

Introduction

The course proposal process for OLLI at Duke follows these basic steps.

1. Contact the appropriate subject Area Chair to discuss your course concept and plans. To determine who your Area Chair is please refer to the list [here](#).
2. Submit an Intent to Teach (I2T) form using our web-based Course Proposal System (CPS); see the link below. Key dates, including submission deadlines, are listed on the login page. The Curriculum Committee will review the I2Ts after the deadline to decide which to accept for the upcoming term.
3. Instructors whose I2Ts are accepted by the Curriculum Committee will be invited to submit a full Course Proposal Form (CPF).

If you have questions, please contact your subject Area Chair.

Creating an Intent to Teach (I2T)

OLLI at Duke uses a web-based system (CPS) for instructors to submit their Intent to Teach and, if accepted, the subsequent Course Proposal Form to the OLLI Curriculum Committee. It can be accessed from any web browser on a Windows or Mac computer, or an iOS or Android tablet. Click the link below to login to the website using your email address (no password is needed): [OLLI Online Course Proposal System](#)

Here are a few tips to get started.

- An Intent to Teach can be saved and edited later (even multiple times) before finally being submitted. Note that bookmarks cannot be used to reopen the form; you must login to the webpage (see link above) each time.
- When you submit an I2T, all information on the form is checked for missing or invalid values. Messages are displayed to guide you in making corrections. Questions on the form are numbered, and validation messages refer to those numbers.
- If your I2T is accepted, the information you provide on the form is carried over to a more comprehensive Course Proposal Form (CPF). Additional details collected in the CPF are used in the course catalog, as well as to assist in scheduling courses, preparing support staff and planning for instructor training.

Here are the steps to create, edit and submit an Intent to Teach form.

1. Login to the CPS website, <https://duke.ollicps.org>, with the email address you plan to use for all OLLI at Duke communications. This will open the instructor home page.
2. Click on the green “Create New Intent to Teach” button to get started. If you previously created (and saved) an Intent to Teach (I2T) form, you will see it listed below the button, and can click on the title to open it.
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. When the submit is successful, you will see a message just below the button to confirm your proposal has been submitted. Note that you can still edit the form after submitting it, up until the submission deadline. The Area Chair can also view your I2T form, should you have questions about any question on the form.

Here are the questions (fields) on the Intent to Teach form:

- Instructor name
- Email address
- Primary subject area: also determines which Area Chair to work with
- Title: a working title or just a short (10 words or less) summary of the course topic
- 1. Teaching venue preference: indicate your preference between online and in-person teaching
- 2. Maximum class size: what size class you wish to teach
- 3. Number of class sessions
- 4. Instructor background/qualifications: describe your background as it relates to this course, including relevant education, professional or avocational knowledge or experience
- 5.1 What will students learn or take away from this course?
- 5.2 Brief outline of course topics
- 5.3 Teaching format(s): lecture, discussion, and/or active skill learning
- 6. Will you have guest speakers?
- 7. Which future term(s) could you teach if the course is not selected for next term?
- 8. Additional comments: any additional information or questions you may have

To display a list of subject Area Chairs please click [here](#).

Additional information for OLLI Instructors can be found on the [OLLI at Duke Instructor website](#) and the online learning website, olliatduke.online/instructors.