Thank you for your interest in teaching a course for the OLLI at UK! As we continue to grow and expand our variety of offerings, we are encouraging our members and the community to get involved!

**Curriculum Objectives:** To ensure we offer the quality of learning experiences our members expect, the CC reviews all new proposals for content, format, instructor preparation, expected learning environment, resource availability, and how well the proposal matches program objectives which include:

- Provide learning opportunities with intellectual content;
- Match current interests of our membership;
- Will draw an audience;
- Support the offering of a balanced curriculum each semester; and
- Present information that is not already sufficiently available.

The CC also takes into account the factors, learned over the years which help our courses succeed such as:

- Interactive opportunities, adults bring their own life and career experiences into the classroom;
- Content is appropriate for the amount of time scheduled;
- Instructor is open to differing opinions and experiences; and
- Instructor offers opportunities for open discussions.

**Course Format Options:** the majority of our courses include 4 – 10 classes, held once a week, 2-hours each. However we offer courses with less traditional formats, such as one or multiple day intensives, and are always looking to try out new options and course formats.

**Resources, Handouts and Copyrights:**

- OLLI Members often ask for more resources to learn more about the course topic. We therefore encourage handouts, within copyright constraints. Handouts are copied and paid for by the OLLI at UK Office. Copies made elsewhere cannot be reimbursed.
- Instructors are responsible for ensuring there are no copyrights restricting duplication of their handouts by the OLLI at UK. If permission is needed, permissions must be received prior to sending handouts to the OLLI Office, and included along with the handouts for the OLLI Office files.
- For more information, please visit the UK Copyright Resource Center: [www.uky.edu/copyright/](http://www.uky.edu/copyright/)
Physical Fitness Certifications:
- Any OLLI instructor teaching physical fitness within their course (in part or whole), must have, and keep current, a valid:
  - Teaching certification in an applicable area of fitness; and
  - CPR certification
- Copies of these certifications are required to be received by the OLLI Office prior to proposal review.
- Since there are numerous kinds of fitness certifications, please contact the OLLI Office to determine which teaching certification(s) would be acceptable for your area of fitness instruction.

Submission Due Dates: Proposals are typically accepted approx. 6 months prior to the beginning of the semester, however each year is unique. Check with the OLLI Office for specific schedule and deadlines. The CC meets the 3rd Thursday/month, proposals received the Monday prior will be added to the agenda. Proposals are typically reviewed at the following meetings:
- Fall Semester: April and May
- Spring Semester: September and October
- Summer Semester: February and March

Proposal Review Process: The CC reviews all course proposals and approves those that fit best with our objectives listed above. During the review process, additional information, clarification, or adjustments may be required.

For courses approved, the CC works with new instructors to help ensure a successful and enjoyable learning experience for all. If a proposal is not approved, the CC will be happy to provide feedback upon request to assist in creating a more successful proposal in the future.

If you have questions anytime during the process, from brainstorming ideas, to finalizing your proposal, please call the OLLI Office, Office staff and Curriculum Committee Members are happy to help. OLLI Office: (859) 257-2657.

Please complete the Proposal form and return by email, preferred, to:

    Joey Conrad, Program Coordinator: jooseph.conrad@uky.edu
    or mail to:
    OLLI at UK
    UK Ligon House
    658 S. Limestone
    Lexington, KY 40506-0442

Office of Lifelong Learning
University of Kentucky