

# OLLI AT SOU SAMPLE COURSE PROPOSAL FORM

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)

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**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.

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## **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](mailto: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](mailto:olli@sou.edu) or 541-552-6048.

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## **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.

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## **The Course Proposal Process:**

1. The Course proposal form is divided into four sections:
  - Section 1: Instructor Information
  - Section 2: Course Information
  - Section 3: Course Catalog Information
  - Section 4: Scheduling Information
2. Upon successful submission of a course proposal, an email confirmation will be sent to you. If you do not receive this confirmation, please contact the OLLI office at [olli@sou.edu](mailto:olli@sou.edu) or 541-552-6048.
3. 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.
4. Courses are approved by a vote of the Curriculum Committee.
5. Before your course description is submitted to the publisher, you will have a chance to see the description and correct any factual errors.

**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, cryptocurrencies 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; however, 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 may need to be obtained.
- 6. Code of Conduct:** There is a [Code of Conduct for OLLI at SOU](#). All members and instructors must abide by it.

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

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**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: Instructor Information

**Name\***

First Name

Last Name

**Address\***

Address Line 1

Address Line 2

City

State

ZIP Code

**Phone\***

*Please include the area code.*

**Email\***

*Please enter carefully. You will not receive a copy of the information if you do not enter your email address accurately.*

**Instrutor Birth Date\***

**Are you a current OLLI at SOU member?\***

Yes  No

*OLLI at SOU membership is **not** required to teach.*

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

Yes     No

**If you HAVE taught at OLLI at SOU in the past three years, what was the name of your last course?\***

**If you HAVE taught at OLLI at SOU in the past three years, will you be proposing a course in a different subject area?\***

Yes     No

***If you HAVE taught at OLLI at SOU in the past three years, AND are TEACHING IN A DIFFERENT SUBJECT AREA, you will be asked to describe your qualifications as an instructor.\****

**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.

**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.

Yes     No

*If this course **WILL** be taught by two instructors, please complete the Second Instructor Information.*

## Second Instructor Information

**Second Instructor Name\***

First Name

Last Name

**Second Instructor Address\***

Address Line 1

Address Line 2

City

State

ZIP Code

**Second Instructor Phone\***

*Please include the area code.*

**Second Instructor Email\***

*Please enter carefully. You will not receive a copy of the information if you do not enter your email address accurately.*

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

Yes  No

*If the primary OR the second instructor have NOT taught at OLLI at SOU in the past three years, please review and complete this section.*

## **New to OLLI Instructors**

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

1. Instructors who are teaching their first course for OLLI at SOU, or the first class in three or more years, will be contacted individually by a member of the Curriculum Committee (CC) before their first class and supported by this liaison throughout the term. There is a **required NTO orientation before each term** and a mandatory tech orientation at the Campbell Center if any tech will be used in the classroom.
2. **NTO instructors with the requisite Zoom skills may be approved to teach online and are required to attend a one-hour session on Best Practices for Teaching on Zoom.**
3. 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.
4. 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.

### **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.

### **Second Instructor Qualifications for the Curriculum Committee\***

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.

## Section 2: Course Information

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.*

All courses will be assigned to one of these categories:

1. **Arts: Film/TV/Radio**
2. **Arts: Music**
3. **Arts: Theater**
4. **Arts: Visual Arts**
5. **Arts: Writing**
6. **History:** Includes US and world history.
7. **Languages and Cultures:** Explore classroom “journeys” around the globe. Practice or learn a language other than English, or study untranslated literature.
8. **Life Planning:** Organize your intentions through financial and end-of-life planning.
9. **Literature:** Includes the study of fiction and non-fiction in English, and literature in translation.
10. **Movement:** Includes all courses that involve physical movement, e.g., dance, Tai Chi, QiGong, and hiking.
11. **Nature:** Includes courses that explore the natural world and our relationship with it.
12. **Personal Exploration:** Includes strategies for enhancing relationships, improving psychological and emotional wellness, and enriching spiritual development, meditation, and stress-reduction. Courses should have an academic/educational component.
13. **Recreation:** Includes hobbies, crafts, and games.
14. **Science, Technology, Engineering and Mathematics:** Includes the study and use of computers.
15. **Social Sciences:** Includes current events, economics, finance, political science, sociology, philosophy, geography, and education.

