

OLLI-CSUDH New Course Proposal Form

Date submitted: _____

Please answer all questions and complete the course outline on page 3.

First time OLLI-CSUDH instructors: Include a summary of your experience pertinent to course being proposed, or resume.

1. **Name of Course:** _____

2. **Instructor:** _____

3. **Mailing address:** _____

4. **Telephone - Home:** _____ **Cell:** _____

5. **E-mail address:** _____

6. **Additional instructors** (name, mailing address, telephone, e-mail):

7. **Instructor bio for catalog** (30 words or less):

8. **Course description** (no more than 100 words):

9. Are you willing to teach more than one section of this course in the same term? Yes No

10. Requested term/year: Fall 20____ Spring 20____ Summer 20____

11. Course length: 4 weeks 6 weeks 8 weeks other: _____

12. Maximum student limit (enter 0 if no limit): _____ Parking Day Pass needed

13. I am available to teach (check ALL that apply):
(Class start times are established depending on location and other variables.)

	Mon	Tues	Wed	Thu	Fri	Sat
Mornings						
Afternoons						
Preferred dates						
Lunch-N-Learns 1 Hour at Noon	Morning 10-11:50			Afternoons 1:15-3:15		

14. Course Outlines:

The Curriculum Committee requires that all new course proposals be accompanied by a course outline, in addition to the standard proposal form.

A course outline serves two important purposes:

1. to help you focus your ideas and organize individual class content so that you may decide how many meetings are needed and how you will arrange your course.
2. to help members of the Committee better understand your course content so that they can make more informed recommendations.

How did you find out about OLLI?

Who was your curriculum contact?

Please fill out the Course Outline on the next page.

Please send course proposals to:

olli@csudh.edu & fsupernaw1@csudh.edu
Page 2

Course Outline

(Complete and submit with Course Proposal Form)

Course Title: _____

Instructor: _____

Overall Course Objective: (What do you want class participants to know, be able to do, or appreciate as a result of your class?)

Delivery Format: (What learning method will be used such as lecture, discussion, hands on, and other or combination thereof.) (Will the class be in person, virtual, or hybrid).

Class Content: (Briefly describe the content of each class meeting, describing as many meetings as your course will need; or, if all classes are basically the same, then describe the content and pattern that all classes will follow.)

Meeting 1	
Meeting 2	
Meeting 3	
Meeting 4	
Meeting 5	
Meeting 6	
Meeting 7	
Meeting 8	