Checklist for Online Proposal Form

Please note, once you start the form you will not be able to save and come back later. You must complete the form in one sitting. If you gather the information below prior to starting the online form it will only take you a couple of minutes to fill out and submit the form. You will need:

You will need to know the following:

- The name you've chosen for your study group.
- Your co-coordinator(s) name(s), email(s), and phone number(s). If you don’t have a co-coordinator yet, you can indicate if you will need help finding one.
- Study group description: you will be limited to 200 words MAX. A sample description is below.
- Would your group be able to run remotely if we are not back on campus by fall? (OLLI would provide training and support if needed).
- Min/Max number of participants you would like in your study group.
- Subject area the study group falls under.
- Discussion level estimate (high, med, low).
- Reading amount per week estimate (less than 20 pages, 20-40 pages, more than 40 pages)
- Technology to be used or any special knowledge a participant may need.
- Field Trips: If you plan to conduct any sessions off campus we need to know where and details on transportation and estimates of any travel and/or ticket costs a study group participant would incur.
- Reading Material: If you will be using books, magazines, text, DVDs, or other materials we need to know the titles, publisher, and dates of publication. We’ll also need to know the estimated costs a study group participant would incur.
- Duration of study group: if you are planning for this group to meet less than the full 14 weeks we need to know why and how many sessions your group plans to meet.
- Schedule: You will need to select 4 possible days/times for your group ranking from your first choice to fourth.

Sample Study Group Description:

Great Short Stories

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).