



---

## Course Proposal Form

Thank you for your interest in teaching for the Osher Lifelong Learning Institute at Western Michigan University. The purpose of OLLI at WMU is to provide intellectual and cultural learning experiences for adults in an informal and stimulating environment. This form provides the information WMU's staff and OLLI at WMU's Curriculum Committee need to plan and schedule the program.

Proposal information will be reviewed by the OLLI at WMU's Curriculum Committee. You will be notified of the decision once all proposals have been reviewed following the course proposal due date.

### Semester

**Fall 20**  (September - November) *last day for submission-April 1*

**Winter/Spring 20**  (February - April) *last day for submission- Sept. 1*

**Summer 20**  (June - July) *last day for submission-February 1*

### Instructor contact information

Name

Address

City

State

Zip

Email

Phone (primary)

Phone (cell)



---

### Contact information for additional instructor, if applicable

Name

Address

City

State

Zip

Email

Phone (primary)

Phone (cell)

### Proposed course title

Please make it descriptive, appealing and concise.

### Course Description

Your course description will be used in the course catalog. Include what a participant can expect from the course experience. We may edit descriptions if necessary and will make every effort to communicate substantive changes to you. Course description is limited to 100 words.



---

## Instructor bio

Your bio will be used in the course catalog to introduce you to our learners. Include educational background, teaching experience, special training or qualifications in the subject area to be taught and any other relevant information. We may edit descriptions if necessary and will make every effort to communicate substantive changes to you. Instructor bio is limited to 75 words.

## Please indicate if your course will be offered online or in-person:

## Recommended course size

Indicate your desired minimum and maximum number of participants. The course may be canceled if a minimum number is not met. Instructors will be notified prior to a course cancellation and will have the choice to cancel based on low enrollment.

Minimum

Maximum

## Room preference

Indicate any special room requirements, such as carpet, no carpet, that will assist in the selection of a venue. **Room set up is not provided by the venues.**

## Instructional technology development

If your presentation will include media, such as a PowerPoint, music or video, please refer to page six of the instructor handbook at the bottom of the “Become an Instructor” tab on the OLLI at WMU website for guidelines.

Presentation development assistance is available upon request. Please Indicate below if you would like to be contacted following the acceptance of your course proposal to schedule an appointment for this assistance.

No

Yes



---

## Classroom technology requests

Check all that apply. We will make every attempt to accommodate requests, but supplies are limited.

- LCD Projector to connect to your laptop
- Document Camera
- Internet Connection
- CD player
- DVD Player
- Microphone
- None

## Classroom technology support

Will you need any support or training with any of the above technology for your course if you are assigned a room in Walden Woods or the College of Health and Human Services? (Other venues provide their own support).

- No
- Yes, please explain

## Copies and other instructional materials

If copies are to be produced by the office, they are limited to 500 pages per course and require submission two weeks before the course start date.

If other instructional materials are needed, such as books, tickets for a performance or other items that registrants should bring to the course, e.g. laptops, photos etc., please list them and any anticipated costs to the participant. If the items must be purchased, please provide information on where they can be obtained. This information will be included in the course catalog.

## Please specify how many sessions and the dates you want to use. (One session per week)

How many sessions will your course meet?

What date or month would you like your course to start?



---

### Please indicate the periods you can teach your course

Courses are normally scheduled to meet in two-hour time blocks, once per week. For example, Mon. 9-11 a.m., Thurs. 11 a.m. - 1 p.m., but may be a different time e.g. 10 a.m. – 12 noon, 5-7 p.m. etc., if needed. Provide your top three preferences for **days** and **times** you would like to teach your course.

First choice

Second choice

Third choice

### Were you contacted to teach a course for OLLI at WMU? If yes, then by whom?

### Have you taught for OLLI at WMU previously?

Is this a repeat course?

### Western Michigan University Parking Permit

If your course is assigned to a room in a Western Michigan University building, will you need a parking permit? Answer “no” if you have a WMU permit or a disability permit.

Yes, please provide your vehicle license plate number

No

You may either save and print the completed form to mail in, or save and attach the pdf to an email. Please send to:

Joyce Dekau [wmu-olli@wmich.edu](mailto:wmu-olli@wmich.edu)

1903 W. Michigan Ave

Kalamazoo, MI 49008-5230

Phone: (269) 387-4157

Campus site: 1531 Ellsworth Hall