

## OLLI at Duke - Guide to the Course Proposal Form (6/5/23)

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 review this brief guide on how 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 in step 3.
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 answer a question). Here’s an example. Question numbers (e.g., 4.4) appear to help you find what to correct.

**Save** **Close** **Submit** **Print**

Errors found; the document was not saved.  
Correct the errors shown below (in yellow) and submit again.

Validation failed. 4.4 Preferred Classroom Seating is required \_\_\_\_ 4.5 Classroom Technology / Facilities is required \_\_\_\_

Make corrections and then press the **Submit** button again. If there are no more “Validation failed” errors, you will see a message confirming your proposal has been submitted, as shown here.

**Save** **Close** **Print**

Document was saved and submitted to the Area Chair at 11:03 AM.  
Press Close now.

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**, which both appear in the course catalog. OLLI members focus on these to help them decide which courses to take, so it’s critical to clearly convey the goals of the course, set accurate expectations, and explain how the course will be conducted. We highly recommend that you first 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 the text of them into the online form when you’re done composing them.

We suggest that you review your course title, description and biography with your Area Chair before submitting the proposal; they can view your proposal in the CPS before you submit it.

**Note:** By submitting your proposal, you agree to follow OLLI at Duke’s [Code of Conduct](#), classroom protocols and instructor training, including mandatory rehearsals.

The rest of this document describes the Course Proposal Form in detail and gives tips for filling it out.

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The Course Proposal Form (CPF) contains a header followed by five multi-colored sections.

### Header

- Title: Used for the course catalog. *Limited to 32 characters as **title**, or expanded using a **subtitle** (up to 95 characters total). Examples, “**Intro to iPhone Photography**” 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 Subject Area: Choose the area that most closely fits your course. See this [area list](#).

The remainder of the form is composed of colored sections, with “quick links” to each section:

#### Quick Links:

1. Catalog Info

2. Instructor Info

3. Scheduling

4. Classroom Info

5. Comments

### 1. Catalog Info

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This information will appear in the OLLI course catalog (PDF) and in the Learnmore registration system.

1.1 Course description: *limited to 1000 characters (or about 150 words). Include what the course is about, how the course will be taught and what students will learn.*

1.2 Primary course interaction style(s): *lecture + Q&A, discussion, active skill learning (art, dance, etc.)*

1.3 Catalog notes: highlight prerequisite courses, computer skills needed, homework, requirements for equipment (art supplies, computer software, etc.).

1.4 Books (with ISBNs) / websites / recordings (optional): required and/or recommended. We recommend listing no more than three books here. If there are more, email the list to students or post on a course website and list just the most important books here.

1.5 Fees and supplies (optional)

1.6 Plans for guest speaker(s). *Note: We suggest having no more than two guests per class meeting.*

Note that you can view a prior course proposal in the CPS to see how it was worded in the course catalog in the past and clarify or improve upon it.

### 2. Instructor Info

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2.1 Number of instructors/facilitators

Primary instructor contact information:

2.2 Name: First, Last and optional “name tag” first name

2.3 Phone (required)

2.4 Email

2.5 Mailing address (required by the OLLI office for a new instructor or if changed for a returning one)

2.6 Additional instructor contact info for co-instructors or facilitators

2.7 Instructor(s) biographies: *limited to 500 characters for each instructor; or about 75 words. A bio should highlight the instructor’s background and experience relevant to this course, and not simply be a list of their full curriculum vitae. Instructor background from the Intent to Teach is included for reference, so you can copy/paste selected text, but do not just copy it verbatim to the bio.*

2.8 Your teaching experience

2.9 Agree to Code of Conduct, protocols and training

2.10 Request an honorarium

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### 3. Scheduling Info

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- 3.1 a) Number of class sessions (i.e., weeks); and  
b) Which specific weeks you plan to teach
- 3.2 Duration (in hours) of each class session
- 3.3 Venue selection by Curriculum Committee: Online or In Person
- 3.4 Number of students: minimum and maximum
- 3.5 Location to teach: Zoom or an in-person location, e.g., JRC
- 3.6 Alternate location: for in-person courses only. Choose "Other" and explain in 5.1 comments.
- 3.7 Preferred days and times to teach. Please provide at least two choices. *We try to honor your preferences, but that is not always possible. The most popular times are Tue/Wed/Thu at 11 AM and 1:30 PM.*
- 3.8 Day(s)/time(s) you cannot teach: *used if we are unable to honor one of your preferred times*

### 4. Classroom Info

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- 4.1 Computer technology: a. hardware, b. operating system, c. audio/video devices.  
*Note: Teaching online from a tablet (iPad) or smartphone is not permitted due to limited capabilities of those devices on Zoom.*
- 4.2 Use of media: audio, video, slides, etc. *Note: Displaying Word or Pages documents via Zoom is not desirable; use PowerPoint or Keynote instead.*
- 4.3 Plans to offer a course website; a website is highly recommended, and assistance is available

#### *In-Person Course*

- 4.4 Preferred classroom seating arrangement: theater, in-the-round, tables with chairs
- 4.5 Classroom technology / facilities (internet, multimedia system, sink and running water, etc.)

#### *Online Course*

- 4.4 Use of Zoom features to interact with students
- 4.5 Plans for a moderator: Yes, No, Not sure; recommend name (optional)
- 4.6 Willing to have an online course recorded and grant permission to record. *Note: not all courses are recorded, and generally only larger courses are selected.*

### 5. Comments

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- 5.1 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](#) or contact Howard Koslow, [howard.koslow@gmail.com](mailto:howard.koslow@gmail.com).