

Submission Form for OLLI Central Catalog

Course Title:

Facilitator(s) name:

Course Description (six to 10 sentences):

Course length in weeks (Note – if less than eight weeks, list number of weeks in the term that the course is offered, e.g. 1st four weeks, 2nd four weeks, etc.):

Class Type (lecture, discussion, book study, speaker, film, etc.):

Books/materials:

Materials fee (if any):

Facilitator's biography (two to three complete sentences):

Content Information and Advice

Course Title: (Please do not use all caps); make it catchy but accurate

Names of Facilitators:

Course Description: (225-250 words are ideal, and more condensed if multiple bullet points are used with each requiring a line of type). Please employ no more than 275 words total.

- Include enough information about the course that invites participants who may have no background in the subject.
- Include course objectives; in addition to describing what the course covers, include the proposed end result.
- Make descriptive sentences short.
- Do not become too specific or technical.

Books/Materials: If there is a text or other purchased material, give title, author and brief description. More information can be included in the class syllabus that provides more in-depth information.

Class Type: This is important for your participants (describing the content: lecture, discussion, DVDs, videos, speakers, participant reports, readings, field trips, etc.)

Materials Fee (if applicable)

Biographical Sketch: Not more than 50-60 words and no more than 125 words if for more than one facilitator. If there is more than one facilitator, make each biographical entry the same length. Keep in mind how multiple biographies will fit on the catalog page and shorten the descriptions by a line or two for easier paginating.

Finally: Please send information in an email or attached Word document to your curriculum subchair.

Thank you!