



Fall 2024 Proposal & Instructions

Osher Lifelong Learning Institute at Northwestern University

Term: Fall 2024

Term Date: **Tuesday, September 3–Monday, December 9, 2024 (14 weeks)**

Proposal Due: **Wednesday, May 29, 2024**

Coordinators are the heart of the OLLI Program. Thank you for submitting a proposal. Coordinator Training and Development will be provided to all new and existing coordinators.

Coordinator Requirements:

- Minimum of two coordinators per study group.
- Maximum of three coordinators per study group.
 - One of the three coordinators should be new, as a way of mentoring others and preparing them to propose a future study group of their own.
- At least one coordinator must be experienced, having previously coordinated two discussion-based study groups with Northwestern OLLI.
- New coordinators must have participated in a minimum of two discussion-based study groups at Northwestern OLLI, one of which must be a 14-week group.
- New coordinators must attend a New Coordinator Orientation (date and time to be announced).

Study Group Guidelines:

- Study groups may not be lecture-based, developed or conducted by Northwestern University faculty, other faculty, or experts.
- Study groups may not have routine (i.e. weekly) lectures by study group coordinators, members, or outside speakers.
- Guest speaker(s) for a given session are acceptable, but must leave time for discussion.
- Film/video based study groups should pursue an important theme or topic, and always have a discussion component.
- All virtual classrooms must be accessed via MyOLLINU.com
- All study groups will be held weekly and for two hours in length.
- All study groups must begin and end according to the term calendar.
- Extenuating circumstances may be discussed with the director.
- Think creatively about your texts. Consider podcasts, museums, magazines, journals, books and more.
 - Click [here](#) for a list of study group resource ideas.
 - Respected outside sources may be used as source materials (e.g. Great Courses, leading University public forums or courses) but always followed by discussion.
- The following study group proposals will be denied:
 - "How-to" groups — with the exception of those that have an intellectual component (e.g. writing and photography groups).
 - Those primarily for entertainment and socialization.
 - Those based solely on member's experience (e.g. travelogues).
 - Those not aligned with Northwestern University and OLLI's vision, mission, strategic goals, core principles, discrimination and harassment, and other policies.

Study group discussions should avoid highly controversial topics in the news; coordinators and members should be sensitive to cultural differences.

Questions regarding your proposal: email the Study Group Committee at ollinusgc@gmail.com

Questions about this form: email olli@northwestern.edu

I acknowledge that I have read and understand all study group requirements and guidelines. *

Yes

To save this form for sharing and editing:

- Click **Save** at the bottom of the page.
- A pop-up window will appear with options to Sign up. **Do not Sign up.**
- Rather, click **Skip Create an Account** in small blue text at the bottom of the pop-up window.
- A second pop-up window appears to email the saved sharable link.
- Enter your email address (if it is not already pre-populated) and click **Send Link**.
- You will receive an email from JotForm with a link to your proposal.
- You may forward the emailed link to your co-coordinator(s) for them to view and edit the form.
 - Co-coordinator(s) should double-check their email address. (*All OLLI correspondence to coordinators sends to the email address listed on the form.*)
 - Co-coordinator(s) can save their changes which will be reflected on the form.
- **You or your co-coordinator(s) must click *Submit* to finalize your form.**

Study Group Name

Be creative – propose an eye-catching name that draws attention and interest.

Study Group Name *

To review your information prior to submitting, navigate back through the form using the 'Back' and 'Next' buttons at the bottom of each page. Do Not use the back button on your browser.

Fall Study Group Format

Please select your preference of In-person or Virtual study group:

In-person
 Virtual

Note: Due to many technical complications, resource constraints, and the nature of our discussion-based model, no single study group will be offered as a hybrid option in which some members of a study group are in-person and some members are virtual. Each study group will be either 100% virtual or 100% in person.

In-person Study Group Size

Preferred number of participants. Consider the following:

- our peer-led model and the importance of all members being able to engage in a high level of discussion;
- the number of discussion leaders needed;
- the creative use of breakout groups to make a big class feel small;
- the number of people that may be absent in any given week;
- the impact of canceling the study group if your desired minimum is not met.

Minimums can be as low as you would like. However, your minimum should not exceed 12. If you request a minimum of 13 or more, please discuss with the Study Group Committee why the study group content and structure requires a greater minimum.

If you do not reach your minimum during the registration period, you must communicate with the OLLI office prior to deciding whether to cancel your study group. This ensures your decision is made in concert with other decisions happening simultaneously across the program. Note: coordinators often experience a very high level of participation in smaller study groups.

Maximums are usually between 25 and 35. Maximums above approximately 35 must have a specific plan for how to create the highly engaging, peer-led learning model (i.e. use of breakout rooms).

Your Minimum size for this in-person study group: *

Your Maximum size for this in-person study group: *

Optional Room/Equipment Requests

If you have a specific classroom request please enter the room number below. Otherwise, you may leave this section blank. Note: room requests are not guaranteed and subject to availability:

Select room configuration request.

- Rectangle (conference) seating arrangement.
- Rows (presentation) seating arrangement.

Select room set-up requests. Select all that apply. Note: due to space and equipment limitations, not all requests can be accommodated.

- Tabletop microphones
- Laser pointer
- Remote slide advancer

Virtual Study Group Size

Preferred number of participants. Consider the following:

- our peer-led model and the importance of all members being able to engage in a high level of discussion;
- the number of discussion leaders needed;
- the creative use of breakout groups to make a big class feel small;
- the number of people that may be absent in any given week;
- the impact of canceling the study group if your desired minimum is not met.

Minimums can be as low as you would like. However, your minimum should not exceed 12. If you request a minimum of 13 or more, please discuss with the Study Group Committee why the study group content and structure requires a greater minimum.

If you do not reach your minimum during the registration period, you must communicate with the OLLI office prior to deciding whether to cancel your study group. This ensures your decision is made in concert with other decisions happening simultaneously across the program. Note: coordinators often experience a very high level of participation in smaller study groups.

Maximums are usually between 25 and 35. Maximums above approximately 35 must have a specific plan for how to create the highly engaging, peer-led learning model (i.e. use of breakout rooms).

Your Minimum size for this Virtual study group: *

Your Maximum size for this Virtual study group: *

Coordinator Information

- Minimum of two coordinators.
- Maximum of three coordinators.
 - We encourage one of the three coordinators to be new, as a way of mentoring others and preparing them to propose a future study group of their own.

Coordinator One *

First Name

Last Name

Coordinator One NetID *

Coordinator One is a new coordinator *

Yes
 No

Coordinator One Phone Number *

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Area Code

Phone Number

Coordinator One Email *

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example@example.com. *Note the email you enter here is used for all coordinator communication from OLLI; please double check for accuracy.

To find a co-coordinator, reach out to members with similar interests, ask to make an announcement in your current study group(s), look to cultivate someone who has never been a coordinator.

Coordinator Two

--	--

First Name

Last Name

Coordinator Two NetID (if known)

--

Coordinator Two is a new coordinator

Yes
 No

Coordinator Two Phone Number

--	--

Area Code

Phone Number

Coordinator Two Email

--

example@example.com. *Note the email you enter here is used for all coordinator communication from OLLI; please double check for accuracy.

If you are proposing more than two coordinators, please explain why.

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Coordinator Three (optional)

--	--

First Name Last Name

Coordinator Three NetID (if known)

--

Coordinator Three is a new coordinator

Yes
 No

Coordinator Three Phone Number

--	--

Area Code Phone Number

Coordinator Three Email

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example@example.com. *Note the email you enter here is used for all coordinator communication from OLLI; please double check for accuracy.

Study Group Description

200 words maximum

Provide a description for your study group as you would like it to appear in the catalog. Your description should:

- intrigue the reader; grab the reader's attention.
- include the goal, value and/or purpose of the study group including specifically what you will do, learn, discuss. The description should not just describe the source material.
- NOT be a cut-and-pasted description from the book on Amazon or the book jacket.
- challenge, but not deceive.

OLLI may edit for Northwestern standards, quality, and consistent voice. About 3 weeks prior to the catalog release, coordinators will be given opportunity for final review prior to publication.

Book and movie titles must be listed in the following format:

Title in Italics, Author/Editor/Director Name (Publisher Name, Published Year)

(Example)

An Immense World: How Animal Senses Reveal the Hidden Realms Around Us

Have you ever wondered how you would experience the world if you were an animal? Every animal, including humans, is enclosed within its own unique sensory bubble, perceiving only a slight sliver of an immense world...a world teeming with sights and textures, sounds and vibrations, smells and tastes, and electric and magnetic fields. Using Pulitzer Prize-winning science journalist Ed Yong's book, *An Immense World: How Animal Senses Reveal the Hidden Realms Around Us* (Random House, 2022), our study group will discover through thoughtful discussion the world as it is truly perceived by other animals. In doing so, we will gain new perspectives by tapping into these alien worldviews. We will go beyond the limitations of our senses and encounter animals that track the Earth's magnetic fields, fill rivers with electrical messages, wield sonar and much more. We will supplement Yong's engaging and accessible book with articles, videos, presentations by guest speakers and even animal encounters that allow us to see the world through their eyes. Join us as together we discuss and discover new ways of seeing and experiencing our immense world.

Additional examples may be found in past catalogs available on the OLLI website — [here](#).

Your study group description (limit 200 words). *

0/200

This study group is a: *

- New study group
- New topic within a series offering
- Continuing or repeat offering

Study Group Details

Select the subject area that best describes this study group.

Subject Area *

- Contemporary and Social Issues
- Creative Arts (Performing, Visual, and Literary Arts)
- History & Government
- Literature
- Social Sciences (Philosophy, Sociology, Anthropology, Economics)
- Science, Technology, Medicine & Health

Select all of the descriptors below that explain what will be expected from study group members.

Discussion Level *

- Low level of discussion
- Medium level of discussion
- High level of discussion

Participation Expectations *

- Encouraged
- Strongly Encouraged
- Required

Preparation Time *

- Less than 1 hour per week
- Roughly 1-2 hours per week
- More than 2 hours per week

Optional (select all that apply)

- Movies/documentaries will be shown in the classroom
- Digital SLR camera required
- Access to Netflix or other streaming service
- Kindle edition of text available

Materials Required and Cost Estimate

Materials and cost that study group members will need, including: books, magazine subscriptions, tickets, streaming services, and photographic or other equipment.

List each of your source materials and its cost: *

(Type N/A if you do not have source materials.)

Schedule Request

- All proposals must include at least two scheduling options, but four options are preferred.
- No study group is guaranteed a time slot. Be as flexible as possible.
- The complicated scheduling process takes into account coordinator preferences and conflicts, a balance of days/times, a balance of subject areas by day/time, availability of classroom space, etc.
- Preference will be given to repeat study groups.
- Approximately 3 weeks prior to the catalog release, coordinators will be notified of their study group day and time.

Please rank your top four schedule choices from first to fourth. (Scroll all the way down the pull-down for BONUS GROUP days and times.)

	Day / Time
First	
Second	
Third	
Fourth	

- Monday (9:45am–11:45am)
- Monday (1:15pm–3:15pm)
- Monday (3:30pm–5:30pm)
- Tuesday (9:45am–11:45am)
- Tuesday (1:15pm–3:15pm)
- Tuesday (3:30pm–5:30pm)
- Wednesday (9:45am–11:45am)
- Wednesday (1:15pm–3:15pm)
- Wednesday (3:30pm–5:30pm)
- Thursday (9:45am–11:45am)
- Thursday (1:15pm–3:15pm)
- Thursday (3:30pm–5:30pm)
- Friday (9:45am–11:45am)
- Friday (1:15pm–3:15pm)
- BONUS GROUP - Monday (12:00pm–1:00pm)
- BONUS GROUP - Tuesday (12:00pm–1:00pm)
- BONUS GROUP - Wednesday (12:00pm–1:00pm)
- BONUS GROUP - Thursday (12:00pm–1:00pm)
- BONUS GROUP - Friday (12:00pm–1:00pm)
- BONUS GROUP - Monday (4:00pm–5:30pm)
- BONUS GROUP - Tuesday (4:00pm–5:30pm)
- BONUS GROUP - Wednesday (4:00pm–5:30pm)
- BONUS GROUP - Thursday (4:00pm–5:30pm)

If this is a repeat study group, is choice #1 the day/time it has been previously offered? (There is no guarantee that a study group will be assigned a requested time.)

Yes
 No

Please note if your group requires extra time for extenuating circumstances. (For example: early start time for photography study group or late finish for a film study group.)

Is this a 7-week study group?

Yes, meets the first half of the term.
 Yes, meets the second half of the term.

Once you click submit, you will not be able to make any changes to your proposal. Your submission will be sent directly to the Study Group Committee for review.

Upon submitting the form, you and your co-coordinator/s will receive an automated email confirmation with the submitted information from OLLI Northwestern with the email address noreply@jotform.com.

OLLI will email the final study group catalog description and schedule to coordinators (to the email address provided on this form) prior to final production. Coordinators will have opportunity to review and approve their catalog listing. If we do not hear back from you by the approval deadline we will move forward with the listing as is.

If you would like to review your information prior to submitting, you may navigate back through the form using the 'Back' and 'Next' button at the bottom of each page. Do Not use the back button on your browser.

Submit