

NOTE: Click the blue text fields to begin typing. Proceed orderly (to go forward to next field, press  on keyboard).

COURSE PROPOSAL FORM

Osher Lifelong Learning Institute (OLLI) at Sierra College

TERM: Summer 2026 | DATES: (Mon) June 15 – (Th) July 23

*INSTRUCTOR INFORMATION		*Banner ID # (if known / 9 digits):	
First Name:		Last Name:	Middle Initial:
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):

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COURSE INFORMATION

→ **Course Title (GOES HERE):** _____

COURSE DESCRIPTION FOR WEBSITE: (THIS DESCRIPTION CAN BE A BIT LONGER AND MORE DESCRIPTIVE)

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COURSE DESCRIPTION FOR PRINT CATALOG: (SHORT DESCRIPTION ABOUT 25 WORDS OR LESS)

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✓ **CHECK APPLICABLE BOXES/TYPE BELOW:**

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

Primary Subject Area for Print Catalog (check subject area listed below / type subject, if Other):

☐ Arts	☐ Field Trips	☐ Humanities	☐ Special Interest Groups
☐ Civics	☐ Film	☐ Literature and Writing	☐ Travel Tuesday
☐ Communications	☐ Government and Politics	☐ Music	☐ Wellness and Fitness
☐ Family History	☐ History	☐ Science & Technology	☐ Other: _____

Additional Subject Areas for Website (check all that apply below):

☐ Arts	☐ Field Trips	☐ Humanities	☐ Special Interest Groups
☐ Civics	☐ Film	☐ Literature and Writing	☐ Travel Tuesday
☐ Communications	☐ Government and Politics	☐ Music	☐ Wellness and Fitness
☐ Family History	☐ History	☐ Science & Technology	☐ Other: _____

→ Do you consent to Record your Online-Zoom OLLI classes with us? ☐ Yes **or** ☐ No **or** ☐ N/A

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 Summer 2026 courses will be scheduled between **Monday, June 15th – Thursday, July 23rd**. Courses run Monday through Thursday over the summer (only). We are closed on Weekends & Holidays.

Are there any days, dates, or times that you cannot teach during the Summer 2026 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	Desired Day(s)	Desired Time	Desired Term Dates
☐ One time Lecture	☐ Monday	☐ Morning	<u>Summer 2025 Session Dates:</u>
☐ Weekly	☐ Tuesday	☐ Afternoon	(Mon) June 15 – (Th) July 23
☐ Bi-Weekly	☐ Wednesday	☐ Any	
☐ Monthly	☐ Thursday	Start time: _____	Start date: _____
☐ Daily/Consecutive	☐ Any	End time: _____	End date: _____
☐ Any			

Type/Share Any Additional Scheduling Comments in the Box Below:

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

☐ Rocklin Campus ☐ Nevada County Campus ☐ Twelve Bridges Lincoln Library ☐ 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