitate the photocopy procedure, you (and your co-leader if you have one) will receive a wallet-sized card with your name on it, signed by Marianne Harrison or Janet St. Laurent. The card, which you will receive at the orientation meeting prior to the term in which your course is being offered, authorizes you to charge copies to the Adventures in Learning account at Flash Photo located in the New London Shopping Center on Newport Road.
participants to complete and return the forms either directly to your class representative (see page 16 for additional information) or to the Adventures in Learning Office. It is important to encourage the return of the evaluations including written comments, where applicable, because the Curriculum Committee finds the responses helpful in planning for future courses.

For Lecture Series:
Evaluations for lecture series courses should be handed out at the first class and collected at the last class.

Library Facilities

The resources of the Susan Colgate Cleveland Library/Learning Center on the Colby-Sawyer campus will be available to you to assist in the preparation and implementation of your course.

The library offers you a community membership the same as any other area residents. If you live in New London, the annual fee is $1. If you live elsewhere, the fee is $25 payable to the Friends of the Library. This entitles you to a library card with borrowing privileges (3 week checkout period for books, 4 day checkout for films) and a computer password with a 30 page a month printing quota.

You may request books or articles via interlibrary loan if you need them for teaching purposes. Please direct any requests to Library Director Carrie Thomas. She may be contacted at (603) 526-3686.

You can go into the library during open hours and use the resources in the building—read books or journals, watch films

Textbooks and/or Supplemental Bound Materials

Once your study group proposal has been reviewed and accepted by the Curriculum Committee, you will be required to fill out section I of a textbook information form available on the website at www.colby-sawyer.edu/adventures/curriculum.html or from the Adventures in Learning Office. Please submit it to the office to determine availability at Morgan Hill Bookstore.

Based on the information contained on your textbook information form and the number of participants in your course at the close of registration, Morgan Hill Bookstore will order textbooks that course participants may purchase at a discount. When required by the bookstore, the office may advise the participants that they must special order the textbook.

In the event Morgan Hill Bookstore is unable to acquire a book you have selected, i.e., out of print, hard to find or above the $35 maximum price, you will be notified. The following websites may aid you in locating your book: abebooks.com, bookfinder.com, alibris.com or usedbooksearch.com. Please be aware that you may have participants who are not able to order books online and that you may need to make provisions for them.

If you choose to provide supplemental bound materials, you must provide a master copy to the Adventures in Learning Office. The office will have photocopying and binding prepared at Flash Photo after the registration period has ended. In order to accommodate Flash Photo’s requirements, your original master copy should be on 8 ½” x 11” white copy paper with no paper clips, glue or staples. To accommodate
the binding, please leave a margin of one inch. All pages in your master copy should be either one-sided or two-sided but not a combination of both. Once copied and bound, the office will offer these materials at cost to the course participants.

The total cost for required textbooks and/or supplemental bound materials offered at cost should not exceed $35. Should you believe it desirable to exceed this amount, please discuss the matter with the individual designated by the Curriculum Committee as your contact with the Adventures in Learning program.

**Fair Use of Copyrighted Work:** If any of your supplemental bound materials utilize the copyrighted work of others, it is important that you complete a Checklist for Fair Use form, which is available from your contact person or the Adventures in Learning Office.

The fair use provision of the copyright law, Section 107 of the Copyright Act of 1976, is designed to allow “reasonable” use of copyrighted works for educational purposes while protecting the interests of the original authors. The test for fair use is based on four factors: the purpose of the use; the nature of the work to be used; the amount of the work to be used in relation to the work as a whole; and the effect of the use of the work on the market. The Checklist for Fair Use derives from these four factors and from the judicial decisions interpreting copyright law.

Completing the checklist provides a record of your fair use analysis, which is critical to establishing your “reasonable and good faith” attempts to apply fair use to meet your educational objectives. Because you are most familiar with your project, you are probably best positioned to determine if the cumulative weight of the factors in your case meets or contravenes the fair use provision. Keep a copy of the checklist in your files for future reference.

Once completed, the Checklist for Fair Use should be submitted to the Adventures in Learning Office together with a master copy of the materials you wish to use for your course. Each separate use of the copyrighted works of others in the master copy must include a citation. Citations of books, articles and other materials must include the following common elements: author, title and date of publication. For books, the place and publisher should also be given; for articles, the journal name, volume number, year of publication, page number(s), and, often, the issue number should be included.

**Study Group Leader's Orientation Meeting**

About two weeks before the term starts, an orientation meeting will be held for each term’s study group leaders to provide answers to your questions, to familiarize you with classroom space and locations, and to provide an opportunity for you to meet fellow study group leaders. At this time, the Adventures in Learning Office will provide you with an orientation packet of materials for your course.

**Evaluation Forms**

In your orientation packet, you will find a supply of evaluation forms. They should be given to your course participants no later than two weeks before the end of the term. This provides an opportunity for you to remind