

OLLI AT SOU FALL 2021 COURSE PROPOSAL

SAMPLE ONLY – NOT FOR SUBMISSION

Special note for Fall 2021: As of May 1, SOU has given permission for OLLI to hold in-person classes in the fall, with certain restrictions, including mask wearing for students and instructors and a degree of social distance distancing, most likely from 3 – 6 feet. This is subject to change depending on pandemic restrictions. Class size for in person learning will most likely be under 20.

OLLI will continue to offer distance learning courses, and will provide instructor support for teaching on Zoom.

Fall term course proposals will be accepted from Saturday, May 1 through Monday, May 31. Fall term begins on Monday, September 13 and ends on Friday, November 19.

Please review the following information before preparing your proposal.

All relevant sections of this document must be completed. The Curriculum Committee is not able to insert material from your previous course proposals; however, if you have retained material from previously taught classes, you are able to copy and paste from your previous course proposals, and, in fact, we encourage you to do so.

1. Thank you for your interest in volunteering to teach 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. Upon successful submission of a course proposal, an email confirmation is automatically sent. If you do not receive this confirmation, please contact Rob Casserly, OLLI Assistant Director, at casserlyr@sou.edu or 541-552-6048.
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 for the catalog 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.

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. Before submission to the publisher, you will have a chance to see the description and correct factual errors.

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.

FOR INSTRUCTORS NEW TO OLLI, OR RETURNING AFTER THREE OR MORE YEARS AWAY:

12. All enrolled students taught by new to OLLI instructors will be given an opportunity to provide anonymous feedback to the Curriculum Committee and their instructors on their satisfaction with their courses.

13. Instructors who are teaching their first class for OLLI, or the first class in three or more years, will be contacted individually by a member of the Curriculum Committee before their first class and supported by this liaison throughout the term. New instructors are also strongly urged to attend a group orientation for new instructors.

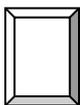
14. As a general practice, we do not encourage new instructors to submit a course proposal immediately after their first term, i.e. to teach for the first time in Fall and then in Winter. However, depending on liaison and student feedback and other relevant circumstances, it may be considered.

In order to submit a proposal, you must certify that you have read the instructions listed above 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/PERSONAL EXPLORATION:** These 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 or Personal Exploration 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)
- **VIDEO AND COPYRIGHT LAW:** To adhere to fair use copyright laws, video or film, legally acquired and shown in an OLLI course, must be in support of the teaching content. A video cannot be a substitute for instruction. The instructor(s) must facilitate classroom activity such as discussion or lecture related to the video content. In addition, when a company producing educational videos for home/personal use, such as The Teaching Company's "Great Courses," imposes copyright restrictions and requires a site license for classroom viewing, it is the responsibility of the instructor(s) to acquire that license. Instructors may pass on to students the cost of licensure as is done in courses with a materials or venue fee. (III.L)

If you have any questions or concerns about these policies, please contact Ginny Blankinship, OLLI Curriculum Committee co-chair, at vblankinship@hotmail.com or 541-944-2764.

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.

SECTION 1 – INFORMATION FOR CURRICULUM COMMITTEE

INSTRUCTOR CONTACT INFORMATION

First Name: _____ Last Name _____

Street _____

City _____ State _____ Zip _____

Phone _____

E-mail _____

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

_____ Yes _____ No

If yes, what was the title of your last course? _____

What is the title of the course you are proposing to teach? (50 characters maximum. The character count includes every letter, space, and punctuation mark.):

What is your plan for the delivery of this course? Online and in-person courses will be clearly designated as such in the catalog. It is not possible to change an online class to in-person delivery at a later date.

_____ Online, via Zoom or other distance learning mode

_____ In-person with pandemic restrictions, including mask wearing

Please note: If you want to teach an online course AND an in-person course, you must submit two separate course proposals. It does not matter which of the two is submitted first.

Is this the only course you are proposing to teach this term?

_____ Yes _____ No

If you are proposing a second course, what is the title and category of the other course?

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. Practice or learn a language other than English, or study untranslated literature.

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

___ **Literature:** Includes the study of fiction and non-fiction in English, and literature in translation.

___ **Movement:** Includes all courses that involve physical movement, e.g., dance, Tai Chi, 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.

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 below 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.

Description of new content for previously taught courses. Skip it if the course is completely new, or if it is a repeat with no new content.

DESCRIBE YOUR COURSE

Please tell us about the course you propose to teach, including the following:

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

- Any activities/assignments to be done outside of class time.
- If a book is required reading, the title, author, cost and ISBN if you require a specific edition.
- If applicable, briefly describe the online environment that you imagine for your class. Please identify the instructional resources, tools, technologies, and online Web spaces that you plan to use and briefly explain how you plan to use them; for example: live or pre-recorded lectures, blogs or PowerPoint presentations, Zoom Q&A sessions.
 - Will you be assigning a specific time for all students to log on at a set time for a definite period with you providing live instruction?
 - Will that class material be recorded and available to students to review at other times?
 - Will the material be recorded in advance and accessible to students at their own convenience?
 - Will you be holding separate sessions for discussion and/or questions?
 - Will you be expecting students to turn in any work to you? If so, what platform will you be using, e.g. email, Moodle or something else?
- Emailed course material only, without video:
 - Will there be any opportunities for discussion and/or questions?
- Other? Please explain.

