

OLLI@CSUMB Course Proposal Form

Name: **Website:**

Address:

Phone: **Email:**

Course Information

Describe your course in a way that is appealing to your audience, is concise, and explains the benefits participants will receive by attending. Please note if field trip(s), physical activity or special skills are required. This description should be as tight and catalog-ready as possible. Creative titles are greatly encouraged.

Title of Proposed Course:

Course Description: (Paragraph form - 120 words or less)

Biography: (Paragraph form - 45 words or less)

Course Details

Please indicated the proposed format for the course:

- A single presentation
- A course meeting for _____ weeks for _____ hours each. (Recommended 2 to 4 weeks)

Please indicate the maximum number of participants desired:

Minimum = 16 (set by OLLI@CSUMB) Maximum = _____

Course Schedule

Please indicated proposed term: Spring (Feb – May) Summer (June) Fall (Aug – Nov)

Please indicate the days and times best for you by marking an X on all that apply.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am-noon						
1-3pm						
4-6pm						
6-8pm						

Please indicate any special scheduling parameters (example; unavailable the month of Oct.)

Course Logistics

Courses will be offered virtually via Zoom through August 2021. OLLI@CSUMB will generate the Zoom link and host the Zoom session. Additionally, OLLI@CSUMB will facilitate all course communications to (and with) the participants. We treat our instructors with great care, offering our full support every step of the way.

- Zoom Livestream (Must have laptop with a webcam and microphone plus strong WIFI)
- Onsite In-Person (If using audio/visual, most bring own laptop)

Compensation (check all that apply)

- I am currently employed by CSU Monterey Bay or a CSU Auxiliary
- I wish to donate my time to OLLI@CSUMB
- I wish to receive an OLLI@CSUMB Membership in exchange for my time
- I have experience teaching for an Osher Lifelong Learning Institute
- I wish to receive a speaker's fee (Rate begins at \$100 per hour and covers instruction time.)

We look forward to reviewing your proposal and thank you for your time and consideration.
Upon completion, please submit proposals via mail or email to:

OLLI@CSUMB
100 Campus Center @ Ryan Ranch
Seaside, CA 93955
(831) 582-5500

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