

OLLI at Emory Course Proposal Form

Fill in each section below. Click in the appropriate check boxes.

Save and email to: olli@emory.edu

Instructor Information			
Name & Credentials			
Mailing Address			
Phone Number		Email	
Biography (100 words or less)			
Additional Instructors			
Referred By		New Instructor	<input type="checkbox"/> Yes <input type="checkbox"/> No

Course Information			
Course Title			
Course Description (100 words or less)			
Course Length (# of weeks)		# of Students	MIN. MAX.
Supply Fee (per student) & Supply List (include any textbook information here)			

Schedule Preferences	
Term	<input type="checkbox"/> Spring Short Session (Mar 5-Mar 30) <input type="checkbox"/> Spring Long Session (Apr 9-May 25) <input type="checkbox"/> Summer Short Session (Jun 4-Jun 29) <input type="checkbox"/> Summer Long Session (Jul 9-Aug 25) <input type="checkbox"/> Fall Long Session (Sep 5-Oct 23) <input type="checkbox"/> Fall Short Session (Oct 29-Nov 16)
Preferred Day of the Week	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs
Preferred Time Slot	<input type="checkbox"/> 10:00-11:00am <input type="checkbox"/> 11:30am-1:00pm <input type="checkbox"/> 1:30-3:00pm <input type="checkbox"/> 3:00-4:30pm
Second Preferred Day of the Week (MUST BE COMPLETED)	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs
Second Preferred Time Slot (MUST BE COMPLETED)	<input type="checkbox"/> 10:00-11:00am <input type="checkbox"/> 11:30am-1:00pm <input type="checkbox"/> 1:30-3:00pm <input type="checkbox"/> 3:00-4:30pm
Are you able to teach this course a second time if needed?	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please list day and time.
Additional Course Information (ex. Course runs for 1 ½ hours)	

Disclaimer: Course descriptions and biographies are subject to editing for the printed catalog by Emory Continuing Education marketing department.

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Room Set-up Needs	
<p>All classrooms are equipped with: PC, A/V (projector, screen & speakers), double-sided dry erase board & markers. Do you have other material needs?</p>	
<p>Room set-up</p>	<p> <input type="checkbox"/> Classroom style (default set-up) <input type="checkbox"/> U-shape with tables <input type="checkbox"/> Circle chairs only <input type="checkbox"/> Large square with tables <input type="checkbox"/> Other (please diagram here) </p>

TERM INFORMATION			
Term	Proposal Deadline	Start Date	End Date
Spring Short Session	January 18	March 5	March 30
Spring Long Session	January 18	April 9	May 25
Summer Short Session	April 12	June 4	June 29
Summer Long Session	April 12	July 9	August 25
Fall Long Session	July 5	September 5	October 23
Fall Short Session	July 5	October 29	November 16