

SIMON FRASER UNIVERSITY

S.74-131

MEMORANDUM

SENATE

From SENATE COMMITTEE ON NON-CREDIT INSTRUCTION

Subject REPORT ON COMMITTEE ACTIVITIES -  
SUMMER 1974

Date OCTOBER 18, 1974

MOTION: "That Senate ratify the course approved by the Senate Committee on Non-Credit Instruction for offering during the Fall Semester, 1974, as set forth in S.74-131:

<u>Offered by</u>	<u>Course Title</u>
Continuing Education and Faculty of Arts	Solzhenitsyn and the Soviet Past
English Department	English 001 - Writing
Reading & Study Centre	Reading & Study 001 - 8 wks.
Reading & Study Centre	Reading & Study 001 - 4 wks.
Reading & Study Centre	English Language Program
Reading & Study Centre	Rapid Reading
Reading & Study Centre	Typing
Continuing Education	Photographer's Eye (advanced)
Continuing Education	Documentary Film
Communication Studies	Video Vibes
Continuing Education	Introductory Japanese
Continuing Education	Intermediate Japanese
Library	Access to Information
Arts Centre	"At Home" & Rehearsal
Arts Centre	Elementary Dance
Arts Centre	Intermediate Dance
Arts Centre	Advanced Dance
Arts Centre	Super 8mm film
Arts Centre	16mm film
Arts Centre	Introduction to Video
Arts Centre	Continuing Video
Arts Centre	Aesthetics of Video
Arts Centre	Theatre Workshop
Arts Centre	Lighting Workshop

Arts Centre	Sceneshop Skills
Arts Centre	Audio Technical Skills
Arts Centre	Madrigal Singers
Arts Centre	Choir
Arts Centre	Voice Production & Sight Reading (beginning)
Arts Centre	Voice Production & Sight Reading (intermediate)
Arts Centre	Language of Music
Arts Centre	Beginning Recorder
Arts Centre	Intermediate Recorder
Arts Centre	Advanced Recorder
Arts Centre	Renaissance Ensemble
Computing Centre	Introduction to APL
Computing Centre	Introduction to SPSS
Computing Centre	Intermediate APL
Computing Centre	Introduction to WYLBUR
Computing Centre	Introduction to Software packages in the program library
Computing Centre	Computing Centre Orientation
Continuing Education	Photographer's Eye - beg.
Health Services	First Aid
Recreation Department	Recreation Courses."

# SIMON FRASER UNIVERSITY

S.74-131

## MEMORANDUM

SENATE

From SENATE COMMITTEE ON NON-CREDIT  
INSTRUCTION

Subject REPORT ON COMMITTEE ACTIVITIES -  
SUMMER 1974

Date OCTOBER 18, 1974

The Senate Committee on Non-Credit Instruction has approved the courses listed on the attached Motion sheet for offering during the Fall semester, 1974. Course proposal forms for each of these courses are attached, with the exception of the General Education Activity Classes offered by the Department of Recreation. It was agreed that a composite submission, a copy of which is also attached, could be made for these particular courses. These courses are now submitted to Senate for its ratification.



I. Mugridge

NON-CREDIT COURSES AND ACTIVITIES APPROVED BY SENATE COMMITTEE ON NON-CREDIT INSTRUCTION DURING LATE SUMMER AND FALL 1974

Proposed By	Title	Instructor	Description	Date
81NC74	Continuing Education & Faculty of Arts	J.L. Solecki, Dept of Slavonic Studies, UBC	2 lectures - one day, one eve.	May 29
82NC74	English Dept.	D. Savage		Sept 9 - Dec. 5
83NC74	Reading & Study Centre	various staff members		Sept. - Dec.
84NC74	Reading & Study Centre	various staff members		Sept. - Dec.
85NC74	Reading & Study Centre	Various staff members		Sept. - Dec.
86NC74	Reading & Study Centre	various staff members		Sept. - Dec.
87NC74	Reading & Study Centre	various staff members		Sept. - Dec.
88NC74	Continuing Education	Photographer's Eye (advanced) D. Devenyi	advanced photography course	Jun. 26-Aug. 28
89NC74	Continuing Education	M.E. Elliot Hurst	film series on documentaries	Sept 8-Dec. 8
94NC74	Communication Studies	R.J. Bidwell	course on how to use video studio	Fall Semester.
95NC74	Continuing Education	H. Tanaka	THIS COURSE WAS CANCELLED DUE TO LOW ENROLLMENT	
96NC74	Continuing Education	H. Tanaka	THIS COURSE WAS CANCELLED DUE TO LOW ENROLLMENT	
97NC74	Library	L. Thomas & staff	how to use the library	Sept 18-Oct 2
98NC74	Arts Centre Courses			
a.	"At Home" & Rehearsal	Purcell String Quartet		Sept 11-Nov 20
b.	Elementary Dance			Sept 10-Dec 3
c.	Intermediate Dance	Iris Garland		Sept 10-Dec 3

1A.

Proposed by	Title	Instructor	Description	Date
d.	Arts Centre			
	Advanced Dance			Sept 9-Dec 2
e.	Super 8mm film			Sept 12-Dec 5
f.	16mm film			Sept 11-Dec 4
g.	Introduction to Video	Brian Guns		Sept 23-Dec 2
h.	Continuing Video	Brian Guns		Sept 17-Dec 3
i.	Aesthetics of Video	Brian Guns		Sept 9-Dec 2
j.	Theatre Workshop			Sept 9-Dec 6
k.	Lighting Workshop	M. Irwin/K. Dirdrich		Sept 10-Dec 3
l.	Sceneshop Skills	M. Viksten		Sept 12-Dec 5
m.	Audio Technical Skills	M. Irwin		Sept 11-Dec 4
n.	Madrigal Singers	P. Malling		Sept 5-Dec 5
o.	Choir	P. Malling		Sept 10-Dec 4
p.	Voice Production & sight reading (beginning)	P. Malling		Sept 18-Dec 4
q.	Voice Production & Sight Reading (intermediate)	P. Malling		Sept 10-Dec 3
r.	Language of Music	D. Skulski		Sept 10-Dec 3
s.	Beginning Recorder	D. Skulski		Sept 16-Dec 2

Proposed by	Title	Instructor	Description	Date
t. Arts Centre	Intermediate Recorder	D. Skulski		Sept 16-Dec 2
u.	Advanced Recorder	D. Skulski		Sept 16-Dec 2
v.	Renaissance Ensemble	D. Skulski		Sept 17-Dec 3
99NC74	Computing Centre Courses			
a.	Introduction to APL	B. Ferguson		Oct 2-Oct 9
b.	Introduction to SPSS	J. Yu	one session	Oct 15
c.	Intermediate APL	A. Stanley-Jones	one session	Oct 23
d.	Introduction to WYLBUR	J. Yu	one session	Oct 8
e.	Introduction to Software packages in the program library	E. Dainow	one session	Oct 1
f.	computing centre orientation	N. Stroppa		Sept 17-18
100NC74	Continuing Education			
101NC74	Health Services	D. Devenyi	photography course for beginners	Sept 25-Nov 27
	First Aid	assigned by St. John's Ambulance Assoc.		
102NC74	Recreation Dept.	various	Recreation courses	Sept 16-Nov 18

Course No. \_\_\_\_\_

NON-CREDIT ~~COURSE~~ PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

*Lecture*  
PROPOSED ~~COURSE~~ TITLE: Solzhenitsyn and the Soviet Past  
(Please attach a full description of the course,  
indicating course content, etc.)

SECTION I. - To be completed for non-credit activities  
offered under the auspices of the Division  
of Continuing Education.

Proposed Instructor: Dr. Jan Jozef Solecki  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: At the discretion of Continuing Education  
(Please provide details of type of promotion required,  
e.g. newspaper, general mailing, special mailing).  
Posters and newspapers

Anticipated Course Budget:

Stipends/Honoraria Dr. J.J. Solecki \$ 50.00  
(Please list names and amounts)

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ 50.00

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ 50.00 *75.00*

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: \_\_\_\_\_

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: \_\_\_\_\_  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: \_\_\_\_\_

Publicity Requirements:

To be arranged by Department proposing the course

To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

General public

Proposed time period for course: One lecture to be given both at noon and in the evening, sometime during the last two weeks of May, 1974.

Commencement Date: May 29<sup>th</sup>

End Date: \_\_\_\_\_

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 12 noon - 2 pm  
a 7:30 - 10 pm

to \_\_\_\_\_

29<sup>th</sup> May  
12.00 - 2  
7:30 - 10 p

Location Proposed: At the discretion of Continuing Education.

C9002  
(200 seats)

Fee to be charged: none

Enrolment: Maximum 200

Minimum now

Any Special Requirements: (i.e. space, equipment, etc.)

None

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.  
For the Spring semester: October 15.  
For the Summer semester: February 15.)

Signature of Proposer: W.A.S. Smith / per Sheila Roberts Date: April 19, 1974.  
 Signature of Instructor: [Signature] Date: April 19, 1974.  
 Department/Division Authorization: Dean of Arts Office  
 (where applicable) Date: April 19, 1974

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

*Approved 23.4.74*  
*[Signature]*

For Office Use:

Date received: April 22/74 Course No. B1NC74

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Reason for rejection:  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

Course No. 82 Nc 74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: English 001-0  
(Please attach a full description of the course,  
indicating course content, etc.)

SECTION I. - To be completed for non-credit activities  
offered under the auspices of the Division  
of Continuing Education.

Proposed Instructor: David Savage  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required,  
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: English

Proposed Instructor: David Savage  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: English 001 - Writing  
(Please attach a full description of the course, indicating course content, etc.) The principles and practices of expository writing. This course will require two hours class time a week.

Budget Arrangements:

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) none \$ \_\_\_\_\_

Department/Division subsidizing course: English Dept.

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

Proposed time period for course: Fall Trimester 1974

Commencement Date: September 9, 1974 End Date: December 5, 1974

Mon.    Tues.    Wed.    Thurs.    Fri.    Sat.    Sun.  
 Time:      Tues. 9:30 - 10:20 Lec.      Thurs. 11:30 - 12:20 Tut. #3  
 from 11:30 - 12:20 Tut. #1      to 2:30 - 3:32 Tut. #4  
           1:30 - 2:20 Tut. #2

Location Proposed: Seminar room

Fee to be charged: none

Enrolment:      Maximum \_\_\_\_\_      Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.  
 For the Spring semester: October 15.  
 For the Summer semester: February 15.)

Signature of Proposer: See memo Date: \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Authorization: \_\_\_\_\_  
(where applicable)

Date: \_\_\_\_\_

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 4/74 Course No. 82 NC 74

Date Submitted to Non-Credit Committee: 1. June 14  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

COURSE PROPOSAL FORM

Course Title: Reading and Study 001 - 8 week section

Full Description of Course: Reading and Study 001 is a non-credit course for training students in effective methods of reading and study. It consists of a one-hour lecture, one-hour tutorial and one-hour lab session per week. Purposeful, flexible reading skills and planned scheduled study techniques are emphasized. Increased reading speed is one aspect of the training, but the main emphasis is on speed of comprehension. A student's present reading skills and study patterns are assessed prior to individual programming.

Main areas of emphasis:

- rapid reading and comprehension
- correlation of lectures and reading material for essays or exam purposes.
- critical reading
- exam writing
- notetaking and listening
- concentration and retention

Requirements for Entrants: (if any): Registered in present semester at SFU

Rationale for the Course: To help students deal effectively with course and degree requirements.

For Whom is the Course Intended: Registered SFU students  
(course is also open to interested Faculty and staff)

Proposed Dates, Time and Place of Offerings:

First eight weeks of each Semester  
Jan. - April; May - August; September - December  
Formal lecture-tutorial time  
Labs continue for whole semester  
Time: 9:30 - 3:30 (Each student registers for 3 hours per week - time to be chosen from Non-Credit Programs and Activities Schedule; an example is attached)  
Place: AQ 3058, AQ 3057, and AQ 3052

Proposed Instructors: Regular Reading and Study staff  
P.L. Franklin, Director  
B. Bowman, Assistant to Director  
Reading Assistant -  
Reading Assistant - (at present two short)

Proposed Student Fee: NIL

Maximum number of students: 350 per semester, Spring and Fall; 200 - Summer

.....2

Proposed Course Budget: covered in regular fiscal budget

Expenses: Instructor(s) stipend(s): \_\_\_\_\_

Travel & Accomodation \_\_\_\_\_

Rental of Facilities: \_\_\_\_\_

Equipment and Materials; \_\_\_\_\_

Other expenses (list): \_\_\_\_\_

TOTAL COST \_\_\_\_\_

Anticipated Revenue: \_\_\_\_\_ NIL \_\_\_\_\_

Net Cost of Proposed Course: \_\_\_\_\_ NIL \_\_\_\_\_

Special Details of Proposed Course:

Signature of the Author of the Proposal: *J. Jones*

Date *April 1974*

COURSE PROPOSAL FORM(Non-Credit)Course Title: Reading and Study 001 - 4 week sectionFull Description of Course: Reading and Study 001 is a non-credit course for training students in effective methods of reading and study. It consists of a one-hour lecture, one-hour tutorial and one-hour lab session per week. Purposeful, flexible reading skills and planned scheduled study techniques are emphasized. Increased reading speed is one aspect of the training, but the main emphasis is on speed of comprehension. A student's present reading skills and study patterns are assessed prior to individual programming.

