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. Winter term course proposals are due by 11:59 pm on Saturday, August 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 new to OLLI 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 two steps after their course is approved and before their first class: an individual meeting with a member of the Curriculum Committee and training in whatever instructional technology is planned to be used.

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
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)

• 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)

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.
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.

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

Course description for Curriculum Committee:

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BRIEF COURSE OUTLINE ORGANIZED BY CLASS SESSION

This section must be completed.

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

Your plan: _________________________________________________________________________________
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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.

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

Qualifications: ______________________________________________________________________________
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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 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:

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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.
Course description exactly as you want it to read in the catalog. You must complete this section. Note: forms that merely reference previous courses taught or say “see above” will be returned to the instructor for completion.

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ADDITIONAL INFORMATION FOR STUDENTS ABOUT YOUR SPECIFIC EXPECTATIONS

If applicable, please note any additional course requirements about which your students need to know before enrolling in your course and which will be highlighted in a NOTE or the course description. For example:

• Course materials, if any, students should bring to the first class session.
• If a book is required reading, the title, author, approximate cost, and ISBN if you require a particular edition.
• Any activities/assignments to be done outside of class time.
• Any unusual expectations about the importance of attendance at all sessions.
• If you require a fee for consumable materials, e.g., art supplies, provide a description of what will be provided and the fee.
• If there is a rental fee for the class venue, the amount of the fee.

If this is a previously taught course at OLLI at SOU which you have changed in some way, please indicate specifically what students should know who might want to take the course again.

If you would like to review an example of appropriate content for notes, 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: This text is limited to 500 characters (approximately 100 words). The character limit counts each letter, punctuation mark, and space in the additional information.

Additional information for the NOTE:
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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.

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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 Winter term, but three classrooms will remain available. 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 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. Assistants are stationed in the building to provide I.T. help. A free parking pass valid for nearby parking lots is provided to instructors who agree to teach at the Higher Education Center.

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 ScienceWorks (1500 E. Main St., Ashland), courses may be scheduled on Monday from 11:30 am to 1:00 pm, 1:30 to 3:30 pm, or 4:00 to 5:30 pm. On Tuesday through Friday, courses may be scheduled from 1:30 to 3:30 pm, or 4:00 to 5:30 pm. The classroom at ScienceWorks is a large, auditorium-style theater with an instructor’s computer and projector. Maximum capacity is 80 students. 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.

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

If your preference is to teach at a location(s) not listed above, or if you need a classroom with special equipment or that allows a particular activity, please explain.

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 Winter term begins on Monday, January 6 and ends on Friday, March 13.

Note: OLLI will be closed on Monday, January 20 in observance of Martin Luther King Jr. Day. No classes may be scheduled on this holiday.

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

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

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**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.

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