

OLLI at SOU SAMPLE Course Proposal

Course proposals are accepted during the following periods: Fall Term (May 1–31), Winter Term (Aug. 1–31), and Spring Term (Nov. 1–Dec. 3)

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 to submit a proposal, you must certify that you have read and agree to follow the instructions and OLLI policies below.

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, please contact Ginny Blankinship, OLLI Curriculum Committee co-chair, at vblankinship@hotmail.com or 541-944-2764.

For help with technical problems with the course proposal form, or for more information on course scheduling, please contact the OLLI office at olli@sou.edu or 541-552-6048.

Want to save your work and resume later?

Scroll down to the very bottom of the page, then click the "Save and Resume Later" button. Save the link provided to resume filling out the form.

Please note: You must complete the form and submit it by 11:59 pm Pacific Time on DUE DATE. Incomplete submissions are automatically discarded after the deadline passes and access to the form is disabled.

The Course Proposal Process:

1. The Course proposal form is divided into three sections:
 - Section 1: Information for the Curriculum Committee
 - Section 2: Information for the Course Catalog
 - Section 3: Information for scheduling your course
2. Your course description for the catalog should be comprehensive, concise, and clear, so that it accurately reflects the content and format of the course. Incomplete, incoherent, or non-

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conforming proposals will be returned to the instructor with necessary comments to facilitate resubmission.

3. Upon successful submission of a course proposal, an email confirmation will be sent. If you do not receive this confirmation, please contact the OLLI office at olli@sou.edu or 541-552-6048.
4. Completed applications will be reviewed by OLLI's Curriculum Committee (CC). A member of the CC will then contact each prospective instructor to offer course support and/or ask for clarification, if necessary.
5. Before your course description is submitted to the publisher, you will have a chance to see the description and correct any factual errors.

For Instructors New to OLLI (NTO) or Returning After Three or More Years Away:

1. 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 CC before their first class and supported by this liaison throughout the term. **NTOs are also strongly urged to attend the group orientation for new instructors** and a mandatory tech orientation at the Campbell Center if any tech will be used in the classroom.
2. 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.
3. All enrolled students taught by NTO instructors will be given an opportunity to provide anonymous feedback to the CC and their instructors regarding their satisfaction with the courses.

Important OLLI at SOU Policies:

1. **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. Also prohibited are recommendations for purchase of specific stocks or other financial instruments.
2. **Courses in Psychology/Personal Exploration:** These courses must be offered on an academic rather than therapeutic basis; that is, the material is educational in its own right. A caveat is placed in the Personal Exploration section that reads: "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."
3. **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.
4. **Use of Student Email Addresses:** Student email addresses provided by OLLI to instructors may only be used for course-related activities.
5. **Video Use and Copyright Laws:** Video content can be used in support of teaching, it can never be a substitute for teaching or interactions directed and carried out by an OLLI instructor. The use of professionally produced material, such as "The Great Courses" must be approached with caution and will be carefully evaluated, and a license must be obtained.
6. **Code of Conduct:** There is a [Code of Conduct](#) for OLLI at SOU. All members and instructors must abide by it.

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

CERTIFICATION*

- ☐ Check the box to certify that you have read the instructions and agree to follow OLLI policies.
Please note: This certification is a required field. You cannot submit this form unless this box is checked.

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.*

Section 1: Information for Curriculum Committee

Instructor Contact Information

Name*

First Name

Last Name

Address (Street address goes on first line. OK to leave second line blank if you do not need it.)*

Address Line 1

Address Line 2

City

State

ZIP Code

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Phone Number*

Email*

Instructor Birth Date

Birth date is needed for the OLLI at SOU One Credit Program

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.

Are you a current OLLI at SOU member?*

☐ Yes ☐ No

Have you taught at OLLI at SOU in the past three years?*

☐ Yes ☐ No

If yes, what was the title of your last course?

Would you be interested in using Raider Moodle, a platform that allows you to share course materials and host a discussion board with your students?*

☐ Yes ☐ No ☐ I'm not sure, I want more information

Please note: LearnerNotes is no longer available.

**Using Raider Moodle requires filling out an online request form approximately three weeks before the start of the term. The OLLI office will be in contact with more details about Raider Moodle as the term approaches. Please reply promptly to any communications you receive about Raider Moodle.*

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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 course to in-person delivery at a later date.*

- ☐ Online
☐ In-person
☐ Hybrid (simultaneously in-person and online)
☐ Same course, two separate sections: one online and one in-person

If Online or In-person: Would you be open to teaching this course twice this term if there is demand for it?

- ☐ No ☐ Yes, both online ☐ Yes, both in-person ☐ Yes, one online and one 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.

This question is optional. Skip it if you are unsure whether or not you will submit another course proposal for the upcoming term.

All courses will be assigned to one of these categories:

- **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, QiGong, and hiking.
- **Nature:** Includes courses that explore the natural world and our relationship with it.

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- **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.

How do you suggest we categorize your course? Click the box to see all the options.*

Is this a completely new OLLI at SOU course?*

☐ Yes ☐ No

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.

You may skip this question if your previously taught course does not have 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.

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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.

For the online classes you are proposing to teach, 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 power point 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*

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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.

