

Guidelines for Course Coordinators

Contact prospective instructor/s via telephone or e-mail:

- Describe OLLI program.
- Give pertinent information: Describe OLLI membership, volunteer organization, etc.
- E-mail templates are available for communicating with prospective instructors. See Program Planning Resources page on website or contact Program Associate.
- Mention possible topics for a course, based on the potential instructor's background.

Tell about our upcoming term/s:

- Term dates, time slots each day.
- Offer to send a sample catalog.
- Suggest viewing OLLI website (www.oli.gmu.edu) for more information and the latest catalog.

When you've received a positive response:

- Ask instructor to fill out the course proposal form, including course description, bio and preferred scheduling dates. This form is shared with program associates/program team. <https://oli.gmu.edu/oli-course-proposal-form/>
- Discuss proposed topic with appropriate learning group chair.
- Get back to instructor quickly to confirm.

After confirmation of course:

- Contact Program Associate, who will contact instructor to schedule time.
- Check to see Program Associate has course description.

Important: Maintain communication

- With prospective instructor from beginning proposal to the end of course
 - Gentle reminders of upcoming dates and times of the class
 - "Thank-you" e-mail or phone call after the course is completed
- With Program Associate
- With appropriate Program Planning Group chair