OLLI at Auburn – Course Proposal Form Preview & How-To Guide

This guide outlines the questions asked in the official online form and provides tips to help both new and returning instructors successfully prepare their course proposals.

Preferred Term

Select the term for your course:

- **Fall**: September 8 – October 31, 2025 (8 Weeks)
- **Winter**: January 20 – March 10, 2026 (7 Weeks)
- **Spring**: March 30 – May 8, 2026 (6 Weeks)
- **Summer**: Dates TBA

Instructor Information

- Full Name
- Mailing Address
- Email Address
- Phone Number
- Are there any co-instructors? (Yes/No)
- **Instructor Bio** *(50 words or less)*:
  Briefly describe your qualifications or background related to this course topic.

Course Information

- Course Title
- Course Description *(up to 300 words)*
  Describe your topic, approach to teaching, and what participants can expect.
- **Subject Area** (select one):
  - o   Art & Art History
  - o   History, Politics, and/or Government
  - o   Literature & Writing
  - o   Philosophy & Religion
  - o   Health & Wellness
  - o   Crafts / Hands-on
  - o   Science & Nature
  - o   Personal Finance
  - o   Music & Performing Arts
  - o   Technology
  - o   Other (specify)

⌃ Scheduling Preferences

- Preferred day(s) of the week

- Preferred time(s):

    - 9:00–10:30 AM
    - 11:00 AM–12:30 PM
    - 2:30–4:00 PM

- Number of weeks or sessions

- **Class Meeting Frequency**:

    - Most OLLI courses meet **once per week for 6 to 8 weeks**.
    - Shorter formats are also welcome:
        - One-time sessions (e.g., guest lecture)
        - 2–4 week mini-courses
    - Summer term is more flexible and can support:
        - Shorter class meetings, such as 1-3 total sessions

Please clearly indicate your preferred number of sessions and meeting schedule.

⌃ Location Preferences

- Select all acceptable locations:

    - Sunny Slope Annex (Lecture, Workshop, or Art setup)
    - Sunny Slope Main Classroom
    - Sunny Slope Kitchen
    - Pebble Hill
    - Offsite (specify)
    - Zoom (virtual)

⌃ Class Size Guidance

- Most classes range from **8 to 25 participants**.
- **Minimum enrollment**: The lowest number you're comfortable teaching (helps determine if the class runs).
- **Maximum enrollment**: The upper limit for your preferred teaching style or space.

Examples:

- Workshops or art classes: 12–14 max
- Lectures: Up to 40 in the Annex

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⌂ Course Format Options

- **Lecture**: Instructor-led, may use slides or invite guest speakers
- **Workshop**: Interactive and hands-on
- **Discussion Group**: Shared readings and dialogue
- **SIG (Shared Interest Group)**: Informal, peer-led group that meets regularly
- **Single Session**: One-time offering, often on a community topic or special interest

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⌂ Technology & Support

All standard rooms include:

- PC, projector, internet access

We're here to help with:

- PowerPoint or media setup
- Zoom hosting (if applicable)
- Microphone use (especially in the Annex)
- Apple TV, whiteboard, and hybrid instruction needs

Unsure what you need? Just ask—we'll help match your setup.

⌂ Materials & Enrollment

- Will students need to **purchase materials**?
- Who provides them: **Instructor or student**?
- Is there a **fee** involved?
- Will this course use **DVDs or video content**?
- What are your **preferred enrollment numbers**? (min/max/flexible)

⌂ Additional Info (Optional)

- Any comments or special needs you'd like the Curriculum Committee to consider?

⌂ What Happens After You Submit Your Proposal

1. **Review by the Curriculum Committee**
   The committee will review your proposal to ensure a balanced, engaging lineup of courses.

2. **Follow-Up**
   If we need clarification or adjustments, we'll reach out to you directly.

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3. **Scheduling & Confirmation**
   Once confirmed, you'll receive your assigned day, time, and classroom.

4. **Instructor Support**
   You'll be contacted about tech support, classroom orientation, and optional training before the term begins.

5. **Communication**
   If you don't hear from us within a few weeks of submitting, feel free to check in about your course status.

📌 Final Note

You'll complete this form online, but this preview can help you plan ahead.

Need help or prefer to submit a paper version?

✉ Email: tking@auburn.edu

📞 Phone: 334-844-3102

🌐 Website: auburn.edu/olli

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