

COURSE PROPOSAL AND INSTRUCTOR APPLICATION FORM
FALL TERM: MONDAY, SEPTEMBER 9 THROUGH FRIDAY, NOVEMBER 15

 **Please review the following information before preparing your proposal.** 

Note: All relevant sections of this document must be completed.

Note: The Curriculum Committee is not able to insert material from your previous course proposals.

1. Thank you for your interest in teaching at OLLI at SOU. OLLI aims to provide an interesting, balanced and quality curriculum from which its members can select worthwhile educational experiences. The course proposal form is divided into three sections: the first two sections provide information for the all-volunteer Curriculum Committee on (1) your proposed course and your qualifications and (2) language for the course catalog. The third section provides information for the OLLI office staff about (3) the scheduling of your course.
2. The Curriculum Committee will only review course proposals that are complete and submitted by the deadline. Incomplete or incoherent proposals will be returned to the instructor for revision and resubmission online before the deadline. Fall term course proposals are due by 11:59 pm on Friday, May 31, 2019. The sooner you submit the course proposal, the better chance of obtaining your preferred day, time, and location for your course. Upon successful submission of a course proposal, an email confirmation is automatically sent. If you do not receive this confirmation, please call the OLLI office at 541-552-6048 for assistance.
3. Completed applications will be reviewed by OLLI's Curriculum Committee which accepts or rejects courses. Courses will be selected on the basis of appropriateness for the OLLI program, instructor qualifications, alignment with OLLI policies, known interests of OLLI members, and facility capacities. You will be contacted at least two months prior to the start of the term regarding whether or not the Curriculum Committee accepted your course proposal.
4. If the Curriculum Committee needs further clarification and/or documentation upon initial review of a course proposal, a committee member will contact you.
5. OLLI does not offer courses which include medically therapeutic, nutritional, nutritional supplement, dietary or diagnostic advice in either oral or written form. Courses pertaining to personal development must not include therapy or health claims, but rather should provide information and/or data related to the topic.
6. Your course description should be comprehensive, concise, and clear about the topics and classroom activities so that students will know what to expect. Students need to know what will be taught, the approach to the subject matter (lecture, interactive discussion, skill activities, films/readings, etc.), and out-of-class preparations (readings or assignments). If a balanced range of viewpoints on the topic will not be covered, you must specify your specific perspective in the course description. If you require a fee from your students for any consumable materials you provide (e.g. art supplies), or a rental fee for the class venue, this information must be included in the course description.

7. OLLI courses are intended to educate OLLI students, not to facilitate financial gain of the instructors, either directly or by increasing business opportunities. See the end of this section for specific OLLI policy language.
8. Student email lists that are provided by OLLI are to be used only for instructional purposes within OLLI guidelines. When you email your students, be sure to use the blind copy (bcc) feature to protect students' privacy.
9. Please be sure that you are satisfied with the wording of your course description for the catalog before submitting it. Other than any editing by Curriculum Committee for clarity, conciseness and format consistency, what you submit is what will appear in the catalog.
10. If you are planning to use a second instructor, please note that only one individual – whoever fills out the course proposal form – will be identified as the instructor of record. That person will receive all course-related communications from OLLI. The credentials of both instructors must fit within the character limits for the section titled "Statement of instructor qualifications for the catalog."
11. Each term is ten weeks in length and each course is typically scheduled for one session per week for two to ten weeks. If a single-session class is your preference, do not submit this course proposal. Instead, contact the OLLI office for more information.
12. All enrolled students will be given an opportunity to provide anonymous feedback to the Curriculum Committee and instructors on their satisfaction with their courses.
13. If your proposal is accepted, the OLLI office will make every effort to accommodate your first choice of course time, day, and location, but this will not always be possible. Please include alternate choices.
14. To safeguard OLLI's I.T. equipment and computers, you must be trained in their proper use. New instructors must meet with an OLLI I.T. equipment trainer at least two weeks before your first class. If your course proposal is accepted, you will be contacted with instructions on how to make an appointment for a training session. All instructors using the I.T. equipment are expected to visit their classrooms prior to their first class to familiarize themselves with the equipment.
15. Teachers New To OLLI: Instructors who are teaching their first class for OLLI will need to follow three steps after their course is approved and before their first class: an individual meeting with a member of the Curriculum Committee, training in whatever instructional technology is planned to be used, and attendance a Teaching at OLLI orientation session (unless the instructor has completed the Teaching at OLLI course.)
16. Course proposals submitted by teachers new to OLLI for the session immediately following their first session at OLLI will be considered in the light of the Curriculum Committee's standards for reviewing course quality; depending on the data from the first course, it is possible that the course proposal will not be approved before a conference with the instructor to review that data.

Need help or more information?