Note: This section is not intended to duplicate the catalog course description but rather to give the Curriculum Committee a more detailed idea of the course you are proposing. You may describe your course at length.

Course description for Curriculum Committee:

sample/reference only
not for submission

BRIEF COURSE OUTLINE ORGANIZED BY CLASS SESSION

This outline will provide the Curriculum Committee with an idea of how you intend to organize your course, although we realize that this plan may be modified as the course proceeds.

Note: It is not necessary to submit a detailed syllabus.

Your plan:

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 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.

Qualifications:

sample/reference 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.

INFORMATION ABOUT SECOND INSTRUCTOR

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

First Name: _____ Last Name _____

Street _____

City _____ State _____ Zip _____

Phone _____

E-mail _____

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

Yes No

If yes, what was the title of that course? _____

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 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.

Qualifications for second instructor:

SECTION 2 – INFORMATION FOR COURSE CATALOG

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 will be corrected after editing by the Curriculum Committee; you will have a chance to see the course description after any editing by the committee and before publication. 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 with the course content you expect students to have.
- If a full range of viewpoints on the topic will not be covered, the perspective that will be used.
- A brief description of the distance learning methods/tools to be used, if applicable.
- A general description of the structure of the course, e.g. lecture or blog post, followed by a second session of discussion.

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.

Course description exactly as you want it to read in the catalog. You must complete this section. Note: forms that merely reference previous courses will be returned to the instructor for completion. Feel free to provide a previously published course description if you are repeating a course. 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.

DISTANCE LEARNING METHODS/TOOLS TO BE USED, IF APPLICABLE

Please use a bulleted list to explain the distance learning methods/tools you will use. Within the list clarify whether there are class meetings at specific times, or whether the course is completed completely on the student's own schedule.

OPTIONAL: You may add additional information, if necessary, for a course note, i.e. information a student must know before enrolling, such as required texts, related costs, or physical requirements, or knowledge level.

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.

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. You are free to provide a previously published statement.

SECTION 3 – INFORMATION FOR OLLI OFFICE

TEACHING LOCATION AND NUMBER OF STUDENTS

Is this course proposal to teach an online course, or an in-person course?

This course proposal is for an online course.

This course proposal is for an in-person course.

for online courses (Skip the questions in this box if you are proposing to teach an in-person course.)

If you are proposing to teach an online course, do you want to specify a maximum number of students for your online course?

Yes, I want to cap the maximum number of students. I would like the maximum number of students to be (enter number here): _____

No, I do not want to set a maximum. I prefer that my online course is open to any OLLI at SOU member who wishes to enroll in it.

for in-person courses (Skip the questions in this box if you are proposing to teach an online course.)

Do you prefer to teach an in-person at the Campbell Center on the Southern Oregon University campus in Ashland, at the Higher Education Center located in downtown Medford, or both? You may also indicate “no preference” or “I would like the OLLI office to contact me to discuss other options.”

I prefer to teach at the Campbell Center in Ashland.

I prefer to teach at the Higher Education Center in Medford.

I do not have a preference between Ashland and Medford.

I want to teach at both locations.

I would like the OLLI office to contact me to discuss other options.

Will your students need tables to work at? Examples: arts and crafts, hobbies and games, writing exercises, etc. Yes No

Is there anything else about your location or classroom preference that you would like the OLLI office to know? _____

Do you want to specify a maximum number of students for your course? Please note: Due to pandemic-related social distancing protocols, in-person classes that meet indoors will most likely be restricted to approximately 25 to 50 percent of room capacity. Therefore, our large classrooms may only be able to accommodate 20 or fewer students; smaller rooms may only be able to accommodate 10 or fewer students.

Yes, I want to cap the maximum number of students? If yes, what is the maximum number of students for your course? _____

No, I do not want to set a maximum. I prefer that my in-person course is open to as many OLLI at SOU students as we can safely accommodate within the parameters of the university's social distancing protocols.

NUMBER AND DURATION OF CLASS SESSIONS

How many class sessions would you like to teach? Each term is ten weeks in length and most OLLI courses are scheduled to meet once per week for two to ten weeks.

Number of class sessions: _____

How long would you like each class session to be?

Duration of class sessions: _____

DAY AND TIME REQUESTS

Fall term start and end dates: OLLI's Fall term begins on Monday, September 13 and ends on Friday, November 19.

Fall term holidays: Veterans Day, Thursday, November 11, is an official state holiday in Oregon. No classes may be scheduled to meet on this holiday.

The reason we ask for your day/time preferences is because we try to limit the number of courses that are scheduled to meet on the same day/time. This gives OLLI members the opportunity to sign up for more courses with less chance of a schedule conflict.

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

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

Day and Time Preference

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? For example, are there any days you cannot teach due to prior commitments? This question is optional.

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. 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.

sample/reference only
not for submission