Main areas of emphasis:

- rapid reading and comprehension
- correlation of lectures and reading material for essays or exam purposes
- critical reading
- exam writing
- notetaking and listening
- concentration and retention

Requirements for Entrants (if any): Registered at SFU for present semester or for next semesterRationale for the Course: as for 8 week courseFor Whom is the Course Intended: Especially relevant to special or mature students in their first semester or just prior to their first semester at SFU.  
- also open to interested faculty, staff and regular studentsProposed Dates, Time and Place of Offerings:

Ninth to twelfth week of each semester

- formal lecture-tutorial time
- labs continue to end of semester

Time: each student registers for two, 1 1/2 hour sessions per week or three 1 hour sessions per week between 9:00 a.m. and 3:00 p.m.

Proposed Instructors: Reading and Study Staff -  
P. L. Franklin, Director  
B. Bowman, Assistant to Director  
Reading Assistant -(at present one short)Proposed Student Fee: Free to registered students  
\$60 to non-registered studentsMaximum number of students: 50

Proposed Course Budget: covered in regular fiscal budget

Expenses: Instructor(s) stipend(s): \_\_\_\_\_

Travel & Accomodation \_\_\_\_\_

Rental of Facilities: \_\_\_\_\_

Equipment and Materials; \_\_\_\_\_

Other expenses (list): \_\_\_\_\_

TOTAL COST \_\_\_\_\_

Anticipated Revenue: NIL

Net Cost of Proposed Course: NIL

Special Details of Proposed Course:

Signature of the Author of the Proposal: *Mr Jones*

Date *April 19/74*

COURSE PROPOSAL FORM

(Non-Credit)

Course Title: Reading and Study Centre, English Language Program

Full Description of Course: Reading, Writing & Structure, Pronunciation and Aural Comprehension Skill Improvement for Non-native speakers of English

Requirements for Entrants (if any):  
Demonstrated need (assessment)

Rationale for the Course: To remove language impediments to successful academic performance

For Whom is the Course Intended: Registered students who are non-native speakers of English and some potential Simon Fraser University students who require additional language competency for entrance

Proposed Dates, Time and Place of Offerings:  
3 semesters  
Jan. - Apr.; May - Aug.; Sept. - Dec.  
at the Reading and Study Centre

Proposed Instructor(s): Lee Lightfoot  
Jean Rowe

Proposed Student Fee: Free to registered students (NON-registered students, \$60)

Maximum number of Students: 35

Proposed Course Budget: Included in regular Reading and Study Centre Budget

Expenses: Instructor(s) stipend(s); \_\_\_\_\_

Travel & Accomodation: \_\_\_\_\_

Rental of Facilities: \_\_\_\_\_ (for off-campus course using rented space)

Equipment & Materials: \_\_\_\_\_

Other expenses (list): \_\_\_\_\_

TOTAL COST: \_\_\_\_\_

Anticipated Revenue:  
Student fees: \$160<sup>00</sup>

Net Cost of Proposed Course: NIL

Special Details of Proposed Course:

Signature of the Author of the Proposal: *J. Jones*

Date: April 19/74

COURSE PROPOSAL FORM  
(Non-Credit)

Course Title: Rapid Reading for the Business and Professional Community

Full Description of Course: An eight week evening program stressing rate and comprehension in reading for recreation and business

Requirements for Entrants (if any): NONE

Rationale for the Course: Enable the business and professional person to process reading material quickly and effectively

For Whom is the Course Intended: For the business and professional person

Proposed Dates, Time and Place of Offering:

October 1 - November 19/44  
7:00 - 9:00 p.m.  
Place: AQ3057, AQ3058

Proposed Instructor: Regular Reading and Study Staff

Proposed Student Fee: \$63<sup>866</sup> (includes textbook) 866 + 76 book fee

Maximum number of students: 30

Proposed Course Budget:

Expenses: Instructor(s) stipend(s): \_\_\_\_\_  
(depends on staff availability)

Travel & Accomodation: \_\_\_\_\_

Rental of Facilities: \_\_\_\_\_ (for off-campus course using rented space)

Equipment & Materials: \_\_\_\_\_

Other expenses (list): Advertising \$150.00  
Postage, Office Supplies

TOTAL COST: \_\_\_\_\_

Anticipated Revenue: 1,800.00 Cal Fee

Student fees: 150.00 Bk Fee

Net Cost of Proposed Course: \_\_\_\_\_

Special Details of Proposed Course:

Signature of the Author of the Proposal: JH Jones  
Date: April 19/44

COURSE PROPOSAL FORM

(Non-Credit)

Course Title: Reading and Study, Typing Course

Full Description of Course: Course designed to teach keyboard by touch - control and about the operating parts of a type-writer

Requirements for Entrants (if any): NONE

Rationale for the Course: To enable students to type their own papers/thesis (assignments)

For Whom is the Course Intended: Registered SFU students (course also open to interested Faculty and staff)

Proposed Dates, Time and Place of Offerings: For full semester (see example of Programs and Activities schedule attached)  
Place: AQ3053

Proposed Instructor: M. Jones

Proposed Student Fee: \$15/semester

Maximum number of students: 30 - 40 per semester

Proposed Course Budget: included in regular fiscal budget

Expenses: Instructor(s) stipend(s): \_\_\_\_\_

Travel & Accomodation: \_\_\_\_\_

Rental of Facilities: \_\_\_\_\_ (for off-campus course using rented space)

Equipment & Materials: \_\_\_\_\_

Other expenses (list): \_\_\_\_\_

TOTAL COST: \_\_\_\_\_

Anticipated Revenue:

Student fees: \$450 - \$600

Net Cost of Proposed Course: NIL

Special Details of Proposed Course:

Signature of the Author of the Proposal: *J. Jones*

Date: April 19/75

Course No. 88 Nc 74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

THE PHOTOGRAPHER'S EYE

PROPOSED COURSE TITLE: Advanced Creative Photography (Work Shop II)  
(Please attach a full description of the course,  
indicating course content, etc.)

SECTION I. - To be completed for non-credit activities  
offered under the auspices of the Division  
of Continuing Education.

Proposed Instructor: DENES DEVENYI  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: Contact all previous students of Workshop I.  
(Please provide details of type of promotion required,  
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ 481.00  
(Please list names and amounts)

\_\_\_\_\_  
\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ 19.00

Total \$ 500.00

Revenue:  
Course fees: \_\_\_\_\_ x \$ 45.00 \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

NOTE: Fee to be raised to \$45.00

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: \_\_\_\_\_

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: \_\_\_\_\_  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: \_\_\_\_\_

Publicity Requirements:

To be arranged by Department proposing the course

To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

All previous Workshop I students (N.B. The course was requested by many)

Proposed time period for course: 10 weeks

Commencement Date: June 26th End Date: Aug. 28th

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 8 P.M. to 10 P.M.

Location Proposed: S.F.B. (A.O. 5014)

Fee to be charged: \$45.00

Enrolment: Maximum \_\_\_\_\_ Minimum 11

Any Special Requirements: (i.e. space, equipment, etc.)

Opaque Projector

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.  
For the Spring semester: October 15.  
For the Summer semester: February 15.)

Signature of Proposer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Instructor: Denes Devenyi Date: May 31/74

Department/Division Authorization: \_\_\_\_\_  
(where applicable)

Date: \_\_\_\_\_

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

Class limited

Includes lectures, demonstrations and extensive discussion of students' work. Of value to interested amateur and serious professional.

Denes Devenyi is a well known Canadian photographer who has had several one-man photographic exhibitions in this country and abroad for which he has won international recognition.

This course is a continuation of the Introductory Workshop which is a prerequisite. Students will be further acquainted with the principles of Gestalt photography. Emphasis will be placed on individual work and style and students will be able to put into practice some of the theories. Group discussion of the work is a major part of this course. There will be some experiments aimed at opening up new areas for the creative student. Discussion of the work of great photographers and current trends is also part of the course. Some specific assignments will be given from time to time.

For Office Use:

Date received: June 4/74 Course No. 88 NC 74

Date Submitted to Non-Credit Committee: 1. June 14  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

Course No. 89 NC 74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: DOCUMENTARY FILM  
(Please attach a full description of the course, indicating course content, etc.) See also general accompanying statements to all four film courses.

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: M. E. Eliot Hurst (organizer)  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: Newspaper, etc.  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria 13 discussants @ \$50.00 \$ 650.00  
(Please list names and amounts)  
AV technician 350<sup>00</sup>

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: complete film charges \$ 2,000.00 \*  
and freight

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

\* This figure is an absolute maximum, costs will probably be much, much lower.

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: \_\_\_\_\_

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: \_\_\_\_\_  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: \_\_\_\_\_

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)  
General community

Proposed time period for course: 13 weeks

Commencement Date: 7th or 8th September End Date: Nov. 30th/Dec. 1st.

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat OR  Sun.

Time: from 2 hour sessions, proposed to \_\_\_\_\_  
times to be chosen by Continuing Education 9002 AR

Location Proposed: OFF CAMPUS (site to be located) Burnaby/Coquitlam

Fee to be charged: \_\_\_\_\_

Enrolment: Maximum \_\_\_\_\_ Minimum 10

Any Special Requirements: (i.e. space, equipment, etc.)

AV Equipment (2, 16 mm. projectors, screens, etc.) and television

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.  
For the Spring semester: October 15.  
For the Summer semester: February 15.)



## DOCUMENTARY FILM

The "documentary" since earliest film-making has been a somewhat separate art; the boundaries between documentaries and realistic movies is somewhat diffuse however! This course will assume, however, that the documentary film essentially documents the real world perceived by the film-maker in a reasonably everyday situation. That the object of portraying some aspect of real life in a "non-fictional" way is to better communicate to the audience that reality free of chaos, disruption and noise; such entropy is controlled in order to communicate some minimal necessary structure of messages.

The course will trace from earliest beginnings, including newsreels made as early as 1895, the documentary film. Besides well-known documentary film-makers (Grierson, Flaherty, King, and Wiseman), the much envied British and Canadian documentary traditions, specific uses of such films (including propaganda), and the avant garde are examined.

### 1. September 7th. The beginnings

- (i) Lumière Programme, Fr., 1895, Lumière, 7 mins, b&w, silent.
- (ii) Inflation, Germany, 1927, Hans Richter, 4 mins, silent.
- (iii) Le Ballet Mécanique, Fr., 1924, F. Leger, 14 mins, silent.
- (iv) A propos de Nice, Fr., 1930, Jean Vigo, 38 mins, silent.
- (v) Rhapsody in two languages, Canada, 1933, Sparling/Assoc. Screen News, 10 mins.
- (vi) Newsparade, 1938, U.S., 1938, 9 mins, b&w.

Examples will also be included from the following:

- (vii) People on Sunday, Germ., 1920, R. Sjodmak, 89 mins, b&w.
- (viii) Haxan: a history of witchcraft, Sweden, 1918-21, B. Christenson, 125 mins, b&w.
- (ix) Fall of the Romanov Dynasty, Esther Stub, U.S.S.R., 1927, 67 mins, b&w.
- (x) Berlin - symphony of a city, W. Ruttmann, Germ., 1927,
- (xi) New Earth, Janis Ivens, Neths., 1934, 30 mins.

Discussant \_\_\_\_\_

2. September 14th. Selected documentary directors  
(a) John Grierson

- (i) Drifters, 1929, 60 mins, silent, (made for Empire Marketing Board).
- (ii) Night Mail, 1936, 24 mins, (made for G.P.O., with assistance of W.H. Auden and Benjamin Britten).
- (iii) Song of Ceylon, 1934, 40 mins.

Excerpts will also be included from the new N.F.B. documentary, Grierson!

3. September 21st. Selected documentary directors  
(b) R.J. Flaherty

- (i) Louisiana Story, U.S., 1948, 78 mins, b&w.

and excerpts from -

- (ii) Nanook of the North, Canada, 1922, 92 mins, b&w.
- (iii) The Land, U.S., 1941, 42 mins, b&w.

