

Instructions for OLLI Program Planners on How to Recruit Potential Instructors

Approaching an Instructor Who is New to OLLI:

1. Program planning group members meet and discuss possible subjects for course offerings. They decide which individual will be responsible for contacting each potential instructor.
2. Program planner emails the potential instructor (see EMAIL A below for sample content).
3. If the potential instructor is willing to teach, the program planner emails the instructor (see EMAIL C below for sample content) and copies program@gmu.edu so that OLLI program associates (staff) are aware of the potential course.
4. Once completed and submitted by the instructor, the course proposal form (<https://olli.gmu.edu/olli-course-proposal-form/>) is received by the program associates.
5. Program associates email the instructor to confirm receipt.
6. Program associates use the information in the course proposal form to build a course and schedule it for the indicated term.
7. Program associates email the draft catalog entry (with course description and proposed date/time/location) to the instructor.
8. The instructor responds to program associates confirming/adjusting the catalog entry.
9. Program associates submit the catalog entry to the catalog production team.

Approaching an OLLI Member or Previous Instructor:

1. Program planner emails the prospective instructor (see EMAIL B below for sample content).
2. Steps 3-9 above.

Potential Instructor Sends Course Proposal Form Independently:

1. Program associates email the proposal form to relevant program planning group leaders for review.
2. Program associates work directly with instructor to refine proposal, as needed.
3. Steps 6-9 above.

SAMPLE EMAILS:

EMAIL A (Approaching an Instructor Who is New to OLLI)

Subject: Invitation to Teach at OLLI Mason

Dear (prospective instructor),

I am writing to invite you to teach at the Osher Lifelong Learning Institute at George Mason University (OLLI Mason). OLLI Mason provides educational, social, and cultural opportunities to retirees in Northern Virginia. Our membership is a diversified group of intellectually curious adults. For more information about OLLI Mason, please visit our website at olli.gmu.edu.

OLLI Mason members would be thrilled if you would be willing to share your knowledge about [FILL IN TOPIC]. We are working now to schedule virtual and in-person courses for [FILL IN TERM], which runs [FILL IN TERM DATES]. Your course can be up to 8 sessions long (depending on term), or it can be a one-time event. Multi-session courses are generally scheduled to meet once a week during one of three 85-minute time slots: 9:40-11:05, 11:50-1:15 or 2:15-3:40. One-time presentations are generally scheduled on Wednesdays and Fridays, but we will work with your scheduling preferences. Virtual courses are conducted using the Zoom platform. In-person courses are conducted at one of our campus locations (Fairfax, Loudoun, or Reston). More information can be found on our course proposal form at <https://olli.gmu.edu/olli-course-proposal-form/>.

OLLI Mason recruits a wonderful set of teachers, drawn from all walks of life, including George Mason University professors, OLLI members, and outside experts. Because OLLI Mason is a non-profit organization, our teachers are not financially compensated, except in the form of sincere gratitude and enthusiasm from our members.

Thank you for your consideration of this request, and I look forward to hearing from you.

Best regards,
NAME
OLLI Program Planner
PHONE
Email address

EMAIL B (Approaching an OLLI Member or Previous Instructor)

Subject: Invitation to Teach at OLLI Mason

Dear (prospective instructor),

I am writing to invite you to teach a multi-session course or one-time presentation at OLLI Mason on [FILL IN TOPIC]. We are working now to schedule virtual and in-person courses for [FILL IN TERM], which runs [FILL IN TERM DATES].

As you know, courses are generally scheduled to meet once a week during one of three 85-minute time slots: 9:40-11:05, 11:50-1:15 or 2:15-3:40. Your course can be up to 8 sessions long (depending on term) or it can be a one-time event. One-time presentations are generally scheduled on Wednesdays and Fridays, but we will work with your

scheduling preferences. For the most up-to-date information, please read and fill out our course proposal form at <https://olli.gmu.edu/olli-course-proposal-form/>.

Thank you for your consideration of this request and I look forward to hearing from you.

Best regards,

NAME

OLLI Program Planner

PHONE

Email address

EMAIL C (Follow-up Email)

Subject: Teaching at OLLI Mason

Dear (prospective instructor),

Thank you for your willingness to teach at OLLI Mason. We are excited to work with you!

We ask that you fill out our course proposal form, which captures needed information to schedule your course and construct a catalog entry. If you haven't already done so, the form can be filled out and submitted online at <https://olli.gmu.edu/olli-course-proposal-form/>. The deadline for submission is [FILL IN DUE DATE].

Please note that OLLI Mason provides considerable technological support to our instructors, for both virtual and in-person courses. Additionally, you will be able to email information and hand-outs directly to your class roster.

An OLLI Mason program associate will confirm receipt of your proposal and work with you on finalizing your catalog entry (title, course description, short bio, date/time/location).

Please contact program@gmu.edu with any further questions.

Best,

NAME