

OLLI at SOU

Course Proposal & Guidelines

Thank You for offering to teach a course during the Spring 2010 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, and each class is usually scheduled for one session per week, but you may teach as many weeks as you wish, between one and ten. While we accept courses of only one session, we encourage those to be presented as part of our Community Lecture Series. **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. In addition to offering classes at the Campbell Center of SOU in Ashland, we offer classes at the Higher Education Center (HEC) in Medford. The HEC has state-of-the-art classrooms, and you may be more likely to have your class at the time and day you wish if you teach in Medford.
4. Classes may not be used to promote commercial interests, whether to sell a book, or to publicize a business or profession. You may state your background, including business affiliation, at the start of the first class session, but should not do so thereafter. Personal development courses must be taught on an academic rather than a therapeutic basis.
5. 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. In addition, please tell us if you need to have tables available for the students.
6. Please give as accurate and complete a description as possible of any books you intend participants to purchase, listing title, author and, if possible, year of publication. If you know the ISBN, it helps to provide it.
7. Remember, we will provide copies (within reason!) of handouts for your class. We are encouraging instructors to post their hand-outs online for those OLLI members who have computers. The office can then copy “extra” copies for anyone not having a computer. If you cannot get the pages to the office **2 days** before class, you can go to Printfast, 1700 Ashland St.,

Ashland, tell them you are an OLLI instructor, and charge it to OLLI's account. Printfast will keep your receipt copy for billing purposes.

8. 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.

9. 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 March 29th – June 4th. Proposals due January 22nd, 2010.

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 Wednesdays 1-3:00) and 3:30 – 5:00pm (in Rooms D and E). 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 64 with tables. In Medford, capacity 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

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 (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