Discussant \_\_\_\_\_

4. September 28th. Selected documentary directors  
(c) Allan King

- (i) Come on children, Canada, 1973, 92 mins, col.
- (ii) Private world of James Jones, U.S., 1968, 30 mins, b&w.

and excerpts from -

- (iii) Warrendale, Canada, 1966, 100 mins, b&w.
- (iv) A married couple, Canada, 1969, 95 mins, b&w.
- (v) Will the real Norman Mailer please stand up, U.K. (B.B.C.-T.V.), 1970, 58 mins, col.

Discussant \_\_\_\_\_

5. October 5th. Selected documentary directors  
(d) Frank Wiseman

- (i) Basic Training, 1971, 89 mins, b&w.

and excerpts from -

- (ii) Essene, 1972, 86 mins, b&w.
- (iii) High School, 1969, 75 mins, b&w.
- (iv) Hospital, 1971, 84 mins, b&w.
- (v) Law and Order, 1969, 81 mins, b&w.

If it is possible to get hold of a copy, Titticut Follies will be shown.

Discussant \_\_\_\_\_

6. October 12th. Lindsay Anderson and the British School of the 1950's.

- (i) O Dreamland! L. Anderson, 13 mins, b&w, 1954.
- (ii) Thursday's Children, L. Anderson, 20 mins, b&w, 1954.
- (iii) Momma don't allow, Tony Richardson, 22 mins, B&w, 1956.
- (iv) Together, Lorenza Mazzetti, 1956, 52 mins, (excerpts)
- (v) Morning in the Streets, B.B.C.-T.V. Northern Film Unit, 25 mins, b&w, 1960.
- (vi) Terminus, John Schlesinger, 1961, 35 mins, b&w (excerpts).

Discussant \_\_\_\_\_

7. October 19th. The N.F.B. Tradition - part 1.

- (i) Mail Early for Christmas, Norman McLaren, 1941, 2 mins, colour.
- (ii) Churchill's Island, Stuart Legg, 1941, 20 mins, b&w.
- (iii) Proudest Girl in the World, Julian Hoffman, 1943, 2 mins, b&w.
- (iv) Romance of Transportation, Tom Daly, 1953, 11 mins, b&w or colour.
- (v) Paul Tomcowicz, Roman Kroitor, 1954, 10 mins, b&w.
- (vi) Blinkity Blank, Norman McLaren, 1955, 5 mins, colour & b&w.

Discussant: Jan Clemans, National Film Board.

8. October 26th. The N.F.B. Tradition - Part 2.

- (i) City of Gold, Colin Low/Wolf Koenig, 1957, 20 mins, b&w.
- (ii) Lonely Boy, 1961, 27 mins.
- (iii) Universe, Colin Low, 1961, 30 mins.
- (iv) Very Nice, Very Nice, Arthur Lipsett, 1961, 10 mins, b&w.
- (v) Angel, Derek May, 1966, 7 mins, b&w.
- (vi) Carousels, Bernard Longpré, 1967, 8 mins, colour.
- (vii) Rise and Fall of the Great Lakes, William Mason, 1968, 17 mins, colour.
- (viii) Walking, Ryan Larkin, 1968, 5 mins, colour.
- (ix) Ballad of Crowfoot, Willie Dunn, 1968, 10 mins, b&w.
- (x) Evolution, Michael Mills, 1971, 13 mins, colour.
- (xi) Ballet Adagio, Norman McLaren, 1973, 10 mins, colour.
- (xii) Balablok, Bretislav Pojar, 1973, 10 mins, colour.

Discussant: Mark Slade, National Film Board.

9. November 2nd. Specific uses of the documentary  
(a) historic/ahistoric recreations.

- (i) Culloden, P. Watkins, B.B.C.-T.V., 1964, 72 mins, b&w.
- (ii) Diary of a Harlem Family, Gordon Parks, U.S., 1968, 20 mins, b&w.
- (iii) Zero for conduct, Jean Vigo, Fr., 1933, 44 mins.

and excerpts from -

- (iv) Brian's Song, Buss Kulik, U.S., 1972, 75 mins, colour.
- (v) Faces, John Cassavetes, U.S., 1968, 129 mins, b&w.

Discussant \_\_\_\_\_

10. November 9th. Specific uses of the documentary  
(b) Propaganda.

- (i) Future Shock, U.S.
- (ii) A fable for friendship, J. Trnka/UNESCO, Czech, 1958, 10 mins, col.
- (iii) News Parade, 1942, U.S. 1942, Universal, 9 mins, b&w.
- (iv) Nosotros Venceramos, Jon Lewis, U.S., 1971, 11 mins, b&w.
- (v) The World is Rich, Paul Rotha, U.K., 1947, 35 mins, b&w.
- (vi) La Paz, Anon. Argentine, 1968, 5 mins, b&w.

and excerpts from

- (vi) Triumph of the Will, Leni Riefenstahl, Germany 1934-6, 120 mins, b&w.
- (vii) World of Plenty, Paul Rotha, U.K., 1943, 46 mins, b&w.
- (viii) Kommando 52, Walter Heyrowski, E.Germany, 1965, 34 mins, b&w.
- (ix) Kino Pravda, 1922, D. Vertov, U.S.S.R., 18 mins, b&w.
- (x) Cuba Va! Felix Greene, U.K., 1971, col, 76 mins.
- (xi) You don't have to buy war, Mrs. Smith, Another mother for peace, U.S., 1970, 30 mins, b&w.
- (xii) Viva frelino, Mozambique, Neths. T.V., 1969, 30 mins, col.
- (xiii) Witnesses, Internal Defense Aid, U.K., 1971, 30 mins, col.
- (xiv) Finally got the news, Stewart Bird, 1970, 55 mins, col.

Discussant \_\_\_\_\_

11. November 16th. Specific uses of the documentary  
(c) The Poetic.

- (i) Grey's Elegy, U.K., 193-

- (ii) A Child's Christmas in Wales, Lightener/D. Thomas, U.K., 1963, 28 mins, b&w.
  - (iii) Palissades, Guy Potignat, Fr., 1962, 14 mins, col.
  - (iv) Guernica,
  - (v) Espolio, Birney, Canada, 1970, 4 mins, col.
- and excerpts from -
- (vi) Ménilmontant, Kirsanov, Fr., 1924, 35 mins.
  - (vii) Denise Levertov and Charles Olson, N.E.T., U.S., 1965, 30 mins, b&w.

Discussant \_\_\_\_\_

12. November 23rd. Specific uses of the documentary  
(d) The Event.

- (i) Echoes - Pink Floyd (Pink Floyd at Pompeii), Germ./Fr., 1972, D. D'Adrien Maben, 90 mins, colour.

and excerpts from -

- (ii) The Tacoma Narrows Bridge, U.S.A., 1942, 22 mins.
- (iii) Johnny Cash, Robert Elfstrom, U.S., 1969, 94 mins, colour.
- (iv) The Making of Butch Cassidy and the Sun Dance Kid, R.L. Crawford, U.S., 1969, 52 mins, colour.

Discussant \_\_\_\_\_

13. November 30th. "The avante garde" - of yesterday and today.

- (i) A test of violence, Stuart Cooper, U.S., 1969, 18 mins, b&w.
- (ii) Un Chien Andalou, Bunuel/Dali, Fr., 1928, 23 mins, b&w.
- (iii) Entr'acte, René Clair, Fr., 1924, 22 mins, silent.
- (iv) Abel Gance: Hier et Demain, Nelly Kaplan, Fr., 1963, 28 mins, b&w/colour.
- (v) A Day with the Boys, Clu Gulager, U.S., 1970, 18 mins, colour.

- (vi) New York, New York, Frances Thompson, U.S., 1958, 15 mins, col.
- (vii) Sirène, R. Servais, Belgium, 1963, 17 mins, b&w.
- (viii) L'Homme Seul, P. Ledoux, Belgium, 1963, 17 mins, and excerpts from -
- (ix) The Blood of a Poet, Jean Cocteau, Fr., 1930, 63 mins, b&w.
- (x) Dynamite Chicken, Ernie Pintoff, U.S.A., 1970, 120 mins, colour.
- (xi) Penny Arcade (Captain Flash vs. the bat), H. Huwitz, U.S., 1965, 45 mins.

Discussant \_\_\_\_\_

RECEIVED  
JUN 5 1974  
LIBRARY

The Video Vibes class is intended to introduce and familiarize anyone who is interested in how to use the Video Studio located in the Communication Studies Department of S.F.U.. It is more a practical course on operation of equipment with a sprinkling of the theoretical.

The course is open to anyone on campus with priority on CMNS Studies students. Once they have shown their competency in running the system, a diploma with a gold, silver, blue, or red star (depending on how well they do) will be issued to them and they are free to use the facilities thereafter.

  
Dik

This non-credit workshop is offered as an aid to students who wish to use the departments equipment in conjunction with their courses.

Course No. 94 NC 74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: VIDEO VIBES  
(Please attach a full description of the course,  
indicating course content, etc.)

SECTION I. - To be completed for non-credit activities  
offered under the auspices of the Division  
of Continuing Education.

Proposed Instructor: R. J. BIDWELL  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required,  
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_  
\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ Nil

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: Communication Studies

Proposed Instructor: R.J. Bidwell (Tech - SFU staff)  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Video Vibes  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: \_\_\_\_\_

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

open to anyone desiring knowledge of video in a studio situation with priority on CMNS students.

Proposed time period for course: 2 hrs./wk

Commencement Date: 3rd wk. of every semester End Date: \_\_\_\_\_

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 10:30 to 12:30

Location Proposed: Classroom Block 6212, 6213, 6214

Fee to be charged: Nil

Enrolment: Maximum 25 Minimum -

Any Special Requirements: (i.e. space, equipment, etc.)

Nil

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.  
For the Spring semester: October 15.  
For the Summer semester: February 15.)

Signature of Proposer: [Signature] Date: June 4/74  
 Signature of Instructor: [Signature] Date: June 4/74  
 Department/Division Authorization: RC Brown  
 (where applicable) Date: 4 June 74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 4/74 Course No. 94-NC 74

Date Submitted to Non-Credit Committee: 1. June 14/74  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Reason for rejection:  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Action: Memorandum recommending of campus fee be charged

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

# SIMON FRASER UNIVERSITY

## MEMORANDUM

To Kay Pearson, Secretary, Senate  
Committee on Non-Credit  
Instruction, Division of  
Continuing Education

Subject Introductory Japanese  
Fall, 1974

From Hiroshi Tanaka  
Department of Geography, SFU

Date June 4, 1974

This course is intended to familiarize students with simple conversational skills and to introduce them to Japanese culture through language practice, discussion and films.

<u>Week</u>	<u>Exercise</u>	<u>Film</u> (20 minutes)
1	Hiragana & Katakana	The Language of Japan
2	Greetings & Salutations	A Journey to Western Japan
3	Basic Sentence Structure	Folk Songs of Japan
4	Wa & Ga	Journey Through Japan
5	Counting	Traditional Music
6	Finding Locations	Festival Japan
7	Eating	Four Seasons of Japan
8	Shopping	Two Weeks in Japan
9	More Locations	Kabuki
10	Making Friends	Culinary Art of Japan

Text: attached ( 2 texts )

Course No. 95 Nc 74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: INTRODUCTORY JAPANESE  
(Please attach a full description of the course, indicating course content, etc.)

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: HIROSHI TANAKA  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: Newspaper, poster  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)  
\_\_\_\_\_  
\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: 2 x \$ 15.00 \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: \_\_\_\_\_

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: \_\_\_\_\_  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:  
Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_  
Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_  
Department/Division subsidizing course: \_\_\_\_\_

Publicity Requirements:  
 To be arranged by Department proposing the course  
 To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)  
people who have had no Japanese at all

Proposed time period for course: \_\_\_\_\_ 10 weeks

Commencement Date: Sept 25 End Date: Nov. 27

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 7.30 pm to 9.30

Location Proposed: 7105 cc / S.F.U.

Fee to be charged: \$ 15.00

Enrolment: Maximum 20 Minimum 10

Any Special Requirements: (i.e. space, equipment, etc.)  
16 mm movie projector

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. For the Summer semester: February 15.)

Signature of Proposer: H. Banaka Date: June 4 '74

Signature of Instructor: H. Banaka Date: June 4 '74

Department/Division Authorization: Continuing Education  
(where applicable)

Date: ~~Feb~~ June 4 '74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 5/74 Course No. 75 Nc 7 4

Date Submitted to Non-Credit Committee: 1. June 14  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

# SIMON FRASER UNIVERSITY

## MEMORANDUM

To Kay Pearson, Secretary, Senate  
Committee on Non-Credit  
Instruction, Division of  
Continuing Education  
Subject Intermediate Japanese  
Fall, 1974

From Hiroshi Tanaka  
Department of Geography  
SFU

Date June 4, 1974

This course is intended for those who have had some introduction to the Japanese language and have acquired simple conversational skills. A continuation of the Introductory Japanese Language course offered through Continuing Education, Simon Fraser University, the ten weekly sessions are designed to further the student's facility in verbal communication.

