

## **OLLI AT SOU SAMPLE COURSE PROPOSAL**

### **SAMPLE ONLY – NOT FOR SUBMISSION**

**Course proposals are accepted during the following periods: Fall Term (May 1–31), Winter Term (August 1–31), and Spring Term (November 15–December 15).**

Thank you for your interest in volunteering to teach at OLLI at SOU. OLLI aims to provide an interesting, balanced and quality curriculum for its members. This form is part of that process. Please note that in order to submit a proposal, you must certify that you have read and that you agree to follow the instructions and OLLI policies below.

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. The course proposal form is divided into three sections: information for the Curriculum Committee on your proposed course and your qualifications; information to be published in the course catalog; and information for scheduling for 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 main OLLI office: [olli@sou.edu](mailto:olli@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. A member of the Curriculum Committee will contact each prospective instructor and work with them should course support be needed, or if further clarification or documentation is necessary so that the course is accurately represented in the catalog.
5. 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.
6. 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.
7. Each term is ten weeks in length and each course is typically scheduled for one session per week for two to ten weeks. Classes typically run from 1 to 2 hours.
8. **PROHIBITED COURSE CONTENT:** OLLI does not offer courses which include medically therapeutic, nutritional, nutritional supplement, dietary or diagnostic advice in either oral or written.

9. 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)

10. 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)

11. 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)

12. 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)

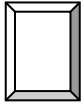
#### FOR INSTRUCTORS NEW TO OLLI, OR RETURNING AFTER THREE OR MORE YEARS AWAY:

14. 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.

15. 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.

16. 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.

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



Check the box to certify that you have read the instructions and agree to follow OLLI 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

\_\_\_\_\_ In-person

\_\_\_\_\_ Two sections of the same course: one online, one in-person

\_\_\_\_\_ Two sections of the same course: both online

\_\_\_\_\_ Two sections of the same course: both in-person

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? Note: each separate course requires its own course proposal.  
\_\_\_\_\_

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 category descriptions. You will be notified of any recommended change.

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 and whether repeating the course would be of interest to former students.

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

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 briefly or at length. Use this section as an aid to course planning. If you are repeating a course, feel free to use a previously submitted description.

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

- What students should expect to learn in this course.
- 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.

Note for online classes: If applicable, also 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.

Course description for Curriculum Committee:

## 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 about your qualifications 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, please provide additional information related to your qualifications that you would like the Curriculum Committee to know. Please also indicate here what your primary resources will be in preparing to teach this course. Feel free to use a previously submitted statement regarding your qualifications.

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.

### **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 showing that the second instructor is qualified and well-prepared to teach the proposed course and that shows their command of the subject matter and/or skills, 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) they have and the name of the college or university. If the second instructor is proposing to co-teach a course outside their formal academic or professional background as described above, please provide additional information related to their qualifications that you would like the Curriculum Committee to know. Feel free to use a previously submitted statement regarding their qualifications.

Qualifications for second instructor:

sample only

not for submission

## **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 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 cut and paste in 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.

Note for online classes: If the online classes you are proposing to teach have delivery aspects apart from Zoom videoconferencing and email, please include that information in the body of the course description (above) or the note (below).

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.

sample only  
not for submission

### **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 cut and paste in a previously published statement.

### **SECTION 3 – INFORMATION FOR OLLI OFFICE (scheduling details)**

#### **TEACHING LOCATION AND NUMBER OF STUDENTS**

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

Please indicate where you prefer to teach your in-person classes.

I prefer to teach at the Campbell Center in Ashland, on the SOU campus.

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

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

Will your students need tables? Examples: for 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?

Yes, I want to cap the maximum number of students. If yes, what is the maximum number of students for your in-person classes? \_\_\_\_\_

No, I do not want to set a maximum. I want my in-person classes to have as many students as the room can safely accommodate.

**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. If yes, what is the maximum number of students for your online classes?: \_\_\_\_\_

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.

## 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

Spring term start and end dates: OLLI's Spring term begins on Monday, April 3 and ends on Friday, June 9.

Spring term holidays: Memorial Day, Monday, May 29, 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: \_\_\_\_\_

If you are proposing to teach two sections of the same course, please indicate the date you would like to start the second section: \_\_\_\_\_

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

sample only  
not for submission

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