WINTER SESSION, 2019  
STUDY GROUP PROPOSAL FORM INSTRUCTIONS

WINTER PROPOSALS ARE DUE MONDAY, OCTOBER 15, 2018

PLEASE READ AS SOME INFORMATION IS NEW FOR WINTER 2019

Coordinators are the heart of the OLLI program. The Evanston and Chicago Study Group Committees hope you will choose to be a coordinator during OLLI’s lively and invigorating Winter Session, 2019.

If you are new to OLLI this year you must have (as a bare minimum) taken two study groups during the last year, and your proposed study group must be co-lead with an experienced OLLI coordinator. In addition, it is mandatory that you attend a New Coordinator Orientation, which will be offered before the start of the winter semester. Thinking of becoming a coordinator for the first time? Have questions? Contact your campus study group chair or vice chair. Contact information is listed below.

• The winter session begins on Monday, January 14 and ends on Friday, February 11, 2019. Study groups are 4 weeks in duration.

• You are welcome to contact Study Group Committee members prior to the deadline to discuss your proposal in advance of this deadline.

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SUPPLEMENTARY NOTES ON PROPOSAL FORM:

FIRST PAGE: A maximum of three coordinators per study group is permitted in the winter session. If you have more than two coordinators, please explain the reason why this is desirable.

Q1. See notes on sample catalog descriptions below.

Q2. Before listing the minimum and maximum number of participants in your study group, consider the following: the number of people that may be absent in any given week; the desired quality of discussion; the number of discussion leaders; the ideal classroom/classroom size; the impact of canceling the study group if your desired number is not met. **If your desired minimum exceeds 12 for the winter session, please contact the Study Group Committee before submitting your proposal.**

Q5. OLLI now uses symbols (icons) in the catalog to inform members about study group expectations. Take a moment to think about what you expect from each study group participant and any activities you may have planned. Indicate all the symbols (icons) you feel should be included with your description in the catalog.

Q7.-9. The *materials* that members will need should be clearly described, including book purchases and prices, magazine subscriptions, tickets, photographic or other equipment, and field trip costs.

Q10. The level of *class participation* discussion expected should be described, e.g. active discussion participation. In addition, the amount and type of *preparation* (such as reading) required by the member for each session should be described (See Q5).

Q11-12. OLLI’s official position is that there are no prerequisites to learning. Any *prerequisites* or specialized knowledge that members should have to enroll in a study group (beyond the use of Canvas) should be raised with the Study Group Committee chair and vice chair at an early stage to determine that the prerequisites are reasonable.

Q14. All proposals must include at least two scheduling options (i.e. Tuesday pm, Thursday am) listed in order of preference. Proposals that only provide one scheduling option may be rejected. When scheduling, preference will be given to repeat study groups. Unless otherwise noted, study groups will run every week for the entirety of the semester/session. Be aware of holidays that are not observed by the university but may be observed by members, such as religious holidays. Please note on the proposal form whether you plan to cancel class on these dates.
Room/Equipment Requests: Please complete the Equipment/Room Request Form (separate PDF), which includes requests for hearing equipment. This form should be submitted along with your proposal.

EXAMPLES OF PAST SESSION STUDY GROUP DESCRIPTIONS THAT MEET THE OLLI CATALOG GUIDELINES

Your description should have a marketing edge, it should challenge, but it should not deceive or be a cut-and-paste from the book description on Amazon. Most importantly, it should include the goal and/or value of the study group. Try to intrigue the reader by describing the purpose of your study group first, before providing the specifics of your source materials. Please note the format used for book and film titles in these examples. This is the standard format for titles of books and films for catalog descriptions.

Literary Masters:
As Stacy Schiff wrote in *The New York Times*, “A short story is by definition an odder, more eccentric creature than a novel; a trailer, a fling, a warm-up act, a bouillon cube, a championship game in one inning. Irresolution and ambiguity become it; it’s a first date rather than a marriage. When is it mightier than the novel? When its elisions speak as loudly as its lines.” If you enjoy reading fiction and want to explore the succinctness of the short story, join our study group. The very brevity of the form invites lively discussion and differing interpretations of the material. Each study group participant acts as discussion leader for a story of their choice, and also prepares a brief biography of the story’s author. As texts we will use *The O. Henry Prize Stories 2016* edited by Laura Furman (Anchor, 2016) and *100 Years of the Best American Short Stories*, edited by Lorrie Moore and Heidi Pitlor (Houghton Mifflin Harcourt, 2015.)

American Road Trip IV:
From Greenwich Village to Midtown to Harlem, Manhattan is as culturally diverse as the America we’ve travelled in past semesters. Come with us as we discover groups of authors, artists, musicians, dancers, and playwrights who collaborated at different times and in different areas of the city from around 1920 to 1980. Our excursion will take us from the authors of the Harlem Renaissance to writers at *The New Yorker*; from the birth of American theater at Provincetown Playhouse to the Broadway of Berlin, Gershwin, and Porter to the experimental theater of Mabou Mines; from the first stirrings of American modernism to the triumph of Abstract Expressionism in the 1950s; from the jazz of Ellington and Holiday at the Cotton Club to the minimalism of Philip Glass and Yvonne Rainer in 1970s Soho. Clearly, New York’s “a helluva town” (to cite the famous Comden/Green lyric). We make use of class presentations, readings, discussions, and video. There is no text: resources will be published on Canvas and handed out in class. Participants should be willing to research and present subjects to the group. Join us on our cross-disciplinary tour of Manhattan’s rich cultural life. We guarantee many surprises along the way.
SUBMITTING PROPOSALS:
To streamline the proposal process, it is much preferred that you complete the form(s) and email it to your OLLI office as an attachment (rather than handwritten). Please save the proposal form(s) to your computer and complete the information about your study group directly on the form(s). The completed proposal form(s) should be e-mailed as an attachment to your campus office:

Evanston: l-dangelo@northwestern.edu
Chicago: maurita.gholston@northwestern.edu

If you need assistance submitting your proposal, contact Lisa D’Angelo (847.492.8204) or Maurita Gholston (312.503.7881).

You may also download an electronic copy of the current proposal form from the website www.sps.northwestern.edu/olli

If you are unable to electronically submit your proposal, please deliver/mail it your completed proposal to your OLLI office.