<u>Week</u>	<u>Exercise</u>	<u>Film(20 minutes)</u>
1	Review of Introductory Japanese	Toward a New Tomorrow
2	Interrogation	Mt. Fuji
3	Negation	Agriculture Today in Japan
4	Possessive	Touring Japan
5	Adjectives	Akiko
6	Adjectives as Predicate	The Architecture of Japan
7	In, On, Under	Bunraku
8	Behind, In front of	Japan newly Discovered
9	Negation of Adjectives	Industrial Japan
10	Compound Sentences with But and And	Japan, Season by Season

Text: not yet completed.

Course No. 96 NC 74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: Intermediate Japanese  
(Please attach a full description of the course, indicating course content, etc.)

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: Hiroshi Tanaka  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: Newspaper, poster  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Revenue: \_\_\_\_\_ Total \$ \_\_\_\_\_

Course fees: ? x \$ 15.00 \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: \_\_\_\_\_

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: \_\_\_\_\_  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: \_\_\_\_\_

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)  
For those wishing to ~~acquire~~ <sup>(further)</sup> basic conversational skills

Proposed time period for course: 10 weeks

Commencement Date: Sept. 26 End Date: Nov. 28

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 7:30 pm to 9:30

Location Proposed: 7105 CC / SFU

Fee to be charged: \$ 15<sup>00</sup>

Enrolment: Maximum 20 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)  
16" movie projector

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. For the Summer semester: February 15.)

Signature of Proposer: H. Banaka Date: JUNE 4 '74

Signature of Instructor: H. Banaka Date: JUNE 4 '74

Department/Division Authorization: Continuing Education  
(where applicable) Date: JUNE 4 '74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: \_\_\_\_\_ Course No. 96 NC 74

Date Submitted to Non-Credit Committee: 1. June 14  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

Course No. 97NC74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: ACCESS TO INFORMATION  
(Please attach a full description of the course, indicating course content, etc.)

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: L. Thomas, Asst. Univ. Librarian for Collections acts as co-ordinator and gives opening lecture;  
(Please attach resume, if not regular SFU faculty) other Collection Librarians lecture

Publicity Requirements: Posters prepared by Stud. Soc.\* as required.  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

\* Money for posters is taken from Library budget.

Anticipated Course Budget: No additional outlay, absorbed by annual Library budget for reference services.

Stipends/Honoraria NA \$ \_\_\_\_\_  
(Please list names and amounts)

Travel Expenses: (Where applicable) NA \$ \_\_\_\_\_

Miscellaneous Expenses: Posters (8) \$ 20.00

Total \$ 20.00

Revenue:  
Course fees: NA x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: NA \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: UNIVERSITY LIBRARY

Proposed Instructor: L. Thomas and other Collection Librarians  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: ACCESS TO INFORMATION  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:

Stipend/Honoraria: NA \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) NA \$ \_\_\_\_\_

Department/Division subsidizing course: NA

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

Open to registered students, and faculty or staff. Intended for undergrads primarily.

Proposed time period for course: 1 hr., 5 sessions held on Mondays and Wednesdays, beginning on the Wednesday of the second week of each semester.  
Commencement Date: Sept. 18, 1974 End Date: October 2, 1974

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 12:30 to 1:30  
3:30 to 4:30

Location Proposed: Room 4002, 4th floor of the Library

Fee to be charged: NONE

Enrolment: Maximum c.100 Minimum c.25

Any Special Requirements: (i.e. space, equipment, etc.)

NONE

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.  
For the Spring semester: October 15.  
For the Summer semester: February 15.)

Signature of Proposer: L. Thomas Date: 6 Je 74

Signature of Instructor: L. Thomas Date: 6 Je 74

Department/Division Authorization: \_\_\_\_\_  
(where applicable)

Date: \_\_\_\_\_

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 7/74 Course No. 9TNC74

Date Submitted to Non-Credit Committee: 1. June 4  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

W499 "At Home" and Rehearsal

This is a specific workshop, organized to utilize the talents of the Purcell String Quartet during their term of residency at Simon Fraser. At advertised times, on their return from giving school concerts, concerts and community residencies, they are available to meet with music lovers on campus. As these are not regular dates, the Quartet will adapt these meetings to the needs of those assembled. If non-playing music lovers comprise the group, the Quartet will rehearse and discuss points of style and interpretation. If string players are present, the Quartet will coach in the basics of string playing.

The Workshop only takes string players as instrumentalists and will play the string quartet repertoire as well as embracing "chamber music" in all concepts pre- and post-Haydn.

The emphasis in the Workshop may vary from meeting to meeting and will usually comprise the study of varying styles, fingering, bowing, and ensemble problems.

Due to the size of the area usually scheduled, and its fire regulations, the Workshop will be limited to 15 instrumentalists.

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: "At Home" and Rehearsal  
(Please attach a full description of the course,  
indicating course content, etc.)

SECTION I. - To be completed for non-credit activities  
offered under the auspices of the Division  
of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required,  
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_  
\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: Centre for Communications and the Arts

Proposed Instructor: Purcell String Quartet  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: "At Home" and Rehearsal  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

To be arranged by Department proposing the course.

To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)  
Students, Staff, and Faculty

Proposed time period for course: Sept 11, 18, 25, Oct 2, 9, 16, 23, Nov 13, 20

Commencement Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 5 p.m. to 8 p.m.

Location Proposed: To be announced

Fee to be charged: No charge

Enrolment: Maximum 15 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

Music stands, armless chairs

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. For the Summer semester: February 15.)

Signature of Proposer: \_\_\_\_\_

*[Handwritten Signature]* Date: 10<sup>TH</sup> July 74.

Signature of Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Department/Division Authorization: \_\_\_\_\_  
(where applicable)

*[Handwritten Signature]*

Date: 11 July, 1974

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: \_\_\_\_\_ Course No. \_\_\_\_\_

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

## DANCE

Dance is the mother of the arts. The impulse to express one's feelings in the dance is instinctive and universal. It was of primary importance in primitive societies to evoke and appease the gods. Throughout history, dance as a recreation and expressive art form has enriched the cultural life of the people as well as being of great benefit to the individual participant.

The modern dance is an art form of our times. Formed from innovations in the early part of this century, it does not rely heavily on outworn traditions. Students of the modern dance are encouraged to make their own dances and hence, to expand their creative potential.

### W202 Elementary Dance

Aims to introduce the student to dance technique and expand the individual's movement vocabulary.

### W204 Intermediate Dance

Continues the development of the body as an instrument of expression. Elements of the Cunningham and Nikolais warm-up techniques are used. Exploration of the interrelationships of movement and space.

### W205 Advanced Dance

Development beyond W204 level.

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: Elementary Dance  
(Please attach a full description of the course,  
indicating course content, etc.)

SECTION I. - To be completed for non-credit activities  
offered under the auspices of the Division  
of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required,  
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_  
\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: Centre for Communications and the Arts

Proposed Instructor: to be announced  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Elementary Dance  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: see covering memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

students, faculty, staff

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 10 End Date: Dec 3

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 7:00 to 8:30 p.m.

Location Proposed: Theatre

Fee to be charged: \$24 non-library card holders only

Enrolment: Maximum 35 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.  
For the Spring semester: October 15.-  
For the Summer semester: February 15.)

Signature of Proposer: [Signature] Date: 7<sup>th</sup> June '74

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Authorization: [Signature]  
(where applicable) Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 7/74 Course No. 98NC74

Date Submitted to Non-Credit Committee: 1. June 14  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1.   
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. Not sufficient off campus accessibility  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

Course No. 98 NCT4(c)  
W204

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: Intermediate Dance  
(Please attach a full description of the course,  
indicating course content, etc.)

SECTION I. - To be completed for non-credit activities  
offered under the auspices of the Division  
of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required,  
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: Centre for Communications and the Arts

Proposed Instructor: Iris Garland and person to be announced  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Intermediate Dance  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: see covering memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

\_\_\_\_\_ students, faculty, staff \_\_\_\_\_

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 10 End Date: Dec 3

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 4:30 to 7:00 p.m.

Location Proposed: Theatre

Fee to be charged: \$40 non-library card holders only

Enrolment: Maximum 35 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. For the Summer semester: February 15.)

Signature of Proposer: [Signature] Date: 7<sup>th</sup> June 74

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Authorization: [Signature]  
(where applicable) Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 7/74 Course No. 98 NC 74

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

98  
~~NC 74~~(d)

Course No. 743-W205

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: Advanced Dance  
(Please attach a full description of the course, indicating course content, etc.)

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: Centre for Communications and the Arts

Proposed Instructor: to be announced  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Advanced Dance  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:  
Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_  
Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_  
*see covering memo and attachment*

Department/Division subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)  
students, faculty, staff

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 9 End Date: Dec 2

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 4:30 to 7:00 p.m.

Location Proposed: Theatre

Fee to be charged: \$40 non-library card holders only

Enrolment: Maximum 35 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. For the Summer semester: February 15.)

Signature of Proposer: [Signature] Date: June 74

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Authorization: [Signature]  
(where applicable) Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 7/74 Course No. 98 ~~100~~ Nc 74

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

## FILM

With the simultaneous invention of the motion picture camera by the Frenchman Marey and an Englishman William Friese-Green in 1889, and the spectacular improvement in the methods of projection in the year 1895, Cinema was born. A creative problem that arose with motion pictures can be traced back to the character of the invention. Technical improvements in communication facilitate the distribution of existent art forms, but the motion picture camera and projector introduced questions regarding what is photographed and projected - questions which could not be referred to previous artistic experience and which are still not fully answered.

The Film Workshops are not merely a means of imparting technical knowledge to the "student" but also provide a forum for the exploration of such questions. One of the 1972/73 students was commented upon in a recent letter by Serge Loesique, Director of the Conservatory of Cinematographic Art as follows:

"...the young intelligent filmmaker at Simon Fraser University and his name is Christopher Aikenhead. There is no student in this country who know to handle better camera and to create film than him."

The general approach will include:

- Original concept
- Preparation of script
- Budgeting
- Planning - personnel, actors, sets, props, costumes, lighting, colour/monochrome, shooting schedule, etc.
- Choice of equipment and filmstock
- Shooting
- Lighting - studio/on location
- Sound recording
- Working on the sound track
- Art work and animation
- Editing
- Obtaining prints with final sound-on-film Answer Print

### W301 Super 8mm Film

The student of this introductory production-oriented Workshop will be exposed to all elements of practical film-making in Super 8mm. The participant will learn about the film medium in general, while engaged in making his/her own, or a group project film in Super 8mm. This experience will involve the student in the conceptual, preparatory, production and post-production stages of the film-making process. The student will be expected to complete his/her film in the time schedule assigned by the Resident.

Admission should be by permission of the Resident through personal interview with each applicant. Early application is required. This workshop is limited to 15.

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: Super 8mm Film  
(Please attach a full description of the course,  
indicating course content, etc.)

SECTION I. - To be completed for non-credit activities  
offered under the auspices of the Division  
of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required,  
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_  
\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: Centre for Communications and the Arts

Proposed Instructor: to be announced  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Super 8mm Film  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: see covering memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

\_\_\_\_\_ ~~students, faculty, staff~~ \_\_\_\_\_

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 12 End Date: Dec 5

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 1:30 to 3:30 p.m.

Location Proposed: AQ 3131

Fee to be charged: \$24 non-library card holders only  
20% of the total cost of finished film - lab fee

Enrolment: Maximum 15 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

film studio and super 8mm film equipment

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.  
For the Spring semester: October 15.  
For the Summer semester: February 15.)

Signature of Proposer: \_\_\_\_\_

*[Handwritten Signature]* Date: 7 June 74

Signature of Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Department/Division Authorization: \_\_\_\_\_  
(where applicable)

*[Handwritten Signature]*

Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: \_\_\_\_\_

June 7/74

Course No. \_\_\_\_\_

<sup>98</sup>  
~~NC~~ 74

Date Submitted to Non-Credit Committee: \_\_\_\_\_

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Approved:

Rejected: 1. \_\_\_\_\_

- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Reason for rejection:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

Number of times offered: \_\_\_\_\_

**W312 16mm Film**

Previous film experience or W301 is a pre-requisite for application for this workshop. The student of this production-oriented workshop will be expected to have strong motivation, commitment, and "free time" as these requirements are dictated by the complexity of film-making in 16mm./ The 16mm Film Workshop will provide the participant with an all-round practical knowledge of film production techniques - from original concept to the finished Sound-on-Film Answer Print, as it is normally practised in professional film production in Canada and abroad. Students of this workshop will be engaged in making films as group projects or as personal ones - in the form of Narrative, Documentary or Experimental films - developing their creative and craftsmanship abilities simultaneously. Those who wish to specialize in Animation will be able to do so within the available Workshop facilities. The student will be expected to complete his/her film in the time schedule assigned by the Resident.