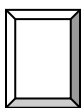
For clarification on information required by the Curriculum Committee about the course description, instructor qualifications, or catalog information about the course or instructor (sections 1 and 2 of the course proposal form), please contact Sara Brown, OLLI Curriculum Committee chair, at sarambrown38@gmail.com or 541-941-8185.

For help with technical problems with the course proposal form, or for more information about when and where OLLI courses are scheduled (section 3 of the course proposal form), please contact Rob Casserly, OLLI Assistant Director, at casserlyr@sou.edu or 541-552-6048.

In order to submit a proposal, you must certify that you have read the instructions on the previous pages and that you agree to follow the OLLI instructional policies below.

- **PROHIBITED COURSE CONTENT:** OLLI does not offer courses which include medically therapeutic, nutritional, nutritional supplement, dietary or diagnostic advice in either oral or written form. (III.A)
- **COURSES IN PSYCHOLOGY:** Psychology courses should be offered on an academic basis rather than therapeutic. A caveat will be placed in the course description to read: *“Certain OLLI classes, particularly psychology classes, may explore personal experiences of an emotional nature. Those who would like to further discuss special concerns are encouraged to do so with a licensed professional in the field.”* (III.B)
- **SELF-PROMOTION:** OLLI courses are intended to educate OLLI students, not to facilitate financial gain of the instructors, either directly or by increasing business opportunities. Instructors must disclose current business affiliations in the biography section of their course proposals and may reiterate this information at the first class. Printed materials and references to websites that relate to the instructor’s business may be made available only during the first class, but not actively distributed. Subsequent classes should focus exclusively on principles and practices to enhance students’ knowledge of the material. No promotion of the instructor’s business, books, or services should occur after the first class session. The purchasing of required texts or materials from instructors is to be handled in the first class period only; further purchasing of required or recommended texts and materials should occur outside of class time. (III.G)
- **EMAIL ADDRESSES:** Student email addresses provided by OLLI to instructors may only be used for course related activities. Instructors may provide interested students with a separate opportunity to sign up for a mailing list to receive information about the instructor’s business. (III.J)

By checking the box below, I certify that I have read the instructions and the above policies and agree to follow them.



I have read the instructions and agree to follow OLLI’s policies.

If you have any questions or concerns about the policy, please contact Sara Brown, OLLI Curriculum Committee chair, at sarambrown38@gmail.com or 541-941-8185.

INSTRUCTOR OF RECORD CONTACT INFORMATION

First Name: _____ Last Name _____

Street _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

E-mail _____

Have you taught a course at OLLI at SOU within the past 3 years?

_____ Yes _____ No

SECTION 1 – INFORMATION FOR CURRICULUM COMMITTEE

Course title: _____

How many class sessions do you propose to teach? Minimum is 2; maximum is 10. If you want to teach a one-session class, please contact the OLLI office for more information. Number of class sessions: _____

Is this a completely new OLLI at SOU course?

_____ Yes _____ No

Note: If this is a previously taught OLLI at SOU course with new content, please specify what is new. New texts? New information? New units? New approach? Please also indicate what is new in the NOTE section of your Course Description for the Catalog (Page 11).

This question is optional. Skip it if the course is completely new, or if there is no new content.

INSTRUCTOR QUALIFICATIONS FOR THE CURRICULUM COMMITTEE

Please provide information that demonstrates you are qualified and well-prepared to teach the proposed course and that shows your command of the subject matter and/or skills that you propose to teach, e.g., work and teaching experience, relevant degrees and licensures, additional education or training. If you have a degree(s) from a college or university, please tell indicate what kind of degree(s) you have and the name of the college or university. If you are proposing to teach a course outside your formal academic or professional background as described above, please provide additional information related to your qualifications that you would like the Curriculum Committee to take into account in reviewing this course proposal. Please also indicate here what your primary resources will be in preparing to teach this course.

Note: There is no character count or word limit in this section. You may attach extra pages if you wish.

Qualifications: _____

sample only
not for submission

Will this course be taught by two instructors?

_____Yes _____No

Note: If your course is to be taught by two instructors, whoever fills out the course proposal form will be considered the instructor of record. The instructor of record will receive all course-related communications from OLLI. The credentials of both instructors must fit within the character limits for that section in the course catalog.

INSTRUCTOR QUALIFICATIONS FOR SECOND INSTRUCTOR

Note: This page is optional. You may skip it if your course does not have a second instructor.

First Name: _____ Last Name _____

Street _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

E-mail _____

Has the second instructor taught a course at OLLI at SOU within the past 3 years?