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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*

Will this course be taught by two instructors?

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.

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Is there a second instructor?*

☐

Yes

☐

No

Name: Second Instructor*

First Name

Last Name

Address: Second Instructor (Street address goes on first line. OK to leave second line blank if you do not need it.)*

Address Line 1

Address Line 2

City

State

ZIP Code

Phone: Second Instructor*

Email: Second Instructor*

Has the second instructor taught a course at OLLI at SOU in the past three years?*

☐

Yes

☐

No

If yes, what was the title of that course?

If you do not know the exact title of the second instructor's last course, please make your best guess.

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Instructor Qualifications for Second Instructor

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*

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 that could mislead potential students will be corrected after editing by the Curriculum Committee; you will have a chance to see the course description after 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 your 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.

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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 **800 characters** (approximately 160 words). The character limit counts each letter, punctuation mark, and space in your course description.*

The following types of information must appear in a course note, rather than the body of the description:

- A required text that must be purchased or otherwise acquired
- The cost of any required resources, such as books, movies or art supplies.
- Requirements to participate, such as a physical fitness or knowledge level
- An unusual calendar, like a gap between course meetings.

All other considerations should be in the body of the course description.

Additional information for the note (400 characters)

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

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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.

This text is limited to 350 characters per instructor (approximately 70 words) and may be edited for conciseness and format consistency. The character limit counts each letter, space, and punctuation mark.

Statement of instructor qualifications as you want it to read in the catalog. Please use complete sentences in the third person. You must complete this section. 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.

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Statement of SECOND INSTRUCTOR qualifications as you want it to read in the catalog. Please use complete sentences in the third person. You must complete this section. 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.

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Section 3 – Information for OLLI Office (scheduling details)

Desired Teaching Location and Number of Students

OLLI at SOU's main location and office are in the SOU Campbell Center in Ashland. OLLI also has access to two locations in Medford: the RCC/SOU Higher Education Center and the Rogue Valley Manor. Class times at the Manor may differ than those offered below. If you hope to hold class in a different location, please include details about your location and preferences in the box below:

For in-person courses (These questions will not appear for those teaching online only)

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

- ☐ Campbell Center
- ☐ Higher Education Center
- ☐ Rogue Valley Manor (Monday or Wednesday mornings)
- ☐ I would like the OLLI office to contact me to discuss my options

Will your in-person students need tables? Examples: arts and crafts, hobbies and games, writing exercises, etc. *

- ☐ Yes ☐ No

Is there anything else about your in-person 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 in-person classes?*

- ☐ Yes, I want to cap the maximum number of students.
- ☐ 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.

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What is the maximum number of students for your in-person classes?

For online courses (These questions will not appear for those teaching in-person only)

Do you want to specify a maximum number of students for your in-person classes?*

- ☐ Yes, I want to cap the maximum number of students.
- ☐ 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.

What is the maximum number of students for your in-person classes?

Which type of Zoom account do you plan to use for teaching your course?*

- ☐ A personal Zoom Pro account
- ☐ SOU Zoom account*

***Note:** Use of an SOU Zoom account requires filling out an online application that must be submitted approximately one month before the start of the term. The OLLI office will be in contact with more details for this process as the term approaches, please reply promptly to any communications about SOU Zoom that you receive. SOU Zoom accounts must be renewed once a year with new paperwork.

In an effort to increase member satisfaction and attendance, we are adding 5% to the requested maximum number of students. If you would like to opt out, please indicate that below.

- ☐ I agree to have 5% added to my maximum number of students.
- ☐ I do not want 5% added to my maximum number of students.

Desired 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.*

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By default, registration for OLLI courses closes on the date of the second class session. If you want registration to close earlier, please indicate the class session or date by which you want registration to close.

How many hours would you like each class session to be?*

Classes longer than 2 hours are approved on a case-by-case basis. Please provide the length of time you are requesting a brief explanation.*

Day and Time Requests

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 teaching two sections, please indicate the preferred start date for the second section of your course.*

First Choice: Day*

First Choice: Class Times*

Second Choice: Day

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Second Choice: Class Times

Third Choice: Day

Third Choice: Class Times

NOTE: If you are teaching a separate in-person and online section, your form will look a little different. There will be spaces to choose a start date, and ranked days and times for the in-person and the online section.

How much flexibility do you have around the scheduling of your course?*

- ☐ I have flexibility with all options (start date, day of week, class time).
- ☐ I am flexible with start date only.
- ☐ I do not have flexibility at all (start date, day of week, class time).

We prefer that you teach within the time slots available and ask that instructors end at the designated end time. Please share any other information about your day and time preferences you would like us to consider when scheduling your course. For example: are there any days you cannot teach due to prior commitments? (optional)

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Submitting Your Course Proposal Form

When you click the "**Submit Form**" button at the bottom of this page, you will receive an email confirming successful transmission of your course proposal. This email will contain all the information you have entered in your proposal. Please save it for future reference.

If you do not receive a confirmation email within one hour, your proposal may not have been received by OLLI. Please try again, or contact the OLLI office at olli@sou.edu or 541-552-6048 if you are experiencing technical difficulties.

[Save and Resume Later](#)

Submit Form