Admission should be by permission of the Resident through personal interviews and the viewing of film samples of previous work, in Super 8mm or 16mm.. This Workshop is limited to 15.

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: 16mm Film  
(Please attach a full description of the course, indicating course content, etc.)

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: Centre for Communications and the Arts

Proposed Instructor: to be announced  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: 16mm Film  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: see covering memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

To be arranged by Department proposing the course

To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)  
students, faculty, staff

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 11 End Date: Dec 4

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 1:30 to 3:30 p.m.

Location Proposed: AQ 3131

Fee to be charged: \$40 non-library card holders only  
20% of the total cost of finished film - lab fee

Enrolment: Maximum 15 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

film studio and 16mm film equipment

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. -  
For the Spring semester: October 15.  
For the Summer semester: February 15.)

Signature of Proposer: \_\_\_\_\_

*[Handwritten Signature]* Date: 7 June 74

Signature of Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Department/Division Authorization: \_\_\_\_\_  
(where applicable)

Nim Bari

Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: \_\_\_\_\_

June 7/74

Course No. \_\_\_\_\_

98

~~102~~ NC 74

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Approved:

Rejected: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Reason for rejection:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

Number of times offered: \_\_\_\_\_

## VIDEO

"The electronic media have unique characteristics and qualities. Electric television photography and sound have natural aspects which separate television from other media. Television is a medium in which we can make. And making, objectify ourselves.

"Only recently has television been thought of as a medium independent of other media. To such an extent as it has been thought of this way previously, the histories of theatre, journalism, motion pictures, and radio have been essentially influential.

"And until only recently, the history of other arts has had little credence or relevance.

"Now it is possible to think in other ways."<sup>1</sup>

"There is no material an artist uses today that is not available to others for other uses. What makes his use of the material different from others' uses is his attitude toward it."<sup>2</sup>

Although there will be a basic grounding in the technology and techniques of television production, the workshops will not have as their sole aim the teaching of a technical skill. Rather the video equipment, and the skills required to operate it, will be one of the means in an attempt to discover and expand new ways of using the medium.

The material of video is the electron. The electron is finite and the effects of its movements can be studied upon the surface graphs of oscilloscopes as sine curves and wave forms. Video is concerned with time, storage, delay, synchronization, amplitude, amplification and modulation.

### W351 Introduction to Video

The Workshop will consist of a structured introduction to half-inch portable Sony camera systems and a one-inch studio Phillips plumbicon camera system. The other equipment studied will include: sync generator, switcher, wave forms monitor, audio amplifier and mixer, videotape recorders and editors. There will be an opportunity to practice simple video productions. Field trips are planned to Matromedia, Cable-10, Community 10, B.C. Educational TV at BCIT, etc.

Admission should be by permission of the Resident after personal interviews. Early application required. Maximum 15.

---

1. Brice Howard, Videospace, National Center for Experiments in Television. 1972, p.9  
2. Ibid, p. 26

98  
~~703~~ NCT4(g)  
743-W351

Course No. \_\_\_\_\_

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: Introduction to Video  
(Please attach a full description of the course, indicating course content, etc.)

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)  
\_\_\_\_\_  
\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: Centre for Communications and the Arts

Proposed Instructor: Brian Guns  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Introduction to Video  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: \_\_\_\_\_ see covering memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)  
students, faculty, staff

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 23 End Date: Dec 2

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 12:30 to 2:30 p.m.

Location Proposed: AQ 3135

Fee to be charged: \$24 non-library card holders only  
\$10 lab fee

Enrolment: Maximum 18 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

Video Studio, Studio 1" equipment - portapak 1/2" equipment

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.  
For the Spring semester: October 15.  
For the Summer semester: February 15.)

Signature of Proposer: [Signature] Date: 7<sup>th</sup> June 74

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Authorization: [Signature]  
(where applicable)

Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 7/74 Course No. 98  
~~108~~ NCT4

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

W352 Continuing Video

Suitable experience or W351 is a pre-requisite for application for this course. The Workshop participants will be expected to expand their community contacts from field trips, and will be encouraged to find new ways of "distributing" the original video works they will devise and develop during the semester. The major emphasis in the Workshop (while recognizing the merits of traditional TV studio practices) will be in the creative use of video in the "artistic" (the challenge of generating and organising new types of electronic imagery), "social" (the use of video as an instrument in the process of social change) and "psychological" (the use of video in exploring interpersonal relationships, participant/observer problems etc.) fields.

Admission should be by permission of the Resident after personal interviews. Early application required. Maximum 15.

W353 Aesthetics of Video

No pre-requisites would be required for this workshop, which will discuss Video's relation to the other arts/media in an attempt to obtain definitions and criteria in the search for an aesthetic.

Video tapes will be screened and discussed. Admission by permission of the Resident. Maximum enrollment 20.

Course No. 98  
704 NCT4 (K)  
743-W352

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: Continuing Video  
(Please attach a full description of the course,  
indicating course content, etc.)

SECTION I. - To be completed for non-credit activities  
offered under the auspices of the Division  
of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required,  
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: Centre for Communications and the Arts

Proposed Instructor: Brian Cunn  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Continuing Video  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: see covering memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

students, faculty, staff

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 17 End Date: Dec 3

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 1:30 to 3:30 p.m.

Location Proposed: AQ 3135

Fee to be charged: \$40 non-library card holders only  
\$10 lab fee

Enrolment: Maximum 10 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

Video Studio, Studio 1" equipment - portapak 1/2" equipment

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.  
For the Spring semester: October 15.  
For the Summer semester: February 15.)

Signature of Proposer:

[Signature] Date: 7 June 74

Signature of Instructor:

\_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Authorization:  
(where applicable)

[Signature]

Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received:

June 7/74

Course No.

<sup>98</sup>

~~104~~ NC 74

Date Submitted to Non-Credit Committee:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Approved:

Rejected:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Reason for rejection:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Action:

\_\_\_\_\_

Evaluation Date:

\_\_\_\_\_

Number of times offered:

\_\_\_\_\_

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: Aesthetics of Video  
(Please attach a full description of the course,  
indicating course content, etc.)

SECTION I. - To be completed for non-credit activities  
offered under the auspices of the Division  
of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required,  
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_  
\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: Centre for Communications and the Arts

Proposed Instructor: Brian Guns  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Aesthetics of Video  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: see covering memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

To be arranged by Department proposing the course

To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

students, faculty, staff

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 9 End Date: Dec 2

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 4:30 to 6:30 p.m.

Location Proposed: A0 3135

Fee to be charged: \$8 non-library card holders only

Enrolment: Maximum 15 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.  
For the Spring semester: October 15.  
For the Summer semester: February 15.)

Signature of Proposer: [Signature] Date: 2<sup>nd</sup> June 74

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Authorization: [Signature]  
(where applicable) Date: June 1/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 7/74 Course No. 98  
~~105~~ NC 74

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

## THEATRE

Another of the arts that can be traced back centuries, Theatre has evolved along a multitude of paths. The present Canadian theatrical pedagogic situation is somewhat typical of many aspects of Canadian life, viz. caught betwixt and between the British way of Theatre Schools and the ubiquitous University Drama Department of the USA. Canada has her National Theatre School and a number of University Drama Departments, but doesn't seem to have made up her mind whether this compromise is better or worse than total adherence to either extreme, or indeed is a liveable compromise?

The Theatre Workshop at Simon Fraser has taken the compromise to its heart in having professional theatre persons teaching non-credit workshops at a university. Our approach is backed by Theodore Shank<sup>1</sup> where he explains that the various elements contributing to a performance, such as the acting and directing, the scenic design and the sound and light effects, all can be identified (and hence, studied) as separate entities, but that these aspects of drama actually derive meaning only when they are expressed in concert, through the means of performances and, necessarily, before audiences.

There is an attempt in the Workshop to unify the "students" into a theatre "Company". There is a desire to take away the separation of areas and develop the theatrical faculties of all "Company" members.

### W501 Theatre Workshop

The Workshop will explore:

Voice  
Movement  
Masks  
Design  
Backstage  
Production work

---

<sup>1</sup> Theodore Shank, The Art of Dramatic Art, Dickenson, Belmont, California, 1969  
Chapter 2.

98  
~~NON~~CREDIT (f)  
743-W501

Course No. \_\_\_\_\_

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: Theatre Workshop  
(Please attach a full description of the course, indicating course content, etc.)

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: Centre for Communications and the Arts

Proposed Instructor: to be announced  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Theatre Workshop  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: see covering memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)  
students, faculty, staff

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 9 End Date: Dec 6

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 4:30 to 7:00 p.m.

Location Proposed: Concrete Theatre/Theatre 115

Fee to be charged: \$24 non-library card holders only

Enrolment: Maximum \_\_\_\_\_ Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.  
For the Spring semester: October 15.  
For the Summer semester: February 15.)

Signature of Proposer: [Signature] Date: 7<sup>th</sup> June 74

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Authorization: [Signature]  
(where applicable) Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 7/74 Course No. 98  
~~750~~ NCT4

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

## Skill Workshops

The objective of the Skill Workshops is to provide the student with a range of specific skills which will enable him to be freer artistically in the design and execution of the particular art form that he has chosen.

The Skill Workshops are mainly intended for those persons who are enrolled or have been enrolled in one of the Centre for Communications and the Arts workshops. From time to time, however, other students may be admitted by permission of the instructor.

### W451 Lighting Workshop: Group A - Lighting Crew Skills

This Workshop is to provide students with the working techniques and language of stage lighting crews. Specific items to be taught include:

- Stage light optics theory
- Differing types of lights and their functional variations
- Maintenance techniques
- Hanging and plugging routines
- Patch-board usage
- Focussing routines
- Basic light console operation
- Reading lighting plots
- Follow-spot operation

There will be two hours a week on specific instruction, and 8 hours practical on-the-job training as a member of a work crew preparing the lighting for a Centre for Communications and the Arts' presentation.

Persons should wear old clothes or a coverall. There will be a limitation of 15 persons per workshop, due to size of facilities.

### Group B - Lighting Operation Skills

The Lighting Operation Skills Workshop will endeavour to provide the student with a method of stage light operation which could be applicable anywhere with any production. To facilitate this the Workshop will provide specific skills in the operation of the Strand LC board which will be used to illustrate the general method of operation.

Specific skills to be taught:

- Light plot organization principles
- Mechanical aids to organising - control systems
- Data Collection
- Data analysis and organization
- Cue sheet symbols and preparation
- Rehearsal routines
- Performance routines
- Operating peculiarities and techniques

**Group A must be taken before enrolling in Group B.**

Two hours a week are committed for specific instruction which, upon completion of assigned exercises and tests, will be followed by supervised operation of two approved shows of sufficient complexity to require an extensive application of the skills taught. The student will then be an "approved operator" and be able to operate Centre for Communications and the Arts productions without supervision.

The complexity and size of the facilities limits the number of students at any one time in this Workshop to 5.

#### W551 Audio Technical Skills

The objective of this workshop is to provide the student with skills in audio tape creation and operation to the level of his interest and the capability of audio equipment available.

Specific skills to be taught:

Basic theory of audio recording and reproductive systems: monophonic, stereophonic, and quadraphonic

Use of tape recorders, record players, microphones, mixers, a Putney synthesizer and any signal process equipment available.

Use of various tapes

Tape editing techniques

The interfacing of film and video equipment with audio systems

Two hours a week of specific instruction is the commitment of this course, and various projects will be suggested to advance the learning and practice of audio skills.

The limitation in size and equipment in our audio studio require that we put a limit of 10 students per Workshop, with assistance throughout the rest of the week on projects, on a one-to-one instructor-student basis.

#### W571 Sceneshop Skills

The objectives of the Sceneshop Skills Workshop will be to provide the student with a basic knowledge of safety in the use of the shop power tools, and with basic scenery-making skills.

**Specific skills to be taught:**

The safe use and operation of hand-held circular saws, table circular saws, radial arm saws, band saws, press and jointer.

Familiarity with various scene-making materials

Flat construction

Platform construction

Preference is given to those persons enrolled in the Theatre Workshop.

Old clothes or a carpentry smock should be worn. Time commitment will be 2 hours a week of specific instruction, and the students will be required to have an intensive involvement in the construction of at least two sets per semester - the specific skills required for the solution to the problems inherent to the set design and construction will be taught either during the workshop period or on a one-to-one basis at other times in the week.

For reasons of safety and the size of the facility, the number of students must be limited to 10 per workshop.

98  
~~FN~~NC 14 (K)

Course No. 743-W541

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: Lighting Workshop  
(Please attach a full description of the course,  
indicating course content, etc.)

SECTION I. - To be completed for non-credit activities  
offered under the auspices of the Division  
of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required,  
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_  
\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: Centre for Communications and the Arts

Proposed Instructor: Michael Irwin/Kenneth Didrich  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Lighting Workshop  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: see covering memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

students, faculty, staff

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 10 End Date: Dec 3

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 4:30 to 6:30 p.m.