Please 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 the only course you are proposing to teach each 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.*

## SAMPLE ONLY - NOT FOR SUBMISSION

### Is this a completely new OLLI at SOU course?\*

- Yes, I have never taught this specific course before.  No, I have taught this course (or a version of it) for this program in a previous term.

*A course is considered new if it has not been offered before.*

*If this is **NOT** a completely new OLLI at SOU course:*

### Will your repeated course have new content?\*

- Yes  No

*Only check yes if the course will have significant changes to content/structure from the previous time it was approved.*

**If your course WILL have new content, please specify below what is new in the course. 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.\***

*There is no character count limit in this section.*

### What is your plan for the delivery of this course?\*

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

**\*\*\*NEW TO OLLI Instructors can only choose from In-person or Online.\*\*\***

*If your course will have an **ONLINE** component:*

**I am experienced in hosting a meeting or class on Zoom, including creating and sharing an embedded Zoom link for participants. I am familiar with Zoom settings and core features, including Mute/Unmute, Chat, Raise Hand/Lower Hand, and Rename. If I plan to use visual or audio content, I know how to share my screen and optimize content for viewing and sound in Zoom.\***

- Yes  No

*Only answer yes if the entire statement is true.*

*If you do **NOT** have the required Zoom skills:*

**Please note:** These skills are required before teaching online with OLLI at SOU. As a result, this course will need to be taught in person this term. If you are interested in teaching online in the future, we will provide self-guided Zoom training. Thank you for your understanding.

*If your course will have an **ONLINE component** and you **HAVE the required Zoom skills**:*

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

- A personal Zoom Pro account  SOU Zoom account

**Would you be interested in using Raider Moodle, a platform that allows you to share course materials online? We recommend Raider Moodle if your course involves emailing content or providing handouts to your students, and it keeps your materials available for future access and reuse.\***

- Yes  No

- I'm not sure, I want more information.

*Note: Training will be provided for instructors interested in using Raider Moodle.*

## SAMPLE ONLY - NOT FOR SUBMISSION

Complete the following section if any of the following are true: You are a **NEW OLLI at SOU Instructor**, your course is a brand **NEW OLLI at SOU course**, or your course is a **previously taught course with NEW content**.

## Detailed Course Description

### Describe Your Course\*

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.

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 a course with an **ONLINE** component, please 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 powerpoint 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.

*There is no character count limit in this section.*

### 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.*

*There is no character count limit in this section.*

## **Section 3: Course Catalog Information**

### **Course Description for the Catalog**

Provide the 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.

**Note:** There will be editing by the Curriculum Committee for clarity, conciseness and format consistency.

**Course description as you want it to read in the catalog. You must complete this section. Please avoid "I" statements. 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.\***

*This text is limited to 800 characters (approximately 160 words). The character count includes every letter, space, and punctuation mark.*

### **Course Note for the Catalog**

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:**

*This text is limited to 400 characters (approximately 100 words). The character count includes every letter, space, and punctuation mark.*

### **Instructor Biography 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 can be submitted for the course catalog.

#### **IMPORTANT CHANGE:**

- Instructors who teach multiple times throughout the term/year will use the **same instructor biography** for the entire 2026-27 academic year.
- **Submit ONE qualification statement** that describes your general background and qualifications and **applies for all courses you may teach with OLLI at SOU this year.**
- Text is limited to **350 characters (approximately 70 words)**. The character limit counts each letter, space, and punctuation mark.

Submitted qualifications may be edited for conciseness and format consistency. **The next chance you will have to submit a new instructor biography will be for Fall 2027.\***

*\*Exceptions may be granted for those who teach courses in different subject areas.*

**Instructor Biography exactly as you want it to read in the catalog. Please use complete sentences in the third person. You must complete this section. You are free to cut and paste in a previously published statement.\***

*This text is limited to 350 characters (approximately 70 words). The character count includes every letter, space, and punctuation mark.*

*If there **WILL** be a **SECOND** Instructor:*

**SECOND Instructor Biography exactly as you want it to read in the catalog. Please use complete sentences in the third person. You must complete this section. You are free to cut and paste in a previously published statement.\***

*This text is limited to 350 characters (approximately 70 words). The character count includes every letter, space, and punctuation mark.*

## Section 4: Course Scheduling Information

Complete the in-person location questions if any of the following is true: You are proposing a course with an in-person component, or you selected online but DO NOT have the required Zoom skills to teach online.

