**COURSE DESCRIPTION WORKSHEET**

*\*\*\*FOLLOW THIS FORMAT\*\*\* \*\*\*DO NOT BOLD OR UNDERLINE TEXT\*\*\**

Please complete this form and submit it BEFORE the Course Description deadline.

**Term:** (Include term number and academic year; “1, 2021-2022”)

**Course Title:** (Maximum of 40-42 characters including punctuation.)

**Course Description:** (Maximum of 150 words.)

**Instructor(s):** (Please include each instructor’s name, title/credentials, cell phone number and email address.)

**Facilitator(s):** (Must be an OLLI member. Some seasoned OLLI instructors choose to serve as their own facilitators.)

**Day/Date(s):** (3-letter abbreviation of day of week, dates, no year; “Wed, Mar 23, 30, Apr 6”)

**Time:** (a.m./p.m. format)

**Location:** (The OLLI office will choose a location based on projected enrollment and technology needs. If the class needs to meet in a specific location, list the name, address, contact person and phone number for the location and the reason for that location.)

**Enrollment Limit:** (The OLLI office will finalize the enrollment limit based on course location unless you wish to limit enrollment to a specific number.)

**Cost:** (Course price will be determined by OLLI staff. Please list any special fees for supplies or admission.)

**Anticipated Technology Needs:** (Computer, Projector, etc.)

**Delivery Method: I am willing to teach this class… (Please check all that apply)**  
\_\_\_ Face to Face Only  
\_\_\_ Zoom Live Streaming Only  
\_\_\_ Combination of Face to Face and Zoom Live Streaming

**Is this a “repeat” offering?**

\_\_\_ No

\_\_\_ Yes (If yes… provide Term number and year when last offered)

**Curriculum Subcommittee Alignment:** (List OLLI subcommittee name – Arts, History, etc.)

**Please email the completed form to:** [Jwellsandt2@unl.edu](mailto:Jwellsandt2@unl.edu) (Jeanette Wellsandt, Program Coordinator) *and* [olli@unl.edu](mailto:olli@unl.edu). Call the OLLI office at 402-472-6265 with questions, comments or suggestions.