Location Proposed: Theatre

Fee to be charged: no charge

Enrolment: Maximum 15 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.  
For the Spring semester: October 15.  
For the Summer semester: February 15.)

Signature of Proposer: [Signature] Date: 7th June 74

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Authorization: [Signature]  
(where applicable)

Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 7/74 Course No. 98 ~~74~~ NC 74

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

98  
~~108~~NC74(e)

Course No. 743-W571

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: Sceneshop Skills  
(Please attach a full description of the course, indicating course content, etc.)

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: Centre for Communications and the Arts

Proposed Instructor: Martin Viksten  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Sceneshop Skills  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: see covering memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

To be arranged by Department proposing the course

To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

students, faculty, staff

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 12 End Date: Dec 5

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 4:30 to 6:30 p.m.

Location Proposed: Theatre

Fee to be charged: no charge

Enrolment: Maximum 10 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. For the Summer semester: February 15.)

Signature of Proposer: [Signature] Date: 7th June '74

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Authorization: [Signature]  
(where applicable) Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 7/74 Course No. 98 ~~108~~ NC74

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: Audio Technical Skills  
(Please attach a full description of the course,  
indicating course content, etc.)

SECTION I. - To be completed for non-credit activities  
offered under the auspices of the Division  
of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required,  
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_  
\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: Centre for Communications and the Arts

Proposed Instructor: Michael Irwin  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Audio Technical Skills  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: \_\_\_\_\_ see covering memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

\_\_\_\_\_ students, faculty, staff \_\_\_\_\_

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 11 End Date: Dec 4

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 4:30 to 6:30 p.m.

Location Proposed: Theatre Audio Studio

Fee to be charged: no charge

Enrolment: Maximum 15 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. For the Summer semester: February 15.)

Signature of Proposer: [Signature] Date: 7<sup>th</sup> June 74

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Authorization: [Signature]  
(where applicable) Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 7/74 Course No. 98  
~~NC74~~

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

## MUSIC - VOCAL AND INSTRUMENTAL WORKSHOPS

### Vocal Workshops

The voice is a musical instrument, but with the additional power of framing words and allying these with its tones.

The singer, and the training he undergoes, has to take account of the function of the voice as a tone-producing instrument with a word-producing apparatus attached, and its function as word-producing instrument with a tone-production apparatus attached. The song is an artistic compromise between these two functions.

No songless people have ever been discovered. Some Australian aboriginal tribes are said to be without musical instruments, but even they have well-developed songs. The development of song amongst European races was greatly influenced by certain institutions. The Christian church early made use of song, motivated it, and then from time to time sought to control it. In fact the growth of a large corpus of church song led to the establishment in Rome of an official school of song around 320 A.D. The prohibition of congregational singing by the Council of Laodicia in 367 A.D. increased the importance of trained choirs and gave further impetus to the movement for the definite cultivation of singing.

Since those times, many and varied vocal forms and styles have been developed. Our vocal workshops endeavour to give: a grounding in the techniques of voice production and sight-reading, a basic grounding in group singing and a more specialized experience in the performance-oriented Madrigal Singers. These workshops are described in more detail in the attached forms.

## W401 Madrigal Singers

The word "madrigal" as the title of a musical composition, is found from the late 13th and early 14th centuries, when in Italy it was applied to secular and unaccompanied vocal compositions for 2 or 3 voices, in the simple harmony of the day.

The re-emergence of the word in its musical sense (it had come to be used poetically) came in the 16th century, when the Flemish composers, who abounded in Italy, and the Italian composers themselves wrote secular unaccompanied choral compositions under the title. The Flemish and Italian madrigal repertoires of this period are of great importance. This new genre spread all over Europe rapidly, and became the most important musical form characteristic of the late Renaissance.

In musical style, the madrigal stemmed from the High Renaissance motet (with reference to the simple frottola of the 1480s). It is a characteristically short piece for 4 or more voices consisting of sections in fugal imitation and sections of harmonic setting.

The madrigal reached England in 1588 with the publishing of Musica Transalpina, a collection of Italian Madrigals with the words translated into English. The English madrigals which developed from that point to the mid 17th century are a mine of poetry. The setting of the notes to the words has almost invariably been done with high skill; not only are changes of moods closely reflected, but definite point is given to every expression of the poet, so far as possible. The whole corpus of English madrigal poetry was collected by Dr. E. R. Fellowes in one volume in 1920, and from 1913 to 1924 he issued the whole of the music in 36 volumes. The 36 volumes are currently held in the University library.

Pre-requisites for this course should be the ability to read musical notation and the concurrent membership of the choral workshop W402. Admission would be by a successful audition adjudicated by the current Resident or Visiting Artist.

The workshop, while emphasizing the English madrigal and music of the Renaissance will also include works of other times and styles and will emphasize:

- Voice Production
- Diction
- Phrasing
- Rhythmic Accuracy
- Blending
- A cappella Reading
- A cappella Singing
- The preparation of music for performance.

Two or three performances are expected from this performing group per semester, both on and off-campus.

The Madrigal Singers will be limited to 16 people.

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: MADRIGAL SINGERS  
(Please attach a full description of the course,  
indicating course content, etc.)

SECTION I. - To be completed for non-credit activities  
offered under the auspices of the Division  
of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required,  
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/~~Division~~ proposing the course: Centre for Communications and the Arts

Proposed Instructor: Phyllis Mailing  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Madrigal Singers  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: see covering memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/~~Division~~ subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

students, faculty, staff

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 5 End Date: Dec 5

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 7:00 to 10:00 p.m.

Location Proposed: Studio II

Fee to be charged: No charge

Enrolment: Maximum 16 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

Risers, Piano

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.  
For the Spring semester: October 15.  
For the Summer semester: February 15.)

Signature of Proposer: \_\_\_\_\_

*[Handwritten Signature]*

Date: \_\_\_\_\_

*7<sup>th</sup> June 74*

Signature of Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Department/Division Authorization:  
(where applicable)

*[Handwritten Signature]*

Date: \_\_\_\_\_

*June 2/74*

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: \_\_\_\_\_

*June 7/74*

Course No. \_\_\_\_\_

*98*

~~NC74~~

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Approved:

Rejected: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Reason for rejection:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

Number of times offered: \_\_\_\_\_

## W402 Choir

A choir, in our sense of the meaning, is a group of people who have joined together to sing songs in unison, or in parts, simultaneously. The Choral Workshop is meant for those with little experience in music reading and singing. It is advised that this workshop be taken in conjunction with the Voice Production/Sight-Reading Workshop W403, to complement the theoretical with the practical side of vocal work.

A wide variety of music from varying periods will be chosen for practice. Emphasis in this workshop will be on:

Diction  
Blending of voices  
Four-part singing  
A cappella singing

Enrollment should be limited to 35, as the present facilities and resources of the Centre for Communications and the Arts prohibit a larger enrollment.

Course No. 743-W402

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: CHOIR  
(Please attach a full description of the course,  
indicating course content, etc.)

SECTION I. - To be completed for non-credit activities  
offered under the auspices of the Division  
of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required,  
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_  
\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: Centre for Communications and the Arts

Proposed Instructor: Phyllis Mailing  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Choir  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: see covering memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

Students, faculty and staff

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 10 End Date: Dec 4

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 4:30 to 6:30 p.m. Tuesday  
12:30 1:30 p.m. Wednesday

Location Proposed: Studio II

Fee to be charged: \$24 non-library cards holders only

Enrolment: Maximum 35 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

Risers, Piano

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. For the Summer semester: February 15.)

Signature of Proposer: [Signature] Date: 7<sup>th</sup> June 74

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Authorization: [Signature]  
(where applicable) Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 7/74 Course No. <sup>98</sup>~~NC~~ 74

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

W403, W404, W406 Voice Production and Sight-Reading

It was stated in the general introduction that the voice is a musical instrument with an additional power of framing words and allying these with its tones. Voice production is the study of this musical instrument. This entails a practical study of sound production (the vocal chords and glottis) and the resonating agents.

The Voice Production section of the Workshop will emphasize:

Proper breathing  
Proper posture for singing  
Positions of tongue, larynx, and related organs and muscles  
Correct vowel production  
Resonance and flexibility of tone

Prior to approximately 1025 A.D. sight-reading was not possible. The traditional plainsong of the church was learnt by ear, and so passed down from generation to generation, and the notation was merely sufficient to indicate to the singer which piece of plainsong he was to take from his memorized store, and to remind him of its general shapes. With the invention of the hexachord system, around 1025 A.D., and its successors around the globe, sight-reading has been taught with varying success. The Centre for Communications and the Arts' Voice Production and Sight-Reading Workshop uses facets of three differing approaches to aid the student. The approaches to music learning are by the composers and music educators Kodaly, Orff, and Hindemith.

The Kodaly method teaches a comprehensive and progressive series of songs and sight-singing exercises designed to promote an understanding of interval and tonality. The certainty of intonation which is achieved by this method forms a sound basis for every type of later musical study. In its earlier stages the method uses the pentatonic scale. Kodaly has described musical literacy, the ability to mentally hear from the printed symbols and to put into symbols any musical thought, as a right that should be as natural as literacy in one's own language.

Carl Orff's approach will also provide an ideal basis for further study. It is mainly an introduction to the fundamentals of rhythm, harmony and melody with the goal making the student rhythmically secure and independent, along with an involvement in ensemble musical production.

The Hindemith text, Elementary Training for Musicians, is exactly what it says it is. The emphasis of this section of the workshop will be on:

Building and improving skills of recognizing and reproducing pitches at sight  
Building and improving rhythmic skills  
Coordination of skills

It should be noted that the text for the Voice Production section of the Workshop is by Ralph Appelman of Indiana University "The Science of Vocal Pedagogy". A companion series of 5 recordings provide demonstrations of

numerous scientific theories and principles presented by Dr. Appelman.  
Maximum enrollment is 20, in each workshop.

Course No. 743-W403 <sup>NR</sup> ~~NC~~74 (P)

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: VOICE PRODUCTION & SIGHT READING - Beginning  
(Please attach a full description of the course, indicating course content, etc.)

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)  
\_\_\_\_\_  
\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/~~Division~~ proposing the course: Centre for Communications and the Arts

Proposed Instructor: Phyllis Mailing  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Voice Production & Sight Reading - Beginning  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: see memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/~~Division~~ subsidizing course: ~~Centre for Communications and the Arts~~

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)  
students, faculty, staff

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 18 End Date: Dec 4

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 1:30 to 2:30

Location Proposed: Studio II

Fee to be charged: \$8 non-library card holders only

Enrolment: Maximum 20 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.  
For the Spring semester: October 15.  
For the Summer semester: February 15.)

Signature of Proposer: [Signature] Date: 7<sup>th</sup> June 74

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Authorization: [Signature]  
(where applicable) Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 7/74 Course No. 98 ~~78~~ NCT4

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

Course No.

743-W404

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: VOICE PRODUCTION & SIGHT READING - INTERMEDIATE  
(Please attach a full description of the course, indicating course content, etc.)

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: Centre for Communications & the ARTs

Proposed Instructor: Phyllis Mailing  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Voice Production & Sight Reading - Intermediate  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: see covering memo and attachment

Stipend/Honoraria: ~~\_\_\_\_\_ \$ \_\_\_\_\_~~

Revenues (i.e. fees, etc.) ~~\_\_\_\_\_ \$ \_\_\_\_\_~~

Department/Division subsidizing course: Centre for Communications & the ARTs

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

students, faculty, staff

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 10 End Date: Dec 3

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 1:30 to 2:30 p.m.

Location Proposed: Studio II

Fee to be charged: \$8 non-library card holders only

Enrolment: Maximum 20 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. For the Summer semester: February 15.) **110**

Signature of Proposer: [Signature] Date: 7<sup>th</sup> June 74

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Authorization: [Signature]  
(where applicable)

Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 7/74 Course No. 98 ~~74~~ NC 74

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

98  
743-W406(r)

Course No. 743-W406

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: LANGUAGE OF MUSIC  
(Please attach a full description of the course,  
indicating course content, etc.)

SECTION I. - To be completed for non-credit activities  
offered under the auspices of the Division  
of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required,  
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_  
\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: Centre for Communications and the Arts

Proposed Instructor: David Skulski  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Language of Music  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: see covering memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

students, faculty and staff

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 10 End Date: Dec 3

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 5:30 to 6:30 p.m.

Location Proposed: Studio II

Fee to be charged: \$8 non-library card holders only

Enrolment: Maximum 20 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. For the Summer semester: February 15.)

