



# University of Pittsburgh, College of General Studies Osher Lifelong Learning Institute

## Submitting a Course Proposal for the Osher Lifelong Learning Institute

We welcome proposals for courses to be offered through the Osher Lifelong Learning Institute (OLLI). Our members are adults age 50 and better who are seeking intellectually stimulating courses and opportunities to interact with like-minded adults and Institute faculty.

Courses are held during fall, spring, and summer terms, and each term is divided into two five-week sessions. Courses typically meet for an hour and 50 minutes once a week for five weeks. Though most courses are scheduled weekdays from 10–11:50 a.m. and 1–2:50 p.m., courses may meet at other times, including evenings and Saturdays.

Please prepare your course proposal following the outline below. A committee of the membership reviews the proposals and recommends courses to be offered. Once courses are approved, the details of dates and times are finalized. Feel free to contact Jennifer Engel at 412-624-7072 to discuss the course. Email your proposal to [engeljl@pitt.edu](mailto:engeljl@pitt.edu). We will notify you whether or not your proposal was approved and if it will be offered for the term.

### Course Proposal Outline

Please follow this outline for submitting a **new** course for consideration.

1. Proposed course title (Please limit to 40 characters)
2. Instructor(s) full legal name and contact information (email, mailing address, cell and home or work phones)
3. Type of program (**Academic** – usually primarily lecture in format with time for questions, primarily “academic” in nature (instructor should have academic credentials or significant expertise in the topic); **Exploration or Personal Growth** – Class that is more hands on in nature or requires skills beyond academic such as language, art, fitness, etc **OR** may be an academic topic but will primarily be taught through interactive discussion of group.; **Enjoyment** - Majority of class is spent with the students discussing the topic rather than the instructor presenting. Instructor’s primary purpose is for class to enjoy themselves or share their knowledge.
4. Course objective(s)
5. Succinct course description that could be used for promotion. Descriptions should be no more than 75 words.
6. Course outline briefly identifying the content of each class session.
7. Special requirements for the **classroom and/or participants**, such as physical abilities, technical skills, etc. **We use typical university classrooms with access to powerpoint and microphones. If you have a special space requirement, contact Jennifer before you submit the proposal to ensure we can accommodate your needs.**
8. Please list any required text. Please confirm the book is still in print or you will not be able to use it for this course. (Please include title, author, publisher, and ISBN number. Total cost of books should not exceed \$25.)

*Please note: Most of our courses have minimally 45-60 people (with exceptions being art, fitness, writing and other “hands on” courses. If you would like to request less than that amount of people, you must do so by contacting Jennifer directly. Due to the number of rooms we have access to and the number of courses we must offer to meet the demand for registrations, your request may not be accepted.*

### New instructors only (New to OLLI at Pitt)

1. Brief bio (40 words or less) that can be used in the catalog.
2. Statement of instructor’s experience and/or expertise related to the course (Please attach a current CV or resume.)

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[www.cgs.pitt.edu/osher](http://www.cgs.pitt.edu/osher)