

College for Seniors (CFS) Course Proposal Information
THIS IS NOT the FORM. Only a list of information that is requested
on the online course proposal form.

Instructor Name:

Email Address:

Mailing Address (for administrative use only)

Contact Phone (for administrative use only)

Birth date (for administrative use only)

Instructor Bio (please limit to 50 words):

A standard bio is created, then kept on file for future courses

A co-instructor (names and identifying bio information):

Are you a current member of OLLI Asheville?

Are you a new instructor to College for Seniors?

(If so, Please include a short summary of your experience specifically applicable to this course that will help the curriculum committee assess your proposal.)

Have you taken courses at College for Seniors?

Name of Course:

Course Description (please limit to 80 words):

Have you taught this course before?

If so, what changes have you considered to the course since then?

REVIEW: [Promotion and Advocacy Policies](#)

Through its instructors, curriculum committees and staff, College for Seniors strives to foster a culture of respect in which an open exchange of ideas and an environment for respectful discussion is welcomed and encouraged.

We ask College for Seniors instructors to:

- Establish and maintain an environment for an open exchange of opinions and creative discussion and not promote specific religious, political or philosophical beliefs;
- Avoid promotion of their own or other specific businesses, products or services by way of announcements and marketing, including the non-requested distribution of business cards, brochures or company presentation templates;
- Avoid the use of email addresses or contact information of OLLI participants beyond specific course communications. Continuing contact with participants after the conclusion of the course requires intentional opt-in and easy opt-out features on the part of the participants.

Overall Course Objective:

How do you plan to engage the participants in this course?:

Class Outline (submit a draft week-by-week outline; revisions can be made later):

Prerequisites or qualifications for class participants:

Are there any recommended or required textbooks?

If so, name, author and ISBN-13 of textbook:

Are there any additional fees that the participant must provide?

Estimated cost per participant:

Purpose for the fee:

Any materials the participant must provide?

If so, please provide a materials list.

Are there ANY other expenses associated with your course?

Length of Course (4 weeks, 6 weeks and 8 weeks are the normal choices):

Ideal Class Size:

(We will aim for this perfect number)

Maximum Class Size

(If more people than you expect request this course, what is your maximum number?

Scheduling circumstances sometimes lead to an increase in enrollment, but we will contact you before increasing above your ideal number.)

Are you willing to teach more than one section, if you have a lengthy enrollment request?

Describe any special space or accommodation needs:

Do you have a requested room in the Reuter Center?

(We cannot guarantee we can assign this room)

Location of course if other than Reuter Center:

Times Available to Teach:

Class Time length - (60 minutes, 90 minutes, two hours, longer)

AVAILABLE TIMES:

Monday

9 to 11 a.m.

11:30 to 1:30

2 to 4 p.m.

Tuesday

9 to 11 a.m.

11:30 to 1:30

2 to 4 p.m.

Wednesday

9 to 11 a.m.

11:30 to 1:30

2 to 4 p.m.

Thursday

- 9 to 11 a.m.
- 11:30 to 1:30
- 2 to 4 p.m.

Friday

- 9 to 11 a.m.

OTHER TIMES?

Are there any times you would prefer to teach?

Is there a time you cannot teach?

Do you have any audio visual equipment or computer needs that are not on Technology FAQ Sheet?

Will you need Paper Copies made for participants?

If needed, give total number of pages per participant for length of course.

(If you need photocopies, we can provide only two pages per participant per class meeting.
Please inform the CFS Program Assistant a week in advance to prepare your copies.)