Guide to Course Proposal Form

**HEADING:** Please put a checkmark in front of the term (Fall, Winter, etc.) in which you propose to teach this course. Fall and Spring terms are eight weeks, and Winter and Summer are six weeks. Note the year of your chosen term.

1. **CONTACT INFORMATION**
   Please complete this section for yourself as well as for your co-instructor, if applicable. Birth date is a USM requirement.

2. **SCHEDULING**
   Please note any deviations to the regular schedule: e.g., will your class start or end a week earlier or later than the stated term time frame? Will your Spring or Fall class meet just six times instead of the regular eight sessions? Will your classes run longer or shorter than the usual two hours (there is some flexibility but it may affect the cost of your course)? Is it a repeat course?

3. **FOR THE CATALOG**
   Information you provide here will appear in the course catalog. It may be edited for clarity or length. If significant changes are made, you will have an opportunity to give final approval prior to printing.

   **Course title:** Please hold to a dozen snappy, engaging words that will grab students’ interest.

   **Course Format:** Indicate whether the format will be lecture, discussion, film, hands-on, movement, etc.

   **Course description** (100 word maximum): This is where you sell your course. Clearly and succinctly describe the content and what students should expect to take away from the class. Note if books are **required** (class cannot function without) or **suggested** (would enrich student learning but not essential). Book title, author and ISBN are included in the course description and as part of the total word count.

   **Instructor bio:** Students are interested in your background and qualifications — academic, business or other credentials for teaching this particular course. Please limit to 50 words and write in the third person.

   **Books/Materials**
   **Books:** Please contact Colleen White at the USM Bookstore (780-4634) to confirm ISBN and price and to make sure the book is in print. Please do this for all your books, even those you purchased recently (there might be a new, cheaper paperback version of the hardcover you just purchased). To conserve space in your course description, consider listing just one book to get the class discussion rolling; a bibliography can be distributed at the first class.

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Materials: For art classes and the like, please provide a list of required supplies, tools, etc. Please list if any of the supplies are suggested or as the Instructor if you will be providing them for the class.

4. CLASSROOM DETAILS
Note the maximum number of students you are willing to take. Twelve is the required minimum to hold a class at OLLI.

4. SCHEDULING

Proposed format: First, check the box indicating whether you propose to teach a regular course or a Saturday workshop. A regular course runs for 2 hours the same day each week for the duration of the term.
There are several workshop formats: half-day, which run 2 hours, morning or afternoon; all-day for 6 hours; or mini-courses, typically 2-hour sessions on three consecutive Saturdays.

A. For regular OLLI weekday courses, please note your choices in the slots available on the grid provided. Shaded spaces indicate unavailable times. Put down 1, 2 or 3 to indicate first, second and third preference. We will do our best to accommodate your request, but the more options you give us, the more scheduling flexibility we will have.

B. For Workshops, please check the workshop format you prefer and then fill in the grid, selecting the date and time slots you prefer. Workshops can be scheduled for any of the listed Fridays (during winter and summer sessions only) or Saturdays (during the Fall and Spring sessions only). You can select half-day or full-day workshops or choose a mini-course of 2 hours on three consecutive Fridays/Saturdays (see Section 5B of the course proposal form).

C. Variations to schedule: Please note any deviations to the regular schedule: e.g., will your class start or end a week earlier or later than the stated semester time frame? Will your Spring or Fall class meet just six times instead of the regular eight sessions? Will you miss a week and make it up on the end? This will be noted in your course description in the catalog.