

OLLI at UVa

Guidelines for Bios & Course Descriptions

Course descriptions and instructor bios are what an OLLI member reads in the online or print catalog when choosing subjects that match their interests.

Please use the following guidelines when writing your course description and bio:

1. Course descriptions and instructor bios combined should be no more than approximately **150 words**. Descriptions are meant to be short, enticing summaries that would pique someone's interest in the course. A full course syllabus can be e-mailed to class participants ahead of time or handed out at the first class.
2. Keep your bio brief and to the point. The most pertinent information to include is your background as it relates to the subject matter and perhaps what university you attended/degree you earned. Longer instructor bios and full bios about multiple speakers can be e-mailed to class participants or handed out at the first class.
3. When writing your course description, keep in mind that this is what your students will read when selecting your course. As such, your description should closely capture the content of your course and clearly convey what you will teach.
4. Below are examples of bios and course descriptions of courses with one instructor and multiple speakers that are within the word limit. We use these formats in the catalog, so you may find them helpful when writing.

Course with one instructor: *(most common format)*

The Viking: *Farmer, Trader, and Pirate, All in the Same Day*

Vikings didn't wear horned helmets, and this slide-illustrated course will tell you why. We'll explore Viking archaeology, religion, art, and roles of women. We'll discuss recent discoveries, and read one short saga, "Hrafinkel's Saga," and several Norse poems.

Don Fry, an independent writing coach, has pursued two careers, first teaching medieval literature at the University of Virginia and Stony Brook University, and then in journalism research. He recently published his 21st book, *Writing Your Way: Creating a Writing Process That Works for You*. He has taught 14 OLLI courses, and taken three, for the sheer fun of it.

Course with multiple speakers:

Behind the Scenes at the Kluge-Ruhe Aboriginal Art Collection

This course will provide a behind the scenes look at the Kluge-Ruhe Aboriginal Art Collection departments that care for a stunning collection of Indigenous Australian art. Each museum department will host a class session to highlight their role inside the life of the museum, providing participants with a sneak peek into art storage, exhibition spaces, and the library and archive.

This course will be conducted by staff of the Kluge-Ruhe Aboriginal Art Collection of UVA:

Nicole Wade, Collections Manager and Registrar

Lauren Maupin, Education and Program Manager

Henry Skeritt, Curator of the Indigenous Arts of Australia