



## Course Submission Form

The Osher Lifelong Learning Institute (OLLI) at Vanderbilt University helps adults over 50 build friendships and community through stimulating intellectual and cultural noncredit courses, programs, and trips.

You are submitting a course submission for OLLI at Vanderbilt. This form is used for all instructors for OLLI. Thank you for your interest in working with us. We value the quality of our instructors and the knowledge that they bring to our members.

\*All questions are required unless otherwise indicated

### **Instructor Information**

Instructor Name \_\_\_\_\_

Instructor Address \_\_\_\_\_

Instructor Preferred Phone Number \_\_\_\_\_

Instructor Preferred Email Address \_\_\_\_\_

Instructor Bio (500 Characters (between 71-100 words))

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Have you taught with OLLI at Vanderbilt previously? If so, what have you taught and when?  
Please limit responses to the last decade.

Yes  No

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## Course Format

### 1-For which term are you interested in teaching?

- Summer 2026: July 6 - August 29
- Fall 2026: October 9 - November 21
- Winter 2027: January 8 - February 20
- Spring 2027: March 5 - April 24

### 2- OLLI classes are typically 6-weeks long. Will the course you are offering be either shorter or longer than that?

- Yes  No If yes, by how many weeks \_\_\_\_\_

### 3-Would you prefer to teach:

- In-Person  Online  Open to either

### 4- Please rank the days you would prefer to teach, with 1 being your top choice and 4 being your least preferred. If you are open to any day, leave blank.

\_\_\_ Monday

\_\_\_ Tuesday

\_\_\_ Wednesday

\_\_\_ Thursday

### 5- Please rank the times you would prefer to teach, with 1 being your top choice and 4 being your least preferred. If you are open to any day, leave blank.

\_\_\_ 10:00 am- 11:30 am

\_\_\_ 12:00 pm- 1:30 pm

\_\_\_ 2:00 pm- 3:30 pm

\_\_\_ None of those times work for me.

**6- What is your preferred class size?**

- 15-40
- 40-100
- 100+
- I have no preference of class size.

**Additional Course Information**

**7-Course Title - 45 Characters (between 6-12 words)**

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**8-Course Description (2000 Characters (between 285-400 words))**

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**9-Do you plan on having any guest speakers?**

Yes  No If yes, for which class dates? \_\_\_\_\_

Will they have any additional special needs? \_\_\_\_\_

**10-How do you plan to engage/involve participants? Will this course be primarily:**

- Lecture
- Discussion
- Experience/Hands-on

Practice

**11- Is there a performance request or any other consideration outside of the classroom time that the student should consider?**

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**12- Are there any pre-requisites or qualifications for participants? For courses that involve physical activity or movement, are there accommodations for participants who may have physical limitations?**

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**13- Is there any additional reading or outside consideration for this course? If so, please share the resource information below.**

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**14- Are there any additional supplies that students will need for the course? If so, please list below with link to purchase or cost.**

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**15- Do you have any AV needs or requirements to teach your course? If so, please list below.**

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