

OLLI at Auburn Course Proposal Form: Spring 2018 term, March 26 – May 4

Course proposals are now being accepted and scheduled. Submission deadline is February 2, 2018.

Submit yours early for best choice of dates!

After completing this form, use the "Save As" function in the File menu to rename it using your last name followed by the title or keyword. Please email the form to olli@auburn.edu with a copy to your recruiter.

Contact Information			
Name			
Mailing Address			
Phone		Email	
Curriculum Committee contact name and email address			
Your biography in 30 words or less. Please use the 3 rd person narrative. ____ Please use biography currently on file with OLLI at Auburn.			
Course Information			
Title of Course			
Course Description in 75 words or less. Materials/supplies fee: If needed, please include the amount per student. Required Text: If there is a course text required, please include the title, author, and ISBN. ____ Please use description currently on file.			
Course Preferences			
<p>Note: Our classrooms are equipped with Thinkpad laptops that can be used under Windows 10. The computers are equipped with Microsoft Office (Word, Excel, Powerpoint), Internet (IE/Chrome), and Adobe Acrobat. The computers can connect wirelessly or through HDMI cables to the mounted TV monitors. Powerpoint advancers, whiteboards, flipcharts, and markers are provided. If you need something other than a traditional classroom, please describe your needs. <i>If you will be using a Mac laptop, you must bring your own adapter.</i></p> <p>Students provide feedback after classes. You will receive your course evaluation two weeks after the end of the term.</p>			
Schedule Preferences – Spring 2018 Term Dates: March 26 – May 4, 2018			
Enrollment (Min/Max)		Number of Class Sessions (1-6): _____	OFFICE USE ONLY
Preferred Day of the week? (Mon – Thurs)		Any Day EXCEPT:	Code
Preferred Class Period	Morning: ____ 8:30 – 9:55 am ____ 10:15 – 11:40 am	Afternoon: ____ 12:45 – 2:10 pm ____ 2:30 – 3:55 pm	Category
			# Sessions
			Assigned Location
			Class Fee \$
			Assigned Schedule
A time other than any of the above is required. Please schedule my course as follows.			
Date Choices	1 st Choice	2 nd Choice	

I agree not to advertise or sell any products or services to participants in my class: _____ (Type your initials)