Signature of Proposer: [Signature] Date: 7<sup>th</sup> June 74

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Authorization: [Signature]  
(where applicable)

Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 7/74 Course No. 98 NCT4

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

## Instrumental Workshops

### Recorder Workshops W410, W411, W413

A variety of instruments are included under the heading of Recorder; however, they all have in common the fact that they are flutes of the whistle-mouthpiece, end-blown type, as distinct from those of the side-blown type, which are the true flutes.

The fipple flutes, or recorders, have had an enormous role in musical life for centuries. Specimens made from sheep bones have been found in burial mounds and dated as early as the Iron Age. The enormous popularity of the recorder during the 16th and 17th centuries is realized when one recalls the frequent references to it in English literature (Shakespeare, Milton, Pepys, etc.). Henry VIII was a recorder player and possessed 76 recorders, as well as 78 transverse flutes.

During the 18th century the instrument fell into disuse, and it should be noted that no instrument of this type has formed any regular part of an orchestra since the days of Bach and Handel, although occasional appearances in later scores can be found, Handel sometimes demanded as many as four recorders in his orchestral pieces. Actual recorders are, however, now revived, as a feature of the movement for the bringing into use again of the 16th and 17th century English and other music. From the late 1920s, recorders have been in common use in many countries, particularly Great Britain and Germany.

Both solo and concerted recorder music is now available in large quantities, and one of the recorder's advantages is, that of all the true musical instruments, this is the cheapest, and the easiest to learn.

There exists for treble recorder such works as 4 Sonatas by Handel and 6 by Daniel Purcell, 3 by Telemann, and many by lesser composers.

The three workshops planned are for beginners, intermediate and advanced students. This is one area where the Centre is able to offer progressive workshops, and while all the workshops emphasize the following areas of instruction, the level or intensity in each area will vary according to the capacity of the students:

- Rudiments of music
- Breath control
- Articulation
- Fingering

The Advanced Workshop will also emphasize:

- The history of the recorder
- Instrumental techniques in playing the descant,  
treble, alto, tenor, or bass recorders
- Tone production
- Musical style in differing periods
- Modern and ancient recorder literature
- Ensemble playing

Members will be limited to 25 in the beginning and 25 in the intermediate course, and 15 in the advanced, in order that the Resident or Visiting Artist has some individual contact with each of the students.

Course No. \_\_\_\_\_

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: BEGINNING RECORDER

(Please attach a full description of the course, indicating course content, etc.)

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_  
\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/~~Division~~ proposing the course: Centre for Communications and the Arts

Proposed Instructor: David Skulski  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Beginning Recorder  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: see covering memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/~~Division~~ subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

students, faculty, staff

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 16 End Date: Dec 2

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 4:30 to 5:30 p.m.

Location Proposed: Theatre 118

Fee to be charged: \$8 non-library card holders only

Enrolment: Maximum 25 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

armless chairs, music stands

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. For the Summer semester: February 15.) **118**

Signature of Proposer: [Signature] Date: 7<sup>th</sup> June 74

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Authorization: [Signature]  
(where applicable)

Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 7/74 Course No. 98 ~~78~~ NC 74

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

98  
NC 74(t)

Course No. 743-W411

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: Intermediate Recorder  
(Please attach a full description of the course, indicating course content, etc.)

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)  
\_\_\_\_\_  
\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/~~Division~~ proposing the course: Centre for Communications and the Arts

Proposed Instructor: David Skulski  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Intermediate Recorder  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: see covering memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/~~Division~~ subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

students, faculty, staff

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 16 End Date: Dec 2

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 5:30 to 6:30 p.m.

Location Proposed: Studio II

Fee to be charged: \$8 non-library card holders only

Enrolment: Maximum 25 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

armless chairs, music stands

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. For the Summer semester: February 15.)

Signature of Proposer: [Signature] Date: 7<sup>th</sup> June 74

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/~~Division~~ Authorization: [Signature]  
(where applicable)

Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 7/74 Course No. 98 NC74

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

Course No.

743-W413

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: Advanced Recorder  
(Please attach a full description of the course, indicating course content, etc.)

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/~~Division~~ proposing the course: Centre for Communications and the Arts

Proposed Instructor: David Skulski  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Advanced Recorder  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: see covering memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/~~Division~~ subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

students, faculty, staff

Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 16 End Date: Dec 2

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 7:30 to 9:30 p.m.

Location Proposed: Studio II

Fee to be charged: \$24 non-library card holders only

Enrolment: Maximum 15 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

armless chairs, music stands

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. For the Summer semester: February 15.)

Signature of Proposer: [Signature] Date: 7<sup>th</sup> June 74

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/~~Division~~ Authorization: [Signature]  
(where applicable) Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 7/74 Course No. <sup>98</sup>~~7~~NC74

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

## Ensemble Workshops

### W491 Renaissance Ensemble

The Renaissance, with its combination of humanism and its new emphasis on joie de vivre, brought a renewed and discriminated study of all forms of art. As the movement looked back to Greek civilization for its inspiration, music was of necessity included. Indeed music was considered to be one of, if not the highest of the arts. The early 16th century Italians named Michelangelo Buonarroti "Il Divino". Only one other man in that time was so honoured: Francesco Canova da Milano, a lutenist and composer. His compositions were strictly for the lute, and this might give some indication as to the position that music and musicians held in the eyes of the Italians of the Renaissance.

A vast body of musical literature of all types and forms has been left from this time. This literature was written for a variety of musical instruments: many different string instruments, wind instruments and keyboard instruments of both types. Along with the recent revival of interest in the recorder has been a revival of interest in other instruments of the Renaissance time including Krumphorns, lutes, viols, harpsichords, cornetts, sackbuts, etc.

The purpose of the workshop will be to study and play music of the Renaissance period using facsimiles of the appropriate instruments in the appropriate combinations. The music of the period 1450 - 1600 includes dances, sacred music, chamber music and vocal music in transcription.

The major emphasis of the workshop will be upon a study of the historical styles and the problems of ensemble performances. This workshop should be limited to a maximum of 15 persons, which is necessitated by the performance characteristics of the music of the time.

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: Renaissance Ensemble  
(Please attach a full description of the course,  
indicating course content, etc.)

SECTION I. - To be completed for non-credit activities  
offered under the auspices of the Division  
of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required,  
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)  
\_\_\_\_\_  
\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/~~Division~~ proposing the course: Centre for Communications and the Arts

Proposed Instructor: David Skulski  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: Renaissance Ensemble  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements: see covering memo and attachment

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/~~Division~~ subsidizing course: Centre for Communications and the Arts

Publicity Requirements:

To be arranged by Department proposing the course

To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

~~students, faculty, staff~~  
Proposed time period for course: \_\_\_\_\_

Commencement Date: Sept 17 End Date: Dec 3

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 7:30 to 9:30 p.m.

Location Proposed: Studio II

Fee to be charged: No charge

Enrolment: Maximum 15 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

armless chairs, music stands

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.  
For the Spring semester: October 15.  
For the Summer semester: February 15.)

Signature of Proposer: [Signature] Date: 7<sup>th</sup> June 74

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department/Division Authorization: Music Band  
(where applicable) Date: June 7/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 7/74 Course No. <sup>98</sup> ~~78~~ NC74

Date Submitted to Non-Credit Committee: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

Course No. 99NC 74(a)

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: INTRODUCTION TO APL  
(Please attach a full description of the course, indicating course content, etc.)

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: COMPUTING CENTRE

Proposed Instructor: BOB FERGUSON ACADEMIC SERVICES, COMPUTING CENTRE  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: INTRODUCTION TO APL  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:

Stipend/Honoraria: N/A \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) N/A \$ \_\_\_\_\_

Department/Division subsidizing course: COMPUTING CENTRE

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

Any one in the ~~univ~~ university

Proposed time period for course: two sessions, two hours each

Commencement Date: Oct 2 Wed End Date: Oct 9 Wed

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 1:30 pm to 3:30 pm

Location Proposed: Computing Centre Seminar Room

Fee to be charged: N/A

Enrolment: Maximum 20 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

A/V services ~ \$25, some Computer time and duplicating of materials

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. For the Summer semester: February 15.)

Signature of Proposer: Johnlyn for N Stoppa Date: 6/6/74  
Signature of Instructor: R.C. Ferguson Date: "  
Department/Division Authorization: \_\_\_\_\_  
(where applicable) Date: \_\_\_\_\_

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 11/74 Course No. 99NC74  
Date Submitted to Non-Credit Committee: 1. June 14  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

Course No. 99NC74(b)

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: Intro INTRODUCTION TO SPSS  
(Please attach a full description of the course, indicating course content, etc.)

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_  
\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: COMPUTING CENTRE

Proposed Instructor: JOHN YU, ACADEMIC SERVICES, COMPUTING CENTRE  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: INTRODUCTION TO SPSS  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:

Stipend/Honoraria: N/A \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) N/A \$ \_\_\_\_\_

Department/Division subsidizing course: COMPUTING CENTRE

Publicity Requirements:

To be arranged by Department proposing the course

To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

Anyone in the university

Proposed time period for course: one session 2 hours

Commencement Date: Oct 15 Tues End Date: \_\_\_\_\_

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 1:30 pm to 3:30 pm

Location Proposed: Computing Centre Seminar Room

Fee to be charged: N/A

Enrolment: Maximum 20 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

Some duplicating

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. For the Summer semester: February 15.)

Signature of Proposer: John for Nino Stroppa Date: 6/6/74  
 Signature of Instructor: John Date: 6/6/74  
 Department/Division Authorization: \_\_\_\_\_  
 (where applicable) Date: 6/6/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 10/74 Course No. 99NC74

Date Submitted to Non-Credit Committee: 1. June 14  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Reason for rejection  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

Course No. 99NC74(C)

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: INTERMEDIATE APL  
(Please attach a full description of the course, indicating course content, etc.)

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: COMPUTING CENTRE

Proposed Instructor: ART STANLEY-JONES, ACADEMIC SERVICES, COMPUTING CENTRE  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: INTERMEDIATE APL  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:

Stipend/Honoraria: N/A \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) N/A \$ \_\_\_\_\_

Department/Division subsidizing course: COMPUTING CENTRE

Publicity Requirements:

To be arranged by Department proposing the course

To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

Anyone in the university

Proposed time period for course: one session, 2 hours

Commencement Date: Oct 23 Wed End Date: Oct 23

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 1:30 pm to 3:30 pm

Location Proposed: Computing Centre Seminar Room

Fee to be charged: N/A

Enrolment: Maximum 20 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

A/V services \$25 <sup>some</sup> Computer time and duplicating

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. For the Summer semester: February 15.)

Signature of Proposer: John J. for N. Stoppa Date: 6/6/74

Signature of Instructor: AS-J Date: 6/6/74

Department/Division Authorization: \_\_\_\_\_  
(where applicable)

Date: 6/6/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 10/74 Course No. 99NIC74

Date Submitted to Non-Credit Committee: 1. June 14  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

Course No. 99NC74(d)

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: INTRODUCTION TO WYLBUR  
(Please attach a full description of the course,  
indicating course content, etc.)

SECTION I. - To be completed for non-credit activities  
offered under the auspices of the Division  
of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required,  
e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: COMPUTING CENTRE

Proposed Instructor: JOHN YU, ACADEMIC SERVICES, COMPUTING CENTRE  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: INTRODUCTION TO WYLBUR  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:

Stipend/Honoraria: N/A \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) N/A \$ \_\_\_\_\_

Department/Division subsidizing course: COMPUTING CENTRE

Publicity Requirements:

To be arranged by Department proposing the course

To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

anyone in the University

Proposed time period for course: one session, 2 hours

Commencement Date: Oct 8, Tues End Date: \_\_\_\_\_

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 1:30 pm to 3:30 pm

Location Proposed: Computing Centre Seminar Room

Fee to be charged: N/A

Enrolment: Maximum 20 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

Some Computer time, duplicating, A/V services ~ \$25<sup>00</sup>/<sub>xx</sub>

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. **140** For the Summer semester: February 15.)

Signature of Proposer: John per N. Stoppa Date: 6/6/74  
 Signature of Instructor: John Date: 6/6/74  
 Department/Division Authorization: \_\_\_\_\_  
 (where applicable) Date: 6/6/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 10/74 Course No.: 99NC74  
 Date Submitted to Non-Credit Committee: 1. June 14  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Reason for rejection:  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of Times offered: \_\_\_\_\_

Course No. 99NC74(e)

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: INTRODUCTION TO MAJOR SOFTWARE PACKAGES  
(Please attach a full description of the course,  
indicating course content, etc.) IN THE PROGRAM LIBRARY

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

\_\_\_\_\_

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: COMPUTING CENTRE

Proposed Instructor: ERNIE DAINOW ACADEMIC SERVICES, COMPUTING CENTRE  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: INTRODUCTION TO MAJOR SOFTWARE PACKAGES IN THE PROGRAM LIBRARY  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:

Stipend/Honoraria: N/A \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) N/A \$ \_\_\_\_\_

Department/Division subsidizing course: COMPUTING CENTRE

Publicity Requirements:

- To be arranged by Department proposing the course
- To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

Anyone at SFU

Proposed time period for course: one session, two hours

Commencement Date: OCT 1, Tues End Date: \_\_\_\_\_

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 1:30 pm to 3:30 pm

Location Proposed: Computing Centre Seminar Room

Fee to be charged: N/A

Enrolment: Maximum 20 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

Some duplicating of materials

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. For the Summer semester: February 15.)

