

OLLI at Duke - Guide to the Course Proposal Form (10/13/21)

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.

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 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. Note that question numbers appear to help you find what to correct.

Validation Messages *displayed below when you submit the form; correct any errors and press "Submit" again or press "Save" and resume editing later.*

Validation failed. 1.1 Course Description and Objectives is required ____ 1.5 Are there any additional fees or supplies? is required ____
2.1a How many instructors/facilitators will teach? is required ____ 2.1b Are any instructors/facilitators Duke grads? is required ____
Instructor Preferred Phone is required ____ 2.4 Instructor Email Address is required ____ 2.7 Instructor Biography is required ____

-- end of messages (if any) --

Make corrections and then press the **Submit** button again. You can press **Save** even if there are errors before continuing to edit or else **Close** and resume later. Once you submit and there are no errors, you will see a page confirming 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 to avoid losing it. You can then copy and paste the text into the appropriate fields in the online form. Note that you can view a prior course proposal in the CPS to see how you worded something in the past and perhaps improve upon it.

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 can expand using a **subtitle** (up to 100 characters total). E.g., “**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

The remainder of the form is composed of these 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
- 1.5 Fees and supplies (optional)
- 1.6 Plans for guest speaker(s). *Note: We suggest having no more than 2 per class meeting.*

2. Instructor Info

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- 2.1 Number of instructors/facilitators
- Primary instructor contact information:
- 2.2 Name
 - 2.3 Phone
 - 2.4 email
 - 2.5 mailing address (required by OLLI office for new instructors)
 - 2.6 Additional instructor contact info (optional), for co-instructors or facilitators
 - 2.7 Instructor(s) biographies: *limited to 500 characters each; or about 75 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. 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; values are defaulted but you can change them
- 3.5 Location to teach: Zoom or JRC, as designated by the Curriculum Committee
- 3.6 Alternate location: n/a
- 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. Please give at least two choices.*
- 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 acceptable; 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
- 4.3 Use of Zoom features to interact with students
- 4.4 Plans for a moderator: Yes, No, Not sure; recommend name (optional)
- 4.5 Willing to have course recorded and grant permission to record. *Note: not all courses are recorded, and generally larger courses are selected.*

5. Comments

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