

OSHER LIFELONG LEARNING INSTITUTE (OLLI) INSTRUCTOR PROPOSAL GUIDELINES

Welcome and thank you for your interest in proposing and delivering a course for OLLI. Our goal is to offer to retired and semi-retired adults of San Luis Obispo County, a wide variety of lifelong learning experiences and events that are designed to be intellectually and socially stimulating in an informal and non-competitive environment.

Below are two sections to help you through the proposal process: 1) Completing and submitting the OLLI Proposal Form and 2) Understanding the OLLI Course Catalog Production Process. Your diligence in completing the proposal form will greatly facilitate the production of the course catalog. Thanks for your help.

Completing and submitting the OLLI Proposal Form

Please Note: We are sorry that we can no longer accept proposals in hard copy form (faxed or mailed). Proposals will only be considered if they are in the format you have been given and are emailed to the two contacts listed at the top of the form.

Name of Your OLLI Contact: Please provide the name of the person who contacted you about a course proposal.

INSTRUCTOR INFORMATION: This is information about you and anyone else who may have a role in the course you are proposing. We will most likely need to contact you during the proposal process and prior to your course being held, so if there is any preferred method of contact, let us know. Otherwise we will contact you by email and, when necessary, contact you by phone. *Your contact information is kept in strict confidence and will not be shared with other members or groups without first obtaining your approval.*

PROPOSAL INFORMATION

The information in the sections below is critical and will be used to help make our course selections. After a course has been accepted and approved by the Curriculum Committee and the Board of Members, the information in this section will be used to develop our catalog, schedule the course, secure an appropriate location, and ensure that the presentation equipment and other requirements are met. *If you have received the course proposal form as a hardcopy, please download the electronic version from the OLLI website (http://www.oli.calpoly.edu/course_proposal.html) and submit it via email.*

Proposed Course Title: It is important to have a short title that is as descriptive of your proposed course as possible. The title should make people want to read more about the course.

Short Description of Course: Your course description should briefly explain what the course will cover and what participants are going to learn, do, see, experience or discover as a result of participating in your course. Put another way, it is your “sales pitch.” *(For examples, please look through our Fall 2008 catalog, or go to the OLLI website at www.oli.calpoly.edu and on the left side, click on “Course Offerings.”)*

Course Delivery Method:

This section informs everyone about how you plan to deliver your course. It helps us determine the correct venue for your course and it helps potential participants make informed decisions about attending.

Prerequisites for Participants:

If you require participants to have advanced knowledge about a subject or to be able to do something physical, this is the area for you to detail what they need to be able to do or what they need to know.

Required or Recommended Materials or Texts:

If you require the participants to bring certain materials to class (art paper, xxxx or xxx) this is the area for you to detail those materials. The same for reading books, articles or newspapers. Please be clear as to whether it is a *recommended* reading, or *required* reading for your course, and if it is required please explain why. Also, it is critical to provide the name of the text, article, paper, etc., and the author's name and the date. It is also helpful if you can tell us where the participants can get the text or materials and an approximate cost.

Instructor Biography

The biographical summary should include critical information that you wish others to know about you and anyone else who may have a role in your course. It can include your education, professional background, interests, hobbies, and experiences with your subject. *This information will be included in the course catalog and it should not exceed 100 words.*

Preferred Location and Its Characteristics

This is where to note a certain venue or city that you prefer for your course. Please include what it is that you like about your preference. For example, if it is a room, please describe what it is about that room that facilitates your course presentation. If it is a city, please tell us why you prefer it. This information will help us select a substitute venue if your preference is not available. *We make every effort to obtain your preferred venue. There may be circumstances that prevent us from securing it: availability and cost being the major factors.*

Preferred Month(s), Day(s) of the week, Date(s) and Time Morning Afternoon Evening

Please let us know if you have specific months, days of the week or dates that you must work with to deliver your course. This information will help us schedule and select venues. It is also important that we know your time preference, so please indicate morning, afternoon or evening (please let us know specific hours within each time frame). This information helps us with scheduling and venue selections.

Number of Course Sessions

Indicate how many sessions your course will require. This helps with scheduling.

Length of Session(s)

Please indicate the length of each session of your course. For example, you might have three sessions: sessions one and two are three hours and session three is only two hours. This information is critical to securing venues as many have costs associated with the number of hours used.

Class Size (Minimum and Maximum)

It is critical that we know your requirements for the minimum and maximum number of participants. This information is a key factor in securing venues. From our experience, a minimum class size of 10 has worked well, considering time, effort and costs.

Presentation Method Equipment Needs

In this section, please be as specific as you can. We make venue selections, arrange for the required audio-visual equipment, and schedule your class and audio-visual assistants based on these needs as well as your requirements.

Would you be willing to repeat this course?

We hope your answer will be yes. If not, it would be helpful to have information on why not.

Additional Information for Your Proposed Course**If you will need and request handouts, please note the following:**

Use black and white only – no color

Use two-sided copies, where practical

Use only 20 or 24# paper...Please do not use card stock

Your handouts should be stapled... no folders or binders, etc.

PowerPoint files should be prepared for printing 3 slides per page

If you are requesting more than 60 pages, please contact OLLI prior to the request at 756-7635, or olli@calpoly.edu

Again, thank you for your time and for your proposal.

Understanding the OLLI Course Catalog Production Process

The catalog production process has several steps:

- ✓ Members of OLLI and the Curriculum Committee contact current and past instructors, the OLLI membership, and the community to solicit interest in proposing a potential course, field trip or event.
- ✓ Interested individuals are presented with a proposal form which must be filled out and submitted electronically by a specified cut off date established for each term to be considered for that term.
- ✓ Proposals are received, logged in and sorted into major categories: Arts & Humanities, Personal Enrichment, History & Current Affairs, Science & Health, and Special Events and Field Trips, at present. These categories may be revised in the future.
- ✓ Curriculum Committee reviews proposals for completeness and clarity, including anticipated course outcomes, requests for specific dates, places, times and audio visual needs. You may be contacted at this point for further information and possible proposal revision.
- ✓ Curriculum Committee decides which proposals will be included in the upcoming term.
- ✓ Curriculum Committee presents final course acceptances to the Board of Members for approval.
- ✓ Scheduling of courses and booking of class venues begins using any specific requests given by instructors.
- ✓ Draft catalog copy is written and edited, using material in the proposals, and available course schedule and venue details are inserted.
- ✓ Instructors whose proposals will not be included in the upcoming term are contacted.
- ✓ Emails are sent to all instructors whose proposals will be included in the upcoming term. Draft catalog copy with available course schedule and venue details is included for their review and comments.
- ✓ The scheduling of courses and booking of class venues remains on-going until all courses have finalized schedules and venues. The affected instructors are contacted and, where necessary, changes are made.
- ✓ Draft catalog copy is sent to the proof-reading team to correct typos, punctuation, voice and consistency across course descriptions.
- ✓ Curriculum Committee final catalog draft is sent to Cal Poly Continuing Education Marketing for layout.
- ✓ Catalog layout is reviewed and edited (usually twice).
- ✓ Catalog is given a prepress check, printed and mailed to OLLI members.

Additional Steps:

- ✓ Website is updated with curriculum and other information for the upcoming term, including course registration dates.
- ✓ Fall or Winter/Spring Preview takes place to introduce the course offerings to current and prospective members.
- ✓ First round of course registration begins.
- ✓ Second round of course registration begin and term courses begin.