

Instructions for Submitting the OLLI at UVa Course Proposal Form

Please [click this link](#) to access the Course Proposal Form. After you finish and click submit, it will be automatically sent to the OLLI Office. You will have the opportunity to download a copy of your responses after you hit submit. If you have questions about the Course Proposal Form please contact the OLLI office by email olliuva@virginia.edu or by calling 434-923-3600.

If you plan to propose more than one course, please complete a separate proposal for each course. After hitting submit, click the link again to open a new, blank proposal form.

Important Dates:

*For Spring Classes, please submit your completed proposal by **September 1st**. Decisions will be made by mid-September, and instructors will approved courses will be contacted for scheduling shortly thereafter.*

*For Fall courses, please submit your completed proposal by **March 1st**. Decisions will be made by mid-March, and instructors will approved courses will be contacted for scheduling shortly thereafter.*

The proposal form will go through the following phases:

1. You, the presenter, will fill out the proposal form and it will be automatically submitted to the OLLI office when you hit Submit on the last page. You will have an opportunity to download a copy of the form after you hit Submit. If you have taught an OLLI course before, please use the new 2019/2020 link.
2. The OLLI at UVa staff and Curriculum Committee will review your proposal and then communicate with you. If your course is approved, the Program Manager will schedule course dates and meeting time with you.

GENERAL INSTRUCTIONS:

INSTRUCTOR NAME: Please list your name as you would like it printed in the catalog

Contact information: Please provide the best phone number to contact you, an email address, and a complete mailing address where we can send the OLLI catalog. This information will be used internally to communicate with you.

INSTRUCTOR BIO: Using a 50 word limit, state your credentials, and/or background on this course topic. Include bios for all presenters.

COURSE NAME: 8-word limit. Make it interesting and clearly state topic.

New Course? If you have never taught this class for OLLI at UVa, it is considered new.

CATEGORY: Category breakdowns are below, please pick the category which best matches your proposed course.

Arts (ARTS): Music, Drama, Art History, Film, Music, Architecture

Health and Wellness (WELL): Medicine, Health, Fitness, Aging

History (HIST): All – U.S., International, Classical, Modern, etc.

Humanities (HUMN): Religion, Philosophy, Literature, Poetry, Foreign Language

Lifestyle (LIFE): Lifestyle, Activities (Cooking), Sports

Public Affairs (PBAF): Political Science, International Relations, Law, Current Events

Science and Technology (SCIT): Hard Science, Natural Science, Technology, Engineering, Computing, Mathematics

Social Science (SCSC): Economics, Business, Psychology, Sociology, Anthropology

COURSE DESCRIPTION: 100-word limit. Your description should succinctly state your course purpose and objective. Click [here](#) for tips on crafting an enticing course description.

The OLLI Curriculum Committee edits course descriptions and bios for length and uniform style in our printed and web catalogs.

SESSION AVAILABILITY

Please indicate if you prefer to teach your course in the A or B Session. If no preference, select both.

There is a comment box if you need to make an additional note about your availability.

SPRING 2020 SESSION DATES

A Session: 2/24 – 4/10

B Session: 4/13 – 5/22

Number of Meetings – please indicate the number of times the course will meet.

Most OLLI courses meet once per week for 90 minutes each week. Please use the comment box to list the number of meetings AND if you need a different arrangement (1 hour sessions, 2 hour sessions etc.)

Preferred Meeting Time (1 being your first choice, 5 being your last choice)

Preferred Meeting Day (1 being your first choice, 5 being your last choice)

Preferred Location: From the dropdown menu, please choose Charlottesville, Valley/Staunton, Crozet, Rockfish/Nellysford

Field Trips – please indicate if you plan to take any field trips or meet off-site for any sessions. This will be included in the online and printed catalog, and will help the OLLI staff in scheduling your meeting space.

Previous Instructor – if you have previously taught for OLLI at UVa, please indicate if you were satisfied with your most recent venue and schedule class time – if so, the OLLI staff will attempt to replicate this.

Preferred Room Arrangement: Please indicate your preferred room arrangement. This is used to schedule a venue for your course

Classroom Set-up – Rows of chairs and tables facing forward

Chairs Only – Chairs facing forward

U-Shaped/Conference Table Set up – chairs facing one another around a center table or U-Shaped table arrangement.

Class Size Questions:

Please fill in the minimum number you would be willing to teach the class for, the maximum number, and if you would be willing to increase class size or add an additional section if your course has a large waitlist.

Equipment Requests

Please check any materials that you, the instructor, request for your course. Use the Special Requests comment box for items not on this list, or if you only require the materials for some of the sessions. This information is used for scheduling both venue and OLLI owned audio-visual equipment.

Required Materials – this section refers to materials that enrollees should bring to class – for example a laptop, camera, binoculars, or an additional fee to be paid to the instructor for consumable materials at the first session. This information will be listed briefly in the printed catalog.

Suggested Reading – list here any suggested reading materials that your enrolled members may benefit from. OLLI Courses do not require reading, but many enrollees are happy to read a light to moderate amount to add to their understanding and engagement in the course. Suggested reading will be listed on the online course catalog but not in the printed catalog, for the sake of space.

New/Returning Faculty – indicate if you are a new or returning faculty member. There are a few additional questions for new faculty members. Returning faculty members will be directed to the end of the survey. New faculty members will be directed to fill out some additional information about your experience related to the proposed OLLI course, and teaching methods planned for the course.

The OLLI Faculty Committee holds a required 90-minute OLLI Experience Briefing session prior to the semester, which helps acquaint new to OLLI faculty with our program and audience. You will be contacted about 2 months before the semester begins with dates for the available briefing sessions. In addition, members of the Faculty Committee reach out to new faculty members to offer their assistance one-on-one.

Instructor Discount Information

As a show of gratitude for your time and expertise, OLLI faculty members receive their semester membership and courses at no fee during the semester they teach and the one that follows. You will automatically receive this discount. Because many courses have a waiting list, we do ask that instructors register either online or through the OLLI office (instructions will be sent via email prior to registration opening in semesters you are eligible.)

Instructor spouse/partners are eligible for a \$50 discount on the membership fee in the semester their spouse/partner teaches and the one after. A promotional code will be emailed a few weeks before registration begins. Comment boxes on the proposal form will prompt you to provide you spouse/partner's contact information.