Thank you for your interest in OLLI at Colorado State University!

To submit an OLLI at Colorado State University course proposal, please fill out the form below, save a copy and email the completed form to OLLI@colostate.edu. We will try to accommodate your scheduling preferences as much as possible and instructors will be notified once proposal approval and scheduling decisions have been made. If you have questions about the OLLI program or the proposal process, please contact staff at OLLI@Colostate.edu or (970-491-7753). We look forward to reviewing your proposal.

**Fall 2020 Proposals Due: March 2, 2020**

Please complete and email to: OLLI@colostate.edu

**Instructor Contact Information** (* required)

<table>
<thead>
<tr>
<th>*Instructor Name</th>
<th>*Email Address (required)</th>
<th>*Primary Phone</th>
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<tr>
<th>*Complete Mailing Address</th>
<th>*Emergency Contact Phone Number</th>
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<tr>
<th>*Is this a new address?  Y   N</th>
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<th>*Are you a current CSU employee/faculty member?  Y   N</th>
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If yes, Employee ID #

If yes, Home Department

**Fall 2020 Term Dates:**

- Fall 2020  Registration opens: July 31, 2020
- Fall 2020 Open House Thursday, August 27, 2020, 2:00-4:00 PM (instructors requested to attend)
- Classes begin Thursday, September 10, 2020
- Fall term ends Thursday, December 17, 2020

**Proposed Type of Course:**

- Multi-session class
- Perk lecture (single 2-hour session)
- Special program (includes a field trip)

**Proposed Course Title:** (Maximum 40 characters) *Note: Title is subject to staff editing for space restriction

Have you offered this course for CSU OLLI previously?  Y   N   If yes, what term?  

For office use only:
Title: __________________________________________
Instructor: ______________________________________
Class___ Perk____ Special Program___
# of weeks____ # of Sessions____

#
**Instructor Bio:** *(Maximum 50 words)*
Please provide a short bio that can be used in the OLLI catalog to introduce you to our members. Include educational background, teaching experience, special training or qualifications in the subject area to be taught, and any other information relevant to your qualifications for teaching this course.

**New OLLI Instructors:** If this is your first-time teaching with OLLI, please attach a copy of your resume to this proposal and include the names and contact information of two people who can provide information about your successful teaching experience and subject matter expertise.

**Course Description:** *(Maximum 100 words)*
This description will be edited for the OLLI catalog and will be the primary marketing tool for your course. Use action verbs, list specific topics and areas of special interest to better inform members of what they can expect to learn, what format you’ll use to present the course and why they should be interested.

**Fall 2020 Term:** Indicate your availability Thursday, September 10 – Thursday, December 17

<table>
<thead>
<tr>
<th>Early fall term</th>
<th>Late fall term</th>
<th>Rank preferred days:</th>
<th>Rank preferred time:</th>
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<tbody>
<tr>
<td>Sep. 10- Sep. 11</td>
<td>Oct. 26- Oct. 30</td>
<td>Monday</td>
<td>Mornings</td>
</tr>
<tr>
<td>Sep. 14- Sep. 18</td>
<td>Nov 2- Nov.6</td>
<td>Tuesday</td>
<td>10:00 AM – Noon</td>
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<tr>
<td>Sep. 21- Sep. 25</td>
<td>Nov 9- Nov.13</td>
<td>Wednesday</td>
<td>Afternoons</td>
</tr>
<tr>
<td>Sep. 28- Oct. 2</td>
<td>Nov 16- Nov.20</td>
<td>Thursday</td>
<td>1:00 PM – 3:00 PM</td>
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<td>Oct. 5- Oct. 9</td>
<td><strong>Nov. 23-27 No classes</strong></td>
<td>Friday</td>
<td>Afternoons</td>
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<tr>
<td>Oct. 12- Oct.16</td>
<td>Nov. 30-Dec. 4</td>
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<td>4:00 PM – 6:00 PM</td>
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<td>Oct. 19- Oct.23</td>
<td>Dec. 7-Dec. 11</td>
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<td>Dec. 14-Dec. 17</td>
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**Classroom Capacity:**
OLLI classrooms at Drake Hall accommodate up to 40 participants. Class minimums will be set at 13 participants. Please indicate the maximum number of participants your class can accommodate if other than 40. ________________.

**Course Marketing:**
OLLI promotes courses through distribution of the printed catalog and the online website. All instructors are encouraged to also further promote their upcoming courses.

**Handouts:**
If you will need handouts copied by our OLLI staff, please send those by email and indicate how many you will need to OLLI@colostate.edu at least 3 business days prior to the beginning of your class.

**Class Presentation Needs:**
Classrooms at Drake Hall are fully equipped with computer hard drive, digital projector, wireless microphones, and a white board. Please plan to bring your course materials on a flash drive rather than on a laptop computer. If you need help importing your class material onto a flash drive, let us know at least a week prior to your first class and we’ll be able to assist. Please indicate if any additional audio/visual or special classroom accommodations will be needed.

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**Perk Lecture Only:**
Are you willing to have our staff photograph or record your lecture?  Y___ N___

**E-Mail List:**
Would you like to be on our mail list so that you receive all CSU Osher Lifelong Learning Institute communications and catalogs? Y___ N____

**Additional comments or suggestions:**

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**We request that all OLLI instructors become OLLI members.**
Join online at www.usher.colostate.edu or in person at (970) 491-7753