



OLLI @ Furman - Course Proposal Form

Deadline for Spring 2010: Dec. 7, 2009

Date Submitted: _____

All questions must be answered. Your course will not be added to the schedule without a COMPLETED form.

1. Name of Course:

2. Instructor:

3. Mailing Address:

4. Telephone Numbers:

5. E-mail address:

6. Instructor bio for the brochure: (25 words or less)

7. Course Description: (100 words or less)

8. Maximum student limit: _____ Minimum student limit: _____

9. Preferred day(s) of the week, in order: _____

10. Preferred time(s): _____ 9:00 am _____ 10:45 am
_____ 1:30 pm _____ 3:15 pm
_____ Special (*different from standard 90 minutes*)

11. For which term(s): _____ Spring 2010
_____ Fall 2010
_____ Winter 2011

12. Are you willing to teach this course offsite? (i.e. The University Center - McAlister Square, Woodlands, etc) _____ No _____ Yes

13. Would you like a class liaison for your class, to help with introductions, announcements and general housekeeping duties?

_____ No thanks, I can handle those tasks. _____ Yes, please!

14. Do you have a required book for this course? (Please include ISBN, if possible)

15. Will there be any material fees that the students will need to pay directly to you?

(Lab, booklets, CD, etc) _____ No If Yes, how much? _____

16. Will you (or a guest speaker) need access to a computer? ___No ___Yes

If yes, you will need to provide your Driver's License number: _____

*(You will be assigned a special user name and password for **each term.**)*

17. Equipment required: (Overhead, Projector, Screen, CD player, etc.)

18. Upon completion of this course, you have three options for compensation. Please select one:

_____ **\$100 Voucher** towards a future OLLI term

_____ **\$75 Check** (You will need to provide a completed W-9 form)

_____ Keep the money in the OLLI Support Fund

19. Please mark the appropriate category for your course:

___ Arts, Culture, Literature or Music

Margaret Howland 236-1703
Cindy Smithers 268-5439

___ Language or Travel

Robyn Harmon

___ Business, Economics or Finance

Dan Kappel 877-9473

___ Other

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___ Computers, Photography or Technology

Rich Mead- Computers 244-0263
Sarah Fletcher- Computers 288-8782
Bruce Schlein- Photography 244-3434

___ Practical Arts or Hobbies

Paul Ziemer 246-4259

___ Current Topics

Dan Kappel 877-9473

___ Religion or Philosophy

Helen Smith 288-4098

___ Health, Exercise or Fitness

Dick Eaton -Hiking 834-5239
Billie Degges -All other 848-9773

___ Science or Math

Elaine Brummett 246-6348

___ History or Politics

Nancy Gammons 834-1940

___ Tour - Industrial

Jim Baker 895-5945

___ Tour – One Day Event or Trip

Elaine Brummett 246-6348

Your completed proposal must be returned to either the committee member you are working with or the committee member(s) listed with the appropriate category for your course.