OSHER LIFELONG LEARNING INSTITUTE

AT CALIFORNIA STATE UNIVERSITY, LONG BEACH

COLLEGE OF HEALTH AND HUMAN SERVICES

INSTRUCTOR CLASS PROPOSAL FORM

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| *If you would like to lead a class, complete this form, and turn it in to the OLLI Office (see page 2)* |

LECTURE TECHNOLOGY

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| Name | Email |
| Home Phone Preferred | Cell Phone Preferred |
| Address | |
| Instructor Background: Areas of expertise /interests /passion /education /vitae (attach as you like)  Do you wish your title and/or degree to appear in the class schedule? *Yes No* | |

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| Proposed Class Title:  Class Description (*brief, informative and inviting–maximum 50 words*) |
| Learning objectives: (What do you want students to get out of your class?) |
| Classroom equipment: Some classrooms are equipped with a computer, multimedia projector, DVD player, etc  Will you need any of this equipment? If *YES*, specify which equipment*. Yes No*    If you need any other specific equipment, describe. |

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| Class Days and Times: OLLI hours are Monday through Friday between 8:15 AM and 5:00 PM (evenings are possible)  and Saturday between 9:00 AM and 2:00 PM.  Classes typically meet once per week. Sessions usually begin the first week of the month and last for 7 or 8 weeks, depending upon holidays. Class times are usually 90 minutes but *accommodations can be made*.  Do you have any class day or time requirements/preferences? *Yes No*  If *yes*, describe.  Would you be interested in teaching an evening class? *Yes No*  Which session do you want to teach?  Fall (October/November) Winter (January/February) Spring (April/May) Summer (July/August) |
| How many weeks will your class run? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ How many minutes will each class last? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Which method will you use to teach your class? In Person ZOOM HYFLEX  List your class size limit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ List a class size minimum: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| In Person classes: Select your preference(s) as to the class location. Current in-person class sites are:  CSULB Campus Whaley Park Houghton Park / LB  CSULB KIN / LifeFit Center Alpert Jewish Community Center LAUMC Other |
| CSULB Campus instructors will be offered a parking permit for their class time. Community sites have parking available. |

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| Zoom & HYFLEX classes: Training for Zoom & HYFLEX (zoom + in room) is available upon request.  Will you need training for presenting with HYFLEX? *Yes No*  Will you need a Zoom Host or Co-Host to assist with the Zoom or HYFLEX session? *Yes No* |
| Additional Comments / Notes |
| I understand that the class leaders/instructors at OLLI at CSULB are volunteers and that they receive no financial remuneration for their teaching efforts. A conflict of interest policy is in effect for all OLLI teachers.   Return this form to the OLLI office using [OLLI@csulb.edu](mailto:OLLI@csulb.edu) or mail to  OLLI at CSULB HSD 100 1250 Bellflower Blvd. Long Beach, CA 90840    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Signature Date*  6 / 2024 |