Faculty Handbook

This handbook is prepared by the Curriculum Committee and was updated December 2018.
Welcome

This handbook serves a dual purpose; to inform interested persons who wish to learn more about teaching opportunities and responsibilities and to provide additional orientation for those who have already been invited to join the faculty of Midcoast Senior College (MSC).

If after reviewing this information you continue to be interested in exploring teaching opportunities with MSC, please contact the Chair of the Curriculum Committee who will arrange for an interview with the committee.

For that meeting, please come with a brief resume and one or more course outlines to distribute and propose, specifically about the content and objectives of your proposal(s) and the books and/or resources you would wish students to read.

Most of the members of the Curriculum Committee have taught at Midcoast Senior College and are in a position to answer questions and assist you in pursuing an effective offering for our students.

If you have already been engaged to teach your first course at Senior College and have questions not covered in this handbook, please contact the Chair of the Curriculum Committee.

Thank you!

Linton Studdiford
Co-Chair of the Curriculum Committee
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The Role of the Liaison

A liaison is an assistant to the instructor who performs the duties below. He/She is assigned before the start of the class. The instructor should communicate with the liaison any specific/special needs that are not outlined below, which will help support the class activities.

A liaison will:

1. Make announcements regarding classroom rules, cancellation policies, Facebook page, etc.
2. Track attendance: not an attendance roll-call but will take note and advise the office if a student has not ever attended or drops out of class.
3. Distribute a class list at beginning of the course and ask students to verify their contact information.
4. Check instructor’s mailbox before each class for communications.
5. Distribute and collect name cards (also known as “tent cards”).
6. Distribute and collect forms including release forms for field trips, teacher evaluation forms, etc.
7. As needed and in certain cases pre-arranged: assist instructor with audio visual equipment, internet and computer support, hearing assistive technology support, set-up and take-down of chairs/tables/lecterns.
8. Interface with the office as needed.
Course Information

Requirements: No tests, exams, papers, grades or earned credits.

Texts and Other Resources: We ask that faculty indicate if a text is required or recommended. It is the responsibility of the student to acquire a book for the course if one is required.

Course Web Page: A web page on the MSC website is created for each course and instructors are encouraged to use this page to publish course information and links.

Email & Contact Class List: A class list with the names of students enrolled in each course, as well as their email address and telephone number is provided to the instructor.

Course Syllabus: A detailed course syllabus should be provided to students to help them keep up with reading assignments and course schedules.

Discussion Encouraged: Serious, free-flowing conversations often become a major component of a course, enlivening and stimulating the discussion.

Class Size: Class size depends on instructor’s preference, demand and room restrictions.

Copies: Copied hand-out materials can be requested by pre-arrangement with the MSC office. Use of online materials is encouraged.

Break Time: Normal practice is a 10-minute class break.

Liaisons: It is the responsibility of the instructor to communicate with the liaison any specific needs which will support class activities.

History and Organization

Thanks to the dedication of co-founders Nancy Wheeler and Jack Thompson, among others, Midcoast Senior College opened for classes in Spring 2000 as one of several autonomous, self-governing senior colleges in the state and chartered by the University of Maine.

More than 1,600 receive notifications of our events, classes and newsletters

- MSC is an independent 501(c)3 tax exempt non-profit organization.
- MSC is one of 17 independent member organizations of the Maine Senior College Network.
- MSC is administered by a 15-member Board of Directors that meets monthly for planning and policy decisions.
- MSC is a member organization; a $35 annual membership fee is added to course tuition.

Our Mission: To provide non-credit academic courses and other educational events for people 50 years and older, assuring their continued lifelong learning.

Our Campus: MSC classrooms and office are located on Brunswick Landing, 29 Burbank Ave., Brunswick, Maine. Office hours are Monday-Friday, 9 a.m. to 3 p.m.

Contact Information:
29 Burbank Ave., Suite 6, Brunswick, ME 04011
207-725-4900
mscoffice@midcoastseniorcollege.org
The Life of the Mind

Those who teach in any one of Maine’s Senior College programs volunteer their time and expertise in support of an intellectually challenging movement that inspires and refreshes lifelong learners. Many of our own faculty at Midcoast Senior College are drawn from retirees who have moved into this area. While many have had careers on a college or university campus or at a private or public school, we also have professionals in business, medicine, and law as well as musicians, artists, and published authors.

Our fall term runs from early September to early November; spring term begins early March and ends early May. In 2019, we added a four-week winter term. Generally, courses meet for two consecutive hours each week. Most courses run for eight weeks, a few for six or four weeks. Most classes meet at MSC, 29 Burbank Ave., Brunswick (Brunswick Landing). In addition, we use classroom space at The Highlands in Topsham, Thornton Oaks and Sunnybrook Village in Brunswick, UMA Brunswick Center, and elsewhere.

Most courses are in the spirit of traditional Liberal Arts curriculum with the content ranging from the humanities and fine arts to the social and natural sciences. Seniors come to us curious and eager to engage new ideas with thoughtful, probing questions. They provide a blend of diverse backgrounds that further nourish the substance of a course.

Course Proposal Procedures

- The Chair of the Curriculum Committee will contact all faculty members in late September and early February with an invitation to submit course proposals for the spring and fall semesters. Proposals are due in late October for the spring term and early March for the fall term. (The winter term proposal time frame has yet to be determined.)

- Faculty members are given a link to a Google Document that requests contact information, a brief biography, course title and description, book and audio-visual equipment needed and other information. All the fields in the Google Document must be completed.

- It is particularly important that faculty designate if a book is “required” or “recommended” for the course and that the title, author and ISBN number is provided.