

# OLLI at SOU

## Course Proposal & Guidelines

**Thank You** for offering to teach a course during the Spring, 2009 Term.

We trust that you will enjoy the experience. As an aid in preparing the attached Course Proposal, we would like you to keep the following things in mind:

1. The Curriculum Committee will make every effort to accommodate your first choice of class time and day, but this will not always be possible. That is why we ask for alternate choices. Selecting only one specific time and date may make scheduling your class impossible, so please be flexible.
2. Each term is ten weeks in length, but you may teach as many weeks as you wish, between one and ten. **Please help the scheduling process by avoiding requests to place shorter courses in the middle of the ten-week block.** A four or five-week class that starts during Week 3 and ends during Week 7 makes it more difficult to utilize the weeks in front of and after the requested time period. This is not the best use of our classroom availability. We realize that personal vacations/schedules, etc. come first, but your help will be greatly appreciated. Any complications you have need to be fully explained on the proposal to aid the scheduling process.
3. Please be clear about any audio visual needs you have. All classrooms have up-to-date AV capability (i.e., digital projectors, DVD/VCR players, in-rack computers, laptop and flash drive connections, etc.). We need to know if you have any special needs such as a slide or overhead transparency projector.
4. Please give as accurate and complete a description as possible of any books you intend participants to purchase. If you know the ISBN, it helps to provide it.
5. Remember, we will provide copies (within reason!) of handouts for your class. If you cannot get the pages to the office **3 days** before class, you can go to Printfast, 1700 Ashland St., Ashland, tell them you are an OLLI instructor, and charge it. Printfast will keep your receipt copy for billing purposes.
6. When writing your course description, please think about how to catch your readers' attention. Your students would like to know what you will teach, how you will approach the subject matter, and whether there will be reading or videos, CDs, etc. We are looking to create a good "fit" between classes and students.
7. You will be contacted by the Curriculum Committee if additional information is needed.

**Thanks again for teaching!**

**OSHER LIFELONG LEARNING INSTITUTE  
SOUTHERN OREGON UNIVERSITY  
OLLI at SOU  
COURSE PROPOSAL**

A key goal of OLLI at SOU is to provide an interesting, balanced and quality curriculum for its members. Courses will be selected on the basis of appropriateness for the OLLI program and its facilities. The instructor needs to specify the number of sessions for a given course and the desired class size. Class periods will be assigned by the Curriculum Committee taking into consideration instructor input. Our OLLI program observes holidays recognized by SOU. Please note that courses must not be used to promote a book, business, or profession. Personal development courses must be taught on an academic rather than a therapeutic basis.

**Spring Term 2009, March 30<sup>th</sup> – June 5<sup>th</sup>. Proposals due January 30<sup>th</sup>.**

**In order to facilitate use by the Curriculum Committee, please provide all requested information.**

Instructor Name \_\_\_\_\_ Date \_\_\_\_\_ Member \_\_\_ Non-Member \_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Course Title \_\_\_\_\_

Classes are held Monday – Friday, 9:00 – 10:30 a.m., 11:00 – 12:30 p.m., 1:00 – 3:00 p.m. (except Wed. 1:00-3:00) **Note: We now plan to schedule late afternoon classes from 3:30 – 5:00 p.m., Monday - Thursday in Rooms D and E on a limited basis if instructors/members find this of value. This time slot may be one of your choices!** Please indicate three choices for your course, in order of preference. We will try to accommodate, but be aware that 11:00 a.m. slots are "prime-time" and much in demand.

Day/Time	Day/Time	Day/Time	Day/Time
1. _____	2. _____	3. _____	No Preference _____

Do you prefer to teach in **Ashland**? Yes \_\_\_ No \_\_\_ or **Medford**? Yes \_\_\_ No \_\_\_

How many class sessions do you need? \_\_\_\_\_ **Are there dates you cannot teach?** \_\_\_\_\_

Do you need tables for class members? Yes \_\_\_ No \_\_\_

What is the maximum number of students you would accept? \_\_\_\_\_  
(In Ashland, typical scheduling capacity for Room A is 65, Room B is 20, Room C is 25, and Rooms D & E are 50 with tables or 65 without tables. In Medford, capacity for Room 226 is 45.)

List any special materials or text(s) your participants will need \_\_\_\_\_  
\_\_\_\_\_ Cost \_\_\_\_\_ Required \_\_\_ Optional \_\_\_\_\_

As instructor, you need to be able to operate A/V equipment used in your class. The AV Committee will offer a training session to assist you with learning how to operate the equipment.

**Please indicate any audio-visual equipment that you will need.**

Overhead projector for transparencies ___	CD player ___	Your own laptop ___
Cassette tape deck ___	VCR/DVD player ___	Slide Projector ___
		Computer: PC ___ Mac ___

**For Curriculum Committee Use Only**

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Assignments: Day \_\_\_\_\_ Time \_\_\_\_\_ Room \_\_\_\_\_ Class Size \_\_\_\_\_ # of sessions \_\_\_\_\_  
Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**Course Description** - Please describe your course in about 50 words. If you are primarily going to show videos, please make this clear. Although we may edit your input for clarity and style consistency, we will provide you with an opportunity to review the final wording.

**Instructor Biography** – In a few sentences, what do you want students to know about you? Please include information about your background and special interests, if any, related to this class.

If you have any questions about how to complete and/or submit this Course Proposal, please call Sally Klein, OLLI at SOU Coordinator, at 541-552-6049.

Download the document, enter your information and email as an attachment to: [kleins@sou.edu](mailto:kleins@sou.edu) (call to confirm receipt)

...or

Bring the completed form to: OLLI at SOU Office, Campbell Center, 655 Francis Lane on the Ashland campus

...or

Mail the completed form to: OLLI at SOU  
Extended Campus Programs  
1250 Siskiyou Boulevard  
Ashland, OR 97520