

OLLI @ OkState Instructors Frequently Asked Questions (FAQs)

Reasons to Become an OLLI Course Instructor

- Share your passion on a topic
- Join the national movement of lifelong learning
- Inspire others to learn and explore
- Focus on enjoyment—no grading, no papers
- Develop innovative and creative learning

Who are OLLI instructors?

- Current and retired professionals from academia, industry, business, nonprofit, service and government sectors
- PhD candidates working on research projects
- Graduate students and faculty test-driving course material
- Subject-matter experts with a passion for a given topic
- Community leaders providing organizational or civic updates

What types of courses do OLLI instructors teach?

We offer courses in all humanities, sciences, financial matters, and every possible subject you can imagine. Courses can be traditional lecture, discussion, participation (such as food related courses), tours, demonstrations, or hands-on classes (such as make-and-take art or craft workshops). 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. We'd love to discuss the possibilities with you.

Where are OLLI courses held?

We offer in-person programming in four cities—Stillwater, Bartlesville, Oklahoma City and Tulsa—and online via Zoom. The location varies based on scheduling needs and availability in the community. For instance, in one city, our courses may be held at the local public library and in another city, a community center works better. It depends on scheduling, available accommodation and what best fits that course and the students.

When do you hold your courses and how long are they?

Our sessions run like semesters and usually start about a month after local schools and colleges have begun.

- Our Fall and Spring Sessions run eight weeks.
- Our Summer Sessions are four weeks long.
- Classes meet weekly, Mondays through Fridays.
 - Morning courses typically run from 10 a.m. to noon
 - Afternoon sessions from 1:30-3:30 p.m.

- Length can be anywhere from two to eight 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.

How do I submit a course proposal?

Fill out a course proposal form by clicking [here](#). Once you complete the form, hit submit. An OLLI staff person will contact you.

What do I need to provide when submitting a proposal?

A complete proposal form includes basic information including instructor and co-instructor (if applicable) biographies, course title, a brief course description and days and times that you are available to teach. We will use the information you provide in the course catalog and for registration materials. Our editorial staff review all information to ensure consistency.

Is there a deadline to submit a course proposal?

Yes. You should submit your proposal the session (semester) before you wish to teach. Our curriculum committee needs time to review your proposal, and our OLLI staff may want to clarify information about the course or your biography. We publish and mail a printed course catalog to our members each session, at least one month before the session starts. This means your information is needed approximately 3 months before publication.

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

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.

Can I have a co-instructor(s)?

Yes. A co-instructor(s) is an excellent teammate and allows you to share the responsibility for building and presenting the curriculum.

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 Volunteer Application.

What are the available teaching formats?

We provide both virtual learning and in-person courses. 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 questions, email us at olli@okstate.edu, and we will be happy to discuss the opportunities available.

Are there limits to the class size?

Some instructors set course limits. For instance, a literature instructor may wish to set a minimum number of students to ensure robust discussion. A cognitive training instructor may set a maximum number of students to ensure comfort among the participants. Our 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 follow appropriate health and safety guidelines for all in-person courses.

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. We will use that information in the course catalog, to market your class and for registration.

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@OkState 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.

Can I sit in on a class or two before I teach?

Yes, if you'd like. Some of our instructors who were new to OLLI have done this. You can take an entire course for a full session, or you are welcome to drop in on one or two classes to get familiar with the OLLI culture and what students expect. This is not required. Contact the OLLI@OkState director, Robbin Davis, if this interests you.

Contact information for OLLI@OkState:

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