### Desired Teaching Location

OLLI at SOU's main location and office are at 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:

**Please note:** Hybrid courses are only supported at the SOU Campbell Center in Ashland.

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

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

If you select **Alternative venue...**

**What is the name of the venue you would like to teach from?\***

**Please note:** Alternative locations are subject to budget constraints and approval by the OLLI at SOU Administrative Director.

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

- Yes
- No

Complete the following online scheduling question if both of the following are TRUE: Your proposed course is online and you have the required Zoom skills.

**Do you need access to a room at the SOU Campbell Center to teach your online course?\***

- Yes
- No

# SAMPLE ONLY - NOT FOR SUBMISSION

## Maximum Number of Students

Note: Questions on the live form will vary slightly depending on the course type you are proposing.

Do you want to specify a maximum number of students for your course?\*

- Yes     No

If you select **Yes**...

What is the maximum number of students?\*

To account for no-shows and drop-outs, 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 OLLI courses are scheduled to meet once per week for two to ten weeks.\*

Please enter a number between 2 and 10.

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

- 1     2  
 1.5     Other

If you select **Other**...

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

If you are **not** an NTO instructor, and have not opted to teach **in-person only** or **online only**:

If there is high demand, would you be willing to teach two separate sections of this course during this term?\*

- Yes     No

# SAMPLE ONLY - NOT FOR SUBMISSION

## Day and Time Requests

**Term dates vary from year to year. Fall term runs September-November, winter term runs January-March, and spring term runs April-June.**

SOU observes one federal holiday each term. Veterans Day (fall term), Martin Luther King Jr. Day (winter term), and Memorial Day (spring term). Please keep these holidays in mind when making scheduling requests.

Important Reminders:

- Please only indicate day/time preferences you are truly open to.
- Our designated class blocks are 9-10:30, 11-12:30, 1-3, and 3:30-5.
- Courses can end before a designated end time. It is harder to accommodate a course that wishes to go over a designated end time.

Knowing your day/time preferences helps the office 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.

*NOTE: Questions on the live form will vary slightly depending on the type of course you are proposing.*

**Please indicate the date you would like to start your course.\***

MM/DD/YY

*Fall term: Monday, Sept. 14–Friday, Nov. 20*

*If your course will meet for **5 or fewer sessions**:*

**In an effort to ensure a balanced distribution of course offerings throughout the term, would you be open to your course starting in Week 5?\***

- Yes, I am open to a later start date.
- No, I need to start earlier.

**By default, registration for OLLI courses ends on the second class session. Once this date passes, no additions will be made to your course roster. Will this default date work for your course?\***

- Yes, my course can close on the second session.
- No, I want my course to close before or after the second session.

*If you want your course to close **before** or **after** the second session:*

**Please indicate the class session or date you would like your course to close. Alternatively, please indicate if you would like your course to remain open until the last session. \***

**First Choice: Day of Week\***

- Monday       Wednesday       Friday       No preference
- Tuesday       Thursday       Saturday

**First Choice: Class Time\***

- 9-10:30 a.m.       1-3 p.m.       No preference
- 11 a.m.-12:30 p.m.       3:30-5:30 p.m.

**SAMPLE ONLY - NOT FOR SUBMISSION**

**Second Choice: Day of Week\***

- Monday       Wednesday       Friday  
 Tuesday       Thursday       Saturday

**Second Choice: Class Time\***

- 9-10:30 a.m.       1-3 p.m.       No preference  
 11 a.m.-12:30 p.m.       3:30-5:30 p.m.

**Third Choice: Day of Week\***

- Monday       Wednesday       Friday  
 Tuesday       Thursday       Saturday

**Third Choice: Class Time\***

- 9-10:30 a.m.       1-3 p.m.       No preference  
 11 a.m.-12:30 p.m.       3:30-5:30 p.m.

**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).

**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?**

*This question is optional.*

**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](mailto:olli@sou.edu) or 541-552-6048 if you are experiencing technical difficulties.

Click "Save and Resume Later" to receive a link to your form. **SAVE THIS LINK.** It is the only way to access the partially complete form again.

[Save and Resume Later](#)

[Submit Form](#)