Signature of Proposer: *Abraham for Nino Stoppa* Date: 6/6/74

Signature of Instructor: *Emilio Dainow* Date: 6/6/74

Department/Division Authorization: \_\_\_\_\_  
(where applicable)

Date: 6/6/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

<u>For Office Use:</u>	
Date received: <u>June 10/74</u>	Course No. <u>99NC74</u>
Date Submitted to Non-Credit Committee:	1. <u>June 14</u>
	2. _____
	3. _____
Approved: <input checked="" type="checkbox"/>	Rejected: 1. _____
	2. _____
	3. _____
Reason for rejection:	
1. _____	
2. _____	
3. _____	
Action: _____	
Evaluation Date: _____	Number of times offered: _____

Course No. 99NC74(F)

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: COMPUTING CENTRE ORIENTATION  
(Please attach a full description of the course, indicating course content, etc.)

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ \_\_\_\_\_  
(Please list names and amounts)

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: COMPUTING CENTRE

Proposed Instructor: NINO STROPPA, MANAGER ACADEMIC SERVICES  
(Please attach resume, if not regular SFU faculty) COMPUTING CENTRE

Proposed Course Title: COMPUTING CENTRE ORIENTATION  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:

Stipend/Honoraria: N/A \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) N/A \$ \_\_\_\_\_

Department/Division subsidizing course: COMPUTING CENTRE

Publicity Requirements:

To be arranged by Department proposing the course

To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)

New Computer users, especially faculty members

Proposed time period for course: 2 sessions, one hour each

Commencement Date: Sept 17, Wed

End Date: Sept 18, Thurs

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 3:30 pm to 4:30 pm

Location Proposed: Computing Centre Seminar room

Fee to be charged: N/A

Enrolment: Maximum 20 Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)

Some duplicating of materials and some computer time

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15. For the Spring semester: October 15. For the Summer semester: February 15.)

Signature of Proposer: John Joseph Nino Stoppa Date: 6/6/74  
 Signature of Instructor: John Joseph Nino Stoppa Date: 6/6/74  
 Department/Division Authorization: \_\_\_\_\_  
 (where applicable) Date: 6/6/74

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

<u>For Office Use:</u>	
Date received: <u>June 10/74</u>	Course No. <u>99NC74</u>
Date Submitted to Non-Credit Committee:	1. <u>June 14</u> 2. _____ 3. _____
Approved: <input checked="" type="checkbox"/>	Rejected: 1. _____ 2. _____ 3. _____
Reason for rejection:	1. _____ 2. _____ 3. _____
Action: _____	
Evaluation Date: _____	Number of times offered: _____

Course No. 100NC74

NON-CREDIT COURSE PROPOSAL FORM

PLEASE COMPLETE THE FOLLOWING DETAILS AND RETURN THE FORM TO:

Chairman  
Senate Committee on Non-Credit Instruction  
c/o Division of Continuing Education  
Simon Fraser University  
Burnaby 2, B.C.

PROPOSED COURSE TITLE: The PHOTOGRAPHER'S Eye.  
(Please attach a full description of the course, indicating course content, etc.)

SECTION I. - To be completed for non-credit activities offered under the auspices of the Division of Continuing Education.

Proposed Instructor: Denes DEVENYI.  
(Please attach resume, if not regular SFU faculty)

Publicity Requirements: \_\_\_\_\_  
(Please provide details of type of promotion required, e.g. newspaper, general mailing, special mailing).

Anticipated Course Budget:

Stipends/Honoraria \_\_\_\_\_ \$ 500.  
(Please list names and amounts)

Travel Expenses: \_\_\_\_\_ \$ \_\_\_\_\_  
(Where applicable)

Miscellaneous Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Revenue:  
Course fees: \_\_\_\_\_ x \$ \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous Revenue: \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

SECTION II - To be completed for non-credit activities NOT offered under the auspices of the Division of Continuing Education.

Department/Division proposing the course: \_\_\_\_\_

Proposed Instructor: \_\_\_\_\_  
(Please attach resume, if not regular SFU faculty)

Proposed Course Title: \_\_\_\_\_  
(Please attach a full description of the course, indicating course content, etc.)

Budget Arrangements:

Stipend/Honoraria: \_\_\_\_\_ \$ \_\_\_\_\_

Revenues (i.e. fees, etc.) \_\_\_\_\_ \$ \_\_\_\_\_

Department/Division subsidizing course: \_\_\_\_\_

Publicity Requirements:

To be arranged by Department proposing the course

To be arranged through Continuing Education.

TO BE COMPLETED FOR ALL NON-CREDIT ACTIVITIES:

Intended "target" audience: (i.e. specific groups; general public; why is the course necessary; for whom is it intended; etc.)  
\_\_\_\_\_

Proposed time period for course: 10 weeks

1974 Sept 25th Commencement Date: See Oct. 2nd/74 End Date: \_\_\_\_\_

Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.

Time: from 8 pm to 10 pm

Location Proposed: \_\_\_\_\_

Fee to be charged: \$35.00

Enrolment: Maximum \_\_\_\_\_ Minimum \_\_\_\_\_

Any Special Requirements: (i.e. space, equipment, etc.)  
\_\_\_\_\_

(NOTE: Persons proposing courses should bear in mind the deadline dates for course proposal forms to be submitted to the Senate Committee on Non-Credit Instruction: For the Fall semester: June 15.  
For the Spring semester: October 15.  
For the Summer semester: February 15.)

Signature of Proposer: John Devy Date: June 10/74

Signature of Instructor: [Signature] Date: \_\_\_\_\_

Department/Division Authorization: \_\_\_\_\_  
(where applicable) Date: \_\_\_\_\_

NOTE: Courses sponsored by Departments, Centres, or Divisions, should bear the signature of the Division, Department or Centre Chairperson.

For Office Use:

Date received: June 12/74 Course No. 100NC74

Date Submitted to Non-Credit Committee: 1. June 14  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Approved:  Rejected: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Reason for rejection:  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Action: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_ Number of times offered: \_\_\_\_\_

COURSE PROPOSAL FORM

Approved  
June 14

101-NC-74

(Non-Credit)

Course Title: First Aid

Full Description of Course: Course of instruction presents full range of basic First Aid methods presented by new multi-media technique. Entire course is presented in four, 2-hour sessions, enabling each group to complete the training in one week.

Requirements for Entrants: Registered students at Simon Fraser University.

Rationale for Course: (1) Provide training to people on campus to enable them to respond to crisis situations (2) Provide background and knowledge for teaching purposes (PDP).

For Whom is the Course Intended: Students.

Proposed Dates, Time and Place of Offering:  
Tues.-Fri.; 3:30 - 5:30; Room 401 (PDP), June 25-28,  
July 2-5, 9-12, 16-19

Proposed Instructor: Assigned by St. John's Ambulance Assn.

Proposed Student Fee: \$7.50 per person  
\$7.50 paid by University Services

Maximum Number of Students: 48 per week (192 total)

Proposed Course Budget:

Expenses: Instructor(s) Stipend(s): Responsibility of St. John's Ambulance Assn.

Travel and Accomodation: NIL

Rental of Facilities: NIL

Equipment and Materials: Supplied by St. John's Ambulance Assn.

Other Expenses: NIL

Anticipated Revenue: NIL

Net Cost of Proposed Course: NIL

Signature of Author of the Proposal  
Date

*J. R. [Signature]*  
June 12/74

DEPARTMENT OF RECREATION

General Education Activity Classes

- week of September 16 to week of November 18
- progressive instruction for 10 weeks unless otherwise noted
- instruction offered free to students, faculty & staff
- register at the Gym (1st Floor) - September 5-13, 8:30 a.m. - 4:30 p.m.
- classes are popular, so early registration is advised

AQUATICS

Beginning Swim			
Tues./Thurs.	1:30-2:20 p.m.	POOL	R. Ditmars
Intermediate Swim			
Tues./Thurs.	2:30-3:20 p.m.	POOL	S. Carter
Competitive Swim			
Mon. thru Fri.	8:30-9:30 a.m.	POOL	P. Savage

FITNESS

Adult Fitness (exercises plus jog or swim)			
Mon. thru Fri.	12:30-1:30 p.m.	POOL DECK	G. McKay
Beginning Yoga (8 weeks)			
Mon./Wed.	4:00-5:00 p.m.	313 ROTUNDA	B. Nelson
Intermediate Yoga (8 weeks)			
Mon./Wed.	2:30-3:45 p.m.	313 ROTUNDA	B. Nelson
Weight Training			
Friday	12:30-1:20 p.m.	WEIGHT ROOM	J. Kootnekoff
Circuit Training			
Mon.thru Thur.	12:30-1:20 p.m.	WEIGHT ROOM	J. Pond

SPORTS & GAMES

Golf			
Mon./Wed.	10:30-11:20 a.m.	GYM	E. Allen
Gymnastics			
Tuesday	8:00-11:00 p.m.	GYM	V. Dougherty

COMBATIVES

Beginning Fencing			
Monday	1:30-2:20 p.m.	GYM	T. H. Bac
Intermediate Fencing			
Monday	2:30-3:20 p.m.	GYM	T. H. Bac
Karate (Kyukashinka)			
Tues./Thurs.	7:30-9:30 p.m.	313 ROTUNDA	R. Sittrop et al

OUTDOOR PROGRAM

WHISTLER CABIN WEEKEND - September 14-15

Depending on weather and interest shown, guided hikes, climbs and camps trips will operate from the SFOC cabin at Whistler; or just stay in the cabin.

MOUNTAINEERING - Pre-requisite - SFOC membership

Elements of hiking, camping, mountaineering

N. Heath

Tues. Sept. 17	7:00-9:00 p.m.	5030 AQ	Seminar
Thurs. Sept. 19	6:00-8:00 p.m.	5030 AQ	Rope Management Clinic
Sept. 21/22		Mt. Baker	Snow School
Tues. Sept. 24	7:00-9:00 p.m.	5030 AQ	Seminar
Thurs. Sept. 26	6:00-dusk		Rock Climbing
Sept. 28/29			Mountain Weekend

CANOEING - Pre-requisite - SFOC membership

F. Tilgner

1. Flatwater (meet at SFOC Equipment Room)

Sept. 30, Oct. 1, 2, 3 5:30 - 7:30 p.m.

2. Leaders Course (meet at SFOC Equipment Room)

Sept. 24, 26, Oct. 8, 10 plus above course 5:30 - 7:30 p.m.

SAILING - Pre-requisite - SFOC membership

M. Isaak

Organizational meeting Wednesday, September 11 at 4:30 p.m. at the SFOC Equipment Room under pool.

CROSS-COUNTRY SKIING - Pre-requisite - SFOC membership

F. Tilgner

Depending upon snowfall, a class may be offered in late November and December. Organizational meeting Wednesday, November 13 at 4:30 p.m. in Room 3154 AQ.

Instruction will definitely be offered in Spring semester, 1975.

SKIN DIVING (4 weeks; NAUI Certification)

E. Brittl

TUESDAYS - September 17 - October 8

\$20 fee covers ocean dive expenses

Lecture	6:00 - 8:00 p.m.	3159AQ
Practical	8:30 -10:30 p.m.	POOL

SCUBA (6 weeks; NAUI Certification)

J. Hart

\$20 fee covers ocean dive expenses

Group 1 - October 15 - November 19

Lecture	6:00 - 8:00 p.m.	TUES.	3159AQ
Practical	8:30 -10:30 p.m.	TUES.	POOL

Group 2 - October 15 - November 21

Lecture	6:00 - 8:00 p.m.	TUES.	3159AQ
Practical	8:30 -10:30 p.m.	THUR.	POOL

Pre-requisite: NAUI Skin Diving Course, or equivalent, plus SCUBA Club membership.

SPORT DIVING (NAUI Certification)

R. Kearney

Pre-requisite: Qualified Diver and SCUBA Club Member.

Six ocean dives to different environments.

Limit: 10 students.

Students responsible for own wetsuit rental and travel expenses.

Organizational meeting on Wednesday, September 18, at 4:30 p.m. at the SFOC Equipment Room.

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The Department of Recreation also sponsors the following programs. For details, call local 3675 or check at the Gym.

1. Club sports;
2. Intramurals;
3. General Recreation;
4. Family Recreation (with instruction, Sunday afternoons);
5. Children's Recreation (instruction, Saturday mornings).