_____ Yes _____ No

Please provide information that demonstrates the second instructor is qualified and well-prepared to teach the proposed course and that shows his or her command of the subject matter and/or skills that he or she proposes to teach, e.g., work and teaching experience, relevant degrees and licensures, additional education or training. If the second instructor has a degree(s) from a college or university, please tell indicate what kind of degree(s) he or she has and the name of the college or university. If the second instructor is proposing to co-teach a course outside his or her formal academic or professional background as described above, please provide additional information related to his or her qualifications that you would like the Curriculum Committee to take into account in reviewing this course proposal.

Note: There is no character count or word limit in this section. You may attach extra pages if you wish.

Qualifications for second instructor: _____

SECTION 2 – INFORMATION FOR COURSE CATALOG

All courses will be assigned to one of these categories.

How would you suggest we categorize your course?

Arts: Film/TV/Radio

Arts: Music

Arts: Theater

Arts: Visual Arts

Arts: Writing

History: Includes US and world history.

Languages and Cultures: Explore classroom “journeys” around the globe.

Life Planning: Organize your intentions through financial and end-of-life planning.

Literature: Includes the study of fiction and non-fiction in English, in translation, and in foreign languages.

Movement: Includes all courses that involve physical movement, e.g., dance, Tai Chi, QiGong, and hiking.

Nature: Includes courses that explore the natural world and our relationship with it.

Personal Exploration: Includes strategies for enhancing relationships, improving psychological and emotional wellness, and enriching spiritual development, meditation, and stress-reduction.

Recreation: Includes hobbies, crafts, and games.

Science, Technology, Engineering and Mathematics: Includes the study and use of computers.

Social Sciences: Includes current events, economics, finance, political science, sociology, philosophy, geography, and education.

Note: Your selected category may be changed by the Curriculum Committee to be consistent with other course proposals.

COURSE DESCRIPTION FOR THE CATALOG

Provide the exact description of the course as you wish it to appear in the course catalog. Only factual errors that could mislead potential students will be corrected after editing by the Curriculum Committee. Please include the following:

- What students should expect to learn in this course.
- Instructional methods, e.g., lecture, discussion, activities, films, readings.
- Brief listing of the topics and/or activities to be covered.
- Background or level of knowledge or skill you expect your students to have.
- If a full range of viewpoints on the topic will not be covered, the perspective that will be used.

If you would like to review an example of a satisfactory course description, please visit the OLLI at SOU website at inside.sou.edu/olli and click on the “Catalog” link. Scroll down to find lists of courses. Click on a course category, then select a course to view. You may also email the OLLI office at olli@sou.edu to request a PDF copy of a recent catalog.

Note: Other than any editing by Curriculum Committee for clarity, conciseness and format consistency, what you submit here is what will appear in the catalog. This text is limited to 1,000 characters (approximately 200 words). The character limit counts each letter, punctuation mark, and space in your course description.

STATEMENT OF INSTRUCTOR QUALIFICATIONS FOR THE CATALOG

For the course catalog, please provide information for prospective students that shows you are well-prepared to teach the proposed course, e.g., work and teaching experience, relevant degrees and licensures, additional education or training. Only one statement per instructor each term can be submitted for the course catalog.

Important note: If you plan to teach more than one course during this session, write a single statement appropriate for all the courses you plan to teach.

If you would like to review a sample of a statement of instructor qualifications, please visit the OLLI at SOU website at inside.sou.edu/olli and click on the “Catalog” link. Scroll down to find lists of courses. Click on a course category, then select a course to view. Click the instructor’s name to see a statement of qualifications. You may also email the OLLI office at olli@sou.edu to request a PDF copy of a recent catalog.

Note: This text is limited to 450 characters (approximately 90 words) and may be edited for conciseness and format consistency. The character limit counts each letter, punctuation mark, and space in the statement. If there are two instructors, the qualifications of both must fit within the character limit of 450 characters.

Statement of instructor qualifications exactly as you want it to read in the catalog. Please use complete sentences in the third person. You must complete this section. Note: forms that merely reference previous catalog information or say “see above” will be returned to the instructor for completion.

sample only
not for submission

SECTION 3 – INFORMATION FOR OLLI OFFICE

Teaching Location

Before proceeding, please review the following information about OLLI's classroom options.

The **Campbell Center** will be undergoing a major renovation during Fall term, but three classrooms will remain available for one afternoon time slot per day. Courses may be scheduled Monday through Friday, 3:30 to 5:00 pm (or 3:30 to 5:30 pm, if you prefer). Maximum capacity is 32, 25, or 18 students, depending on the classroom. All of the Campbell Center classrooms have a full suite of I.T. equipment and a whiteboard. One classroom has tables that remain set up; the other two classrooms have tables that must be set up and taken down if you decide to use them.

