



OLLI COURSE PROPOSAL FORM
Due No Later Than Tuesday, October 13, 2009

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

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This is a New Course [ ] Continuing Course

Peer Leader(s) \_\_\_\_\_

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

Address \_\_\_\_\_

Course Description Please provide a brief description of your class—30-40 words. Indicate special materials students need to acquire, if any. This information will be published for our members.

OR

If your course description is exactly the same as the one submitted for a prior semester, circle the following: No changes

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Does this class require a materials fee (for materials, copies, etc)? If yes, how much? \_\_\_\_\_

To request the use of OLLI audiovisual equipment, check the appropriate items below

DVD Player [ ] VCR Player [ ] Video Projector [ ] Laptop [ ] Overhead Projector [ ] Microphone [ ]

Length of course (check one): Semester [ ] OR Mini-Course [ ] How many weeks will the mini-course run? \_\_\_\_\_

Weekday preference 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_

Days I am NOT available \_\_\_\_\_

Length of each class (please circle one) 1 hour 1-1/4 hr. 1 1/2 hrs. 2 hrs. 2 1/2 hrs. 3 hrs.

»Other \_\_\_\_\_ (Please note that scheduling demands sometimes mandate minor changes in length)

Preferred Time Any [ ] Morning [ ] Afternoon [ ] I am unavailable during these hours \_\_\_\_\_

»Specific request regarding time: \_\_\_\_\_

Substitute peer leader if you are absent \_\_\_\_\_ Phone \_\_\_\_\_

Please add any additional information that you would like for us to know on the back of this form.

Questions? Contact Curriculum Co-chairs: M'K Veloz (mkveloz@comcast.net) and Victoria Simone-Letcher (simoneletcher@gmail.com)

Note: Course proposals are first evaluated by the OLLI Curriculum Committee. Final approval comes from the Board and Regional and Continuing Education. You will receive notice of approval and schedule placement by November for spring courses and by May for fall courses. Once your course has been approved and published on the schedule and OLLI website, the details of the class need to remain the same as those submitted and approved: title, subject, description, length of course, times, etc. OLLI appreciates your willingness to teach a class for our membership. Thank you for submitting your proposal to us for consideration.