

# OLLI @ Emory Course Proposal Form

Fill in each section below. Click in the appropriate check boxes. Save and email to: [Jessica.wilson2@emory.edu](mailto:Jessica.wilson2@emory.edu) AND [Heather.bedillion@emory.edu](mailto:Heather.bedillion@emory.edu).

Instructor Information			
Name & Credentials			
Mailing Address			
Phone Number			
Email Address			
Biography (100 words or less)			
Additional Instructors			
Current Graduate Student	<input type="checkbox"/> YES <input type="checkbox"/> NO	New Instructor	<input type="checkbox"/> YES <input type="checkbox"/> NO
Referred By			

Course Information			
Course Title			
Course Description (100 words or less)			
Course Length (# of weeks)		# of Students	MIN.      MAX.
Supply Fee (per student) & Supply List (include any textbook information here)			

All classrooms are equipped with: PC, A/V (projector, screen & speakers), double-sided dry erase board & markers.

Schedule Preferences	
Session	Year: 2016 <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER <input type="checkbox"/> FALL
Preferred Day of the Week	<input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday
Preferred Time Slot (Classes are 1 hour)	<input type="checkbox"/> 10:00AM <input type="checkbox"/> 11:15AM <input type="checkbox"/> 1:40PM <input type="checkbox"/> 2:45PM
Second Preferred Day of the Week (MUST BE COMPLETED)	<input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday
Second Preferred Time Slot (MUST BE COMPLETED)	<input type="checkbox"/> 10:00AM <input type="checkbox"/> 11:15AM <input type="checkbox"/> 1:40PM <input type="checkbox"/> 2:45PM
Are you able to teach this course a second time if needed?	<input type="checkbox"/> YES <input type="checkbox"/> NO    If yes, please list day and time.
Additional Course Information (ex. Course runs for 1 ½ hours)	

**Disclaimer: Course descriptions and biographies are subject to editing for the printed catalog by Emory Continuing Education marketing department.**