At the **Higher Education Center** (RCC/SOU campus, Medford), courses may be scheduled Monday through Friday, 9:00 to 10:30 am, 11:00 am to 12:30 pm, 1:00 to 3:00 pm, or 3:30 to 5:00 pm (or 3:30 to 5:30 pm if you prefer). Maximum capacity is 30, 36, or 48 students, depending on the classroom. All of the Higher Education Center classrooms have a full suite of I.T. equipment, a whiteboard, and tables.

At **Meese Auditorium** (SOU Art Building Room 101, Ashland), courses may be scheduled on Tuesday or Thursday, 3:30 to 5:30 pm. Maximum capacity is 156 students. Meese Auditorium offers stadium-style seating with a raised stage. It is a good location for showing films and presenting lectures to a large audience.

At the **SOU Student Union** (SOU Student Union Building, Room 319, Ashland), courses may be scheduled on Mondays, 9:00 to 11:00 am. Maximum capacity is 70 students. This room has an instructor's computer, a digital projector, a DVD player (no Blu-ray), a whiteboard, and tables.

At **ScienceWorks** (1500 E. Main St., Ashland), courses may be scheduled on Monday through Friday, 11:30 am to 1:00 pm, 1:30 to 3:30 pm, or 4:00 to 5:30 pm. For Fall term, the options at ScienceWorks will include a large, auditorium-style theater with an instructor's computer and projector; and a medium-sized classroom with tables, a whiteboard, and an instructor's computer and projector; and another medium-sized classroom with tables but no I.T. equipment. Maximum capacity is 80 students for the large theater; and 30 students for the classrooms. ScienceWorks has excellent parking access and is a good location for showing films and presenting lectures.

At the gymnasium in **The Grove** (Ashland Parks & Recreation Commission's community recreation center located at 1195 E. Main St., next door to the police department), courses may be scheduled on Tuesday or Friday, 11:00 am to 12:30 pm. Maximum capacity is 80 students. The Grove has excellent parking access and is a good place for movement-oriented courses that do not require tables or chairs.

If none of the above options are a good fit for your course, please write "contact me to discuss other options" in the space provided below. If you request this, Rob Casserly, Assistant Director of OLLI, will contact you to discuss more options.

Do you prefer to teach at the Campbell Center, the Higher Education Center, Meese Auditorium, the SOU Student Union, ScienceWorks, or the gymnasium at The Grove? You may also indicate "no preference" or "contact me to discuss other options."

(This question is optional.)

What is the maximum number of students you will accept? If you do not have a preference or will accept as many students as your classroom will hold, please write "flexible" on the line below.

Maximum number of students you will accept: _____

Day, Time, and Room Requests

OLLI's Fall term begins on Monday, September 9 and ends on Friday, November 15.

Each term is ten weeks in length and each course is typically scheduled for one class session per week for two to ten weeks. (If a single-session class is your preference, do not submit a course proposal. Instead, contact the OLLI office for more information.)

Please indicate the date you would like to start your course: _____

Are you flexible about the start date for your course? _____

Please indicate dates you cannot teach, if any: _____

Please select your first, second, and third preference for the day your course meets and the time it starts. If you select only one day and time we will do our best to accommodate your request, but the more options you provide, the better the chances are we will be able to schedule your course at your preferred location.

Day and Time Preference

sample only
not for submission

First Choice Day:	First Choice Time:
Second Choice Day:	Second Choice Time:
Third Choice Day:	Third Choice Time:

Is there anything else about your day and time preferences that you would like us to know? (This question is optional.)

Class Hosts

Class hosts help out with things like assuring hot water and tea supplies are available for class. They may also pass out course materials, oversee rearrangement of chairs before and after class and contact the office for assistance. They do not operate the computer equipment. At the first class meeting, instructors are encouraged to ask their students if one of them is willing to volunteer as the class host.

I will ask my students if one of them is willing to be the class host.

I would like assistance finding a host.

If you want a class host to provide special assistance, please explain. (Skip question if not applicable.)

Financial Interest

OLLI courses are intended to educate OLLI students, not to facilitate financial gain of the instructors, either directly or by increasing business opportunities. Instructors must disclose current business affiliations in the biography section of their course proposals and may reiterate this information at the first class. Printed materials and references to websites that relate to the instructor's business may be made available only during the first class, but not actively distributed. Subsequent classes should focus exclusively on principles and practices to enhance students' knowledge of the material. No promotion of the instructor's business, books, or services should occur after the first class session. The purchasing of required texts or materials from instructors is to be handled in the first class period only; further purchasing of required or recommended texts and materials should occur outside of class time.

Student email addresses provided by OLLI to instructors may only be used for course related activities. Instructors may provide interested students with a separate opportunity to sign up for a mailing list to receive information about the instructor's business.

Do you have a financial relationship or interest with any products or services which are a part of your course content?

Yes No

If you answered "yes" to the question above, please describe your financial relationship or interest.
