



# OLLI @ OSU

FALL 2021  
INSTRUCTOR FAQs

OKLAHOMA STATE UNIVERSITY

## Request for Course Proposals

[COURSE PROPOSAL FORM LINK](#)

We take great pride in our instructors. They are the backbone of OLLI@OSU's success! Do you have an area of expertise you would like to share with OLLI members? We invite you to submit a course proposal for review by our curriculum committee. We encourage proposals in all of the humanities, sciences, hands-on classes such as art workshops, tours, financial matters, and every possible subject you can imagine. Our students are interested in everything! If you have an idea but aren't sure how to turn it into a course, contact the OLLI office, and we'll be happy to discuss the possibilities with you.

### ***When do fall 2021 courses begin?***

The fall 2021 term begins on September 20 and runs for eight weeks. Classes meet weekly Monday through Friday from 9:00 am to 4:30 pm. Class periods are 90 minutes in duration, scheduled with a half hour break between each period. Both in person and online classes will be offered in the fall. In person classes are typically 2 hours with a break.

### ***What is the deadline for submitting a course proposal?***

Our deadline for fall courses is **June 15, 2021**. A lot of preparation goes into publishing the course catalog so we start early.

### ***I have an idea for a course I'd like to teach for OLLI@OSU. How do I submit a proposal?***

We're excited to hear about your course proposal whether it's a traditional topic, a workshop, tour or something outside the box. Tell us about it on the *Course Proposal Form* by clicking [here](#) or at the above link. Fill out the form and click on the *Submit* button at the bottom of the page. An OLLI staff person will contact you to get the ball rolling.

### ***What do I need to provide when submitting a proposal?***

A complete proposal form includes basic information including instructor and co-instructor biographies, course title, a brief course description and three days and times that you are available to teach.

***I don't know how to write a biography or course description. What should I do?***

If you're not sure, don't worry! Our editorial staff review all biographies and course descriptions to make sure they are consistent with our catalog style and format. If you give us your information, we'll polish it up.

***How long should my course be?***

Your course may be anywhere from 2 to 8 weeks long, based on the amount of content you wish to present. We also offer the option of single, 90-minute lectures. If you would like to present one lecture in your area of expertise, the proposal process is the same as it is for full courses.

***Can I have a co-instructor?***

Yes! A co-instructor is an excellent teammate and allows you to share the responsibility for building and presenting the curriculum. We encourage you to find a co-instructor with compatible skill sets.

***Can I serve as a series facilitator?***

Yes! We frequently need individuals who are willing to facilitate or moderate courses that feature a series of guest speakers. In this capacity, you would introduce speakers and encourage discussion, but you would not necessarily find speakers, create content or lead the presentation. Let us know if this is for you by filling out the *Course Proposal Form*.

***What are the available teaching formats for the fall?***

OLLI@OSU will provide both virtual learning and in-person courses this fall and may include in-person outdoor as well as indoor experiences. We suggest choosing whichever format works best for you and your course content. The option of using a mix of both formats is also available. If you have doubts about using a virtual platform, email us at [olli@okstate.edu](mailto:olli@okstate.edu), and we will be happy to discuss the opportunities available through the virtual learning platform.

***Are there limits to the class size?***

Current class size limits are set by the university's social distancing guidelines and the capacity of our Zoom accounts. Virtual learning classrooms have a maximum of 100 participants and in-person classroom capacity depends on the size of the rooms in which classes are held. We will follow health and safety guidelines for all in-person courses. Some courses work better when the class size remains small, so you can request limited enrollment by visiting with an OLLI staff member.

***Do I need to have my entire curriculum prepared before I submit my proposal?***

No. Your full curriculum doesn't need to be prepared until the beginning of class. Your proposal requires you to have a brief description or outline of the topics you'll be discussing.

***Where can I find help building a curriculum?***

Please contact the OLLI director, Robbin Davis, who can discuss your ideas with you.

***Are OLLI instructors and facilitators paid?***

OLLI@OSU instructors, co-instructors, facilitators and lecturers are volunteers who serve for the joy of sharing their expertise. We express our gratitude by gifting you with an OLLI membership.