

# 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):

- ☐ Arts
- ☐ Field Trips
- ☐ History
- ☐ Science
- ☐ Civics
- ☐ Film
- ☐ Humanities
- ☐ Travel Tuesday
- ☐ Communications
- ☐ Geography
- ☐ Literature and Writing
- ☐ Wellness and Fitness
- ☐ Family History
- ☐ Government and Politics
- ☐ Music
- ☐ 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
<div><input type="checkbox"/> One time lecture</div> <div><input type="checkbox"/> Weekly</div> <div><input type="checkbox"/> Bi-Weekly</div> <div><input type="checkbox"/> Monthly</div> <div><input type="checkbox"/> Daily/Consecutive</div> <div><input type="checkbox"/> Any</div>	<div><input type="checkbox"/> Monday</div> <div><input type="checkbox"/> Tuesday</div> <div><input type="checkbox"/> Wednesday</div> <div><input type="checkbox"/> Thursday</div> <div><input type="checkbox"/> Friday</div> <div><input type="checkbox"/> Any</div>	<div><input type="checkbox"/> Morning</div> <div><input type="checkbox"/> Afternoon</div> <div><input type="checkbox"/> Evening</div> <div><input type="checkbox"/> Any</div> <div>Start time: _____</div> <div>End time: _____</div>	<div><b>Session Dates:</b> (choose preferred date range)</div> <div>1st half of semester</div> <div>2nd half of semester</div> <div>Any</div> <div>Start date: _____</div> <div>End date: _____</div>

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](mailto:ssmith@sierracollege.edu)

To – **Print**   
Click printer icon to Print form



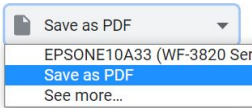
TIP: To prompt you to pick where to save this form to on your device, click the printer icon and change your Print Destination to Save as PDF and click **Save** (screenshot pictured right).

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2 pages

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