

## OLLI at Duke - Guide to the Course Proposal Form (2/20/21)

Now that your Intent to Teach submission has been accepted, your proposal is in “Draft” status in the online Course Proposal System (CPS). Before you log back in to CPS to complete the Course Proposal Form (CPF), please read the following instructions.

Information you provided in the Intent to Teach is carried over to your draft proposal, where you are free to make changes. Additional details are collected in the CPF to use in the course catalog, as well as to assist in scheduling courses, preparing support staff and planning for instructor training.

Here are the basic steps you’ll follow to edit and submit the form.

1. Login to the CPS, <https://duke.ollicps.org>, with the instructor email address you used to submit your Intent to Teach. Click on the title of your proposal, which will initially appear in Draft status.
2. Fill out fields on the form. Press the **Save** button at the top of the form every 10-15 minutes to avoid losing your work. Press the **Close** button to exit the form (after saving changes). You can edit and save your form any number of times until you submit it.
3. When you have completed the form, press the **Submit** button at the top of the form. Any errors will be displayed in the yellow "Validation Messages" box at the top of the form (e.g., you forgot to fill out a field). Make corrections and then press the **Submit** button again. After you press submit, you will see a page confirming that your proposal has been submitted. Note that you will not be able to edit the form after submitting it. If you need to make any changes, please contact your Area Chair.

The most important fields on the form are the **course description** and the **instructor bio**. OLLI members focus on these to help them decide which courses to take, so it’s critical to clearly explain the goals of the course and set accurate expectations about the content and how the course will be conducted. We highly recommend that you compose a draft of these two fields outside of the CPS, e.g., in a Word document or a (draft) email to yourself. You can then copy and paste them into the appropriate fields in the online form. Note that you can also copy and paste these from a prior proposal listed in the CPS.

We suggest that you review your course title, description and biography with your area chair before submitting the proposal. The area chair can view your proposal in the CPS before you submit it.

**Note:** By submitting your proposal, you agree to participate in instructor training, including mandatory rehearsals, and to join every Zoom pre-class session during the term.

The Course Proposal Form (CPF) contains a header followed by four multi-colored sections. They are described below with tips for filling out fields in each section.

### Header

- Title: Used for the course catalog. *Limited to 32 characters as **title**, or can expand using a **subtitle** (up to 100 characters total). E.g., “**Intro to iPhone Photograph**” or “**Abstract Painting: Theory and Practice.**” Titles should be succinct and meaningful, perhaps intriguing or enticing. Only the title (without any subtitle) appears in the catalog index.*
- Primary and (optional) secondary Subject Area

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### 1. Course Info (yellow)

- 1.1 Course description: *limited to 1000 characters (or about 150 words)*
- 1.2 Has course been taught before?
- 1.3a Primary course interaction style: *lecture + Q&A, discussion, participation (art, dance, exercise)*
- 1.3b Use of media: audio, video, slides, etc. *Note: Displaying Word or Pages documents via Zoom is not acceptable; use PowerPoint or Keynote instead.*
- 1.3c Use of Zoom features to interact with students
- 1.4 Fees and supplies (optional)
- 1.5 Books / websites / recordings (optional): required and/or recommended
- 1.6 Catalog notes: prerequisite courses, computer skills needed, special activities or field trips, etc.
- 1.7 Plans for moderator: Yes, No, Not sure; recommend name (optional)
- 1.8 Plans for guest speaker(s). *Note: We suggest having no more than 2 per class meeting.*

### 2. Instructor Info (blue)

- 2.1 Number of instructors/facilitators
- 2.2-2.6 Primary instructor contact information
- 2.7 Additional instructor contact info (optional)
- 2.8 Instructor(s) biographies: *limited to 400 characters each; or about 60 words. Each bio should highlight the instructor's background and experience relevant to this course, and not simply be the list of their full curriculum vitae.*
- 2.9 Training and assistance needed
- 2.10 Request an honorarium: *the current compensation is \$400 for ten weeks, prorated to \$240 for six weeks, etc.; it is paid several weeks after the end of the term*
- 2.11 Plans for optional course website

### 3. Scheduling and Class Info (green)

- 3.1 a) Number of class sessions (i.e., weeks); b) Which specific weeks the course will be taught
- 3.2 Duration (in hours) of each session
- 3.4 a) Maximum class size (from Intent to Teach); b) Number of students: minimum and maximum
- 3.5-3.6 Class location: Defaults to Zoom
- 3.7 Preferred days and times to teach. *We try to honor your preference but that is not always possible. The most popular times are Tue/Wed/Thu at 11 AM and 1:30 PM, so please provide at least one choice at other than these times!*
- 3.8 Day(s)/time(s) you cannot teach: *used if we cannot honor one of your preferred times*
- 3.10 Computer technology: *hardware, operating system, audio/video devices. Note: Teaching from a table or smartphone is not permitted due to the limited capabilities of those devices on Zoom.*

### 4. Comments (violet)

- 4.1 Optional additional information to provide to the Curriculum committee and/or OLLI staff regarding scheduling or conducting your class. *This information is not included in the course catalog.*

If you have questions or problems using the online CPS, please click here to [Submit a Support Request](#).