**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, 2025-2026”)

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

**Course Description:** (Maximum of **75** 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 can 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 (beyond a computer and projector):**

**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

**Curriculum Team Alignment (click box to select all that apply):**

|  |  |  |
| --- | --- | --- |
| Arts | Health & Wellness | Lifestyles |
| Contemporary Issues | History | Religion |
| Diversity | Language & Literature | Science & Math |

*Please email the completed form to*[***Jwellsandt2@unl.edu***](mailto:Jwellsandt2@unl.edu)*(Jeanette Wellsandt, Program Coordinator), and call Jeanette at* ***402-472-9891*** *with questions, comments or suggestions.*