

## 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.

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### 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
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### 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.
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### 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):
  - Art & Art History
  - History, Politics, and/or Government
  - Literature & Writing
  - Philosophy & Religion
  - Health & Wellness
  - Crafts / Hands-on
  - Science & Nature
  - Personal Finance
  - Music & Performing Arts
  - Technology
  - 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.

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## ⬆ 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)
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## ⬆ 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

## ⬆️ 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.

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## ⬆️ 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)
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## ⬆️ Additional Info (Optional)

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

### 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.


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#### 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](mailto:tking@auburn.edu)

 Phone: 334-844-3102

 Website: [outreach.auburn.edu/olli](http://outreach.auburn.edu/olli)