



OLLI AT BRANDEIS COURSE PROPOSAL INSTRUCTIONS & OTHER INFORMATION

1. BALI offers two semesters annually, one in the fall and one in late winter/spring. We welcome your proposal submissions for any semester. It is possible your course may not be able to be scheduled for the next semester. If that is the case, it will be considered for future scheduling.
2. **Fall 2005 Schedule Begins September 13th and 14th and ends December 6th and 7th** (please note the day change, classes will now be held on Tuesdays and Wednesdays).
3. **PLEASE READ THE ENTIRE PROPOSAL FORM PRIOR TO FILLING IT OUT. THIS AVOIDS DUPLICATION BY TELLING YOU WHAT INFORMATION WILL BE NEEDED.**
4. **The Official Deadline for a Fall 2005 proposal is April 8th, 2005.**
The Curriculum Committee is ready to discuss your proposal or ideas for a course in advance of the deadline.
5. **Electronic Submission**
We strongly urge electronic submission if it works for you. If you have questions about preparing the form electronically, please contact Joel Freedman. Contact information is in the table at the end of this instruction.
4. Please complete all the questions. Use NA where/when applicable. Incomplete proposals will be returned for your review. The Curriculum Committee may request clarifications or revisions.
5. **If submitting a hard copy proposal, Please TYPE or WRITE LEGIBLY. Mail it to:**

Sharon Sokoloff, Director
OLLI at Brandeis, Rabb School
MS085
Brandeis University
Waltham, MA 02454-9110

OR

Carol Allman Morton, Asst. to the Director
OLLI at Brandeis, Rabb School
MS085
Brandeis University
Waltham, MA 02454-9110

Email to: sokoloff@brandeis.edu or callman@brandeis.edu

If you have any questions on this proposal other than just electronic preparation, please contact any member of the Curriculum Committee or the OLLI staff. (Names and Contact information is located in the table at the end of this instruction.

6. Be as specific as you can, particularly about the content and format of your course, your interest in it and qualifications. Remember the way you describe the course is the only means for members to make an informed choice about study groups. The Curriculum Committee may edit for clarity and format.

Questions? Call/e-mail Norm Weizer, Curriculum Committee Chairman or other Curriculum Committee members. (See list below).

Curriculum Committee Members: Contact if Needed		
Ruth Antonoff	781-862-8174	Marvin.Antonoff@umb.edu
Steve Baran	978-266-1223	Bara437853@aol.com
Renee Fine	781-862-8107	realfine2@earthlink.com
Sophie Freud	781-259-9729	sophie@att.net
Joel Freedman Vice Chair	508-879-7350	freedmanjoel@att.net
Ici Hartman	781 862-2597	ihartman@rcn.com
Leo Poverman	617-547-6665	spoverman@aol.com
Norm Weizer Chairman	508-358-6238	nweizer@alumni.upenn.edu
Ex-Officio Member		
Sharon Sokoloff	781-736-2171	bali@brandeis.edu

BOLLI COURSE PROPOSAL

Date Submitted

PROPOSED TITLE OF COURSE:	
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Study Group Leader Name	
Address	
Telephone	
E-mail Address	

Co-Study Group Leader Name	
Address	
Telephone	
E-mail Address	

Optimal number of participants for your group

The guidelines are 5 to 25 participants. We encourage classes of about 20.

1. Semester Submitting For:

<input type="checkbox"/>	Fall	Year	<input type="text"/>
<input type="checkbox"/>	Spring		

2. Describe the Course Content as you would like it to appear in the Course Catalog.

Please provide a brief course description to be used in the Course Catalog. Include the overall theme, content, and sequence of topics.

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3. Describe a typical 1.5 hour study group session and your role as the leader

4. Goal of the study group (check one or more):

- Informed discussion
- In-depth knowledge
- Broader knowledge of subject
- Other (describe)

5. Oral presentations by class members:

- Required
- Voluntary
- Assigned

6. Textbooks: Please include the title, author, ISBN number (you can find this on the back of the Title Page of the book), publisher, edition, publication date, and price of the required textbook(s) that you know are available. The suggested maximum cost for course materials is \$40. Please check *Books in Print* at any bookstore or *amazon.com*. to be sure the book is available. Indicate next to each book/reading whether it is required (R) or suggested (S) for further reading.

7. Proposed or Draft Reading List/Syllabus: Please attach a proposed list of topics.

a. Approximate preparation time per week.

8. Computer Use is:

- Required
- Desirable
- Not Necessary

Briefly explain

9. Your Personal Background

a. Your interest, knowledge and/or experience in the subject (for each co leader)

b. Brief biographic summary (educational and professional background) of 25 to 40 words to be printed in the BALI Course Catalog (for each co-leader)

10. Prospective study group members may want to discuss the course with you by phone or email. Are you receptive to these conversations?

<input type="checkbox"/>	Yes	If yes, do you prefer phone or email communication?	<input type="text"/>
<input type="checkbox"/>	No		

If telephone, what is the preferred time?

PLEASE INDICATE ONLY WHEN YOU WOULD NOT BE ABLE TO LEAD YOUR COURSE.

	9:10 to 10:40	10:50 to 12:15	2:05 to 3:30
Tuesday			
Wednesday			

NOTE: If you need to provide additional information, please enter it here.