



Osher Lifelong Learning Institute Course & Lecture Leader Form

University of Richmond School of Continuing Studies

Thank you for your interest in teaching for the Osher Lifelong Learning Institute (OLLI) in the University of Richmond School of Continuing Studies. Our Osher course and lecture leaders serve as volunteers. We use the term "leader" instead of "teacher" because we promote a peer instruction approach to learning through which OLLI members are welcome to share their passion for learning with fellow members. More information about our leading and learning philosophy is available from the Curriculum Committee and from the office.

OLLI leader orientation is offered twice each academic year. OLLI courses are similar in type to the University of Richmond academic offerings in the liberal arts, leadership, science, law, business and wellness. OLLI course and lecture descriptions and this form are available online at osher.richmond.edu. Descriptions of Osher courses and lectures are included in printed schedules, which are distributed to over 2,000 people and are posted on the Osher Lifelong Learning Institute Web site each December, May and August. Please email your completed course proposal to jdowrick@richmond.edu, fax to 804-287-1264, or mail to Jane Dowrick, Osher Institute, School of Continuing Studies, 28 Westhampton Way, University of Richmond, VA 23173.

Please note, for any fields marked by an **asterisk (*)**, enter the information as you want it to appear in the catalog.

Course/Lecture Title* _____
 A one-line, eye-catching title is recommended

Instructor's Name* _____

Contact information

Mailing Address _____

Phone Work _____ Home _____ Cell _____

E-mail address(es) _____

Semester(s), Dates and Times You Are Available

Please indicate the semester(s), dates and times you are available to teach. Check all that apply and indicate best days and times each semester.

Fall Semester - best days and times: _____
 September - November, proposal deadline is April 1

Spring Semester - best days and times: _____
 January - April, proposal deadline is September 1

Summer Term - best days and times: _____
 June - July, proposal deadline is February 1

Equipment/Media Needs (Please mark ones needed)

You will be responsible for knowing how to operate your own media, or for arranging for a media helper through the Osher office.

- LCD projector DVD or VHS player Transparency overhead projector Slide projector
- Laptop (we recommend that you use a University computer for running your media with a thumb or flash drive)
- Other (please describe): _____

Please Attach the Following to This Form:

1. **Outline of your course or talk.** The outline may be brief but needs to show all topics to be covered, materials/handouts/books that will be used and the sequence of activities for the entire course or lecture time frame. If you plan to use A/V, your preparation should include a "no A/V" contingency plan in the event of AV difficulties.
2. **Course/Lecture title and description*:** Please develop an eye-catching title and a description of no more than 50 words. This is the information that will be included in the printed Osher schedule and used by Osher students to make their class selections. Osher students will expect your course or lecture to cover what is printed in the Osher schedule. Accuracy is extremely important. For reference please see current Osher schedule postings at osher.richmond.edu.
3. **Your brief biographical sketch*:** For samples please look at bios in current Osher schedule at osher.richmond.edu; please limit to approximately 50 words. If you are an Osher member, please include this in your bio.

The desired student participation level for this course or lecture is (please check one):

- High participation, students will be invited to do some reading or research before each class and to help lead class discussions
- Moderate participation, students will be invited to share their ideas and experience with the class
- Low participation, students will listen to a lecture and be invited to ask questions
- Other (please describe): _____

Teaching Experience

Please tell us about your teaching style and experience.

Maximum # of students _____ **Minimum # of students** _____

Length of Course (Please select one)

- Individual Lecture**
Lectures are typically 1½ or 2 hours, including time for discussion and Q/A
- Mini Course** of _____ total hours
Short courses are typically 6 or more hours in total length, scheduled over 3 or more sessions

Will you use handouts? Yes No

If Yes, please indicate approximate number of originals: _____
Please consider alternatives to photocopying materials such as providing Web links for source documents and posting documents to the Osher website. The Osher office staff can assist with web posting, and if photocopies are necessary, with making copies of handouts. Originals exceeding 20 pages will be sent to the University print shop and need to be provided to the Osher office at least one week before start of class.

Special Classroom Needs**Other Needs**