NEW! Important Tips For Filling Out Proposal Form 2019/2020

The attached proposal form will go through the following phases:

1. You, the presenter, will fill out the proposal form and submit it directly to the OLLI curriculum committee member who contacted you OR an OLLI staff member. If you have taught an OLLI course before, please use the new 2019/2020 form.

2. An assigned committee member will review your proposal and then communicate with you. If your class will be offered, the scheduler will schedule a date and time with you.

3. The final form of your proposal will be emailed to you for your final approval.

GENERAL INSTRUCTIONS: Use Microsoft Word to submit the proposal. Do NOT change formatting. The document itself was created in Word and as a document will automatically expand as you type. Be clear and concise. State your primary course objective.

REGION: There are three regions: Bluffton, Beaufort and Hilton Head. Put the regions where you are willing to teach in descending order. For example, under Region if you put: Hilton Head, Bluffton, we will assume your first choice is Hilton Head but that you are willing to teach in Bluffton. (Your preferences will be shared with all regions.) By omitting Beaufort in this example, you are indicating you are not willing to travel to that region.

INSTRUCTOR NAME: Your name should be listed in ALL CAPS.

PHONE: Indicate the best phone number(s) used to reach you. It is helpful for the office to be able to reach you if there is a last-minute notice. ** Phone numbers and addresses are for internal use only and will not be shared with any outside party.

ADDITIONAL INSTRUCTOR: Provide ALL contact and bio information for those who will be teaching the course with you (example: panel members).

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

Science, Tour, Travel, Trip, Writing. **Note:** If you list more than one, both your first choice and other choices will be listed in the on-line catalog.

**NEW TO OLLI:** IF you have never taught this class for OLLI at USCB, it is considered new.

**COURSE DESCRIPTION:** 90-word limit. Your description should succinctly state your course purpose and objective.

**INSTRUCTOR BIO:** Using a 40 word limit in all CAPS, state your credentials, and/or background on this course topic. Include bios for all presenters. You MUST adhere to the 40-word limit.

**Special AV Needs:** Beaufort, Bluffton and Hilton Head have the following: PC computer, projector and screen, PowerPoint, pointer, access to Internet, microphones (best to wear something with a pocket to hold the microphone battery case), overhead projector, and accepts DVD’s and thumb drives. Special needs might include how you will present material—like using a Mac, records, tapes, boom boxes, or your own computer. It is HIGHLY recommended you test ALL presentation materials prior to your presentation date. Even though we may have the items you need, there still can be compatibility issues. Contact staff regarding special needs prior to the class. Bluffton: 843-208-8247, Beaufort: 843-521-4113, Hilton Head: 843-208-8239.

**Minimum and maximum participants:** Please state number. If your course is in a classroom, the maximum limit is based on number of seats in that room.

**Notes To Scheduler. Date requests, or other important information for class implementation** Provide general recommendations for scheduler. Your request will be honored if possible but will not be final until you have spoken to the scheduler. Possible times include 10:00 am, 1:00 pm, 3:00 pm and evenings. OLLI at USCB Bluffton does not have the classroom on Tuesdays and Thursday. OLLI at USCB Hilton Head and Beaufort campuses have Mon-Fri opportunities. It would also be helpful to know if you want 1 ½ or 2 hour sessions or longer. **Note:** Time, day of the week and dates will be finalized by the scheduler. Schedulers have flexibility to offer classes longer than 2 hours as well as schedule multiple sessions in the same week.

In this section, share if applicable, rain date or other details needed for course scheduling.

**VENDOR FEE:** A vendor fee is a cost associated in providing this course for OLLI. Example: Museum Entrance Fee

**CLASS LOCATION:** Write nothing if your class is in the classroom. If your class is off-site, give the complete address, which is very important for attendees using a GPS. Give detailed directions if possible. Include such information as the amount of walking and standing as well as the type of terrain. Also, give recommendations like “bring water bottles” or “binoculars”.
Course Description Form – Academic Year 2019 – 2020 (Sept 2019 – May 2020)

Region

INSTRUCTOR NAME (ALL CAPS)
Address, City, Zip
Primary Phone Number          Cell Number (if different than primary #)
E-Mail Address

Category: (Primary/secondary)

COURSE NAME (ALL CAPS, 8 WORD MAX)
Has this course by this instructor been offered before at USCB OLLI?
Course Description (90 word limit. Clear, concise, highlighting course objective)

Instructor Bio (40 word limit)

Minimum Number of Participants          Maximum number of participants
Number of Sessions
Vendor Fee?

Date(s) Requested: (not final until Program Administrator schedules instructor) and/or other important information regarding class scheduling.

Class Start Time          Class End Time
Day(s) of Week: (circle) Mon, Tues, Wed, Thurs, Fri, Sat          Class Date(s)
Class Location (if offsite, provide complete address)

Notes for Program Administrator: