

COURSE PROPOSAL FORM

Osher Lifelong Learning Institute (OLLI) at Sierra College

TERM: Spring FEB-MAY (M-F) Summer JUNE-AUG (M-Th) Fall SEPT-DEC (M-F)

INSTRUCTOR INFORMATION

***Please Update My Information:**

First Name:		Last Name:			
Address:		City:		ST:	Zip:
Phone:		Email:			

✓ Check Box That Applies to You: I am a ... NEW Instructor **or** RETURNING Instructor

If you are a NEW Instructor (or are missing, or need to revise, your instructor biography on our student registration website) please provide the following (along with a photo of yourself if we don't have one):

A BRIEF BIOGRAPHY, INCLUDING DEGREES HELD AND TEACHING EXPERIENCE, IN BOX BELOW (FOR PUBLISH):

COURSE INFORMATION Proposed Course Title:

Course Description: IN 80 WORDS OR LESS, PLEASE TYPE COURSE DESCRIPTION IN BOX BELOW (FOR PUBLISH):

Course Outline: Use simple outline format with topics & subtopics (Not for Publish). TYPE BELOW:

Course Outcomes: What will the student think or do as a result of taking this class? (Not for Publish) ANSWER:

✓ **CHECK APPLICABLE BOXES/TYPE BELOW:** **Note:** Please use our Field Trip Proposal Form for Field Trips

Type: Face-To-Face (Meets In-Person/On-Ground) **or** Online (Meets Online via Zoom)

Type Primary Subject Area (choose from subjects listed below): _____

Secondary/Cross-listed Subject Area (check all that apply below):

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Arts | <input type="checkbox"/> Field Trips | <input type="checkbox"/> History | <input type="checkbox"/> Science |
| <input type="checkbox"/> Civics | <input type="checkbox"/> Film | <input type="checkbox"/> Humanities | <input type="checkbox"/> Travel Tuesday |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Geography | <input type="checkbox"/> Literature and Writing | <input type="checkbox"/> Wellness and Fitness |
| <input type="checkbox"/> Family History | <input type="checkbox"/> Government and Politics | <input type="checkbox"/> Music | <input type="checkbox"/> Other: _____ |

INSTRUCTOR PAY

I would like to volunteer my time to the OLLI Program **or** Pay me (\$35/hour) for my instruction

SCHEDULING PREFERENCES – DAYS, DATES, AND TIMES

OLLI courses run Monday thru Friday (except over Summer; we are closed on Fridays).

Are there any days, dates, or times that you cannot teach during the Term? Please indicate those here:

Number of Class Sessions – How many classes in total for the course? _____

Duration of Class Sessions – How many minutes and/or hours is each class meeting? _____

Total hours of the course (all sessions from start to end): _____

✓ **CHECK BOXES/TYPE RESPONSES FOR CLASS SESSION SCHEDULE PREFERENCES BELOW:**

Proposed Schedule Class session(s) meet...	Desired Day(s)	Desired Time	Desired Dates
<input type="checkbox"/> One time lecture	<input type="checkbox"/> Monday	<input type="checkbox"/> Morning	Session Dates: (choose preferred date range)
<input type="checkbox"/> Weekly	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Afternoon	1st half of semester
<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Evening	2nd half of semester
<input type="checkbox"/> Monthly	<input type="checkbox"/> Thursday	<input type="checkbox"/> Any	Any
<input type="checkbox"/> Daily/Consecutive	<input type="checkbox"/> Friday	Start time: _____	Start date: _____
<input type="checkbox"/> Any	<input type="checkbox"/> Any	End time: _____	End date: _____

Type/Share Any Additional Scheduling Comments in this Box:

LOCATION PREFERENCE (for Face-to-Face courses):

Rocklin Campus Roseville Center – Vernon Street Nevada County Campus – Grass Valley
 Twelve Bridges Library – Lincoln Other: _____

AUDIO/VISUAL REQUIREMENTS (check all that apply below):

Computer/VCR/DVD Player/Monitor/Projector CD Player Internet Access White Board

EMAIL COMPLETED FORM

NOTE: After saving to your device, send completed form by email to Shari Smith at: ssmith@sierracollege.edu

To – Print 
Click printer icon to Print form

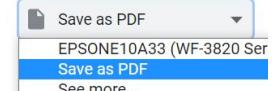


TIP: To prompt you to pick where to save this form to on your device, click the printer icon and change your Print Destination to **Save as PDF** and click **Save** (screenshot pictured right).

Print

2 pages

Destination



Pages

Thank You for Your Interest in Teaching with OLLI at Sierra College!