OLLI Study Group Proposal Form
& Instructions (Combined)

Term: Spring 2019
Term Dates: March 4 – June 7, 2019 (14 weeks) No classes on Monday, May 27, 2019
Proposal Due: Monday, November 19, 2018

Coordinators are the heart of the OLLI program. The Evanston and Chicago Study Group Committees want to thank you for choosing to be a coordinator during OLLI’s lively and invigorating spring semester, 2019.

Requirements:
• Minimum of two coordinators per study group.
• Maximum of four coordinators per study group is permitted for the spring semester.
• At least one coordinator must be experienced having previously coordinated a minimum of 2 discussion-based study groups with OLLI.
• New coordinators must have participated in a minimum of two 14-week discussion-based study groups at OLLI.
• New coordinators must attend a New Coordinator Orientation session prior to the start of semester (dates below).
  Chicago: Tuesday, February 19 from 10am-3:30pm
  Evanston: Thursday, February 21 from 10am-3:30pm

Questions? You are welcome to contact the Study Group Committee members, prior to the submission deadline, to discuss any aspect of or questions you may have regarding your proposal. Contact information is below:

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<tbody>
<tr>
<td>Name</td>
<td>Phone</td>
<td>Email</td>
</tr>
<tr>
<td>Carol Dietz, Chair</td>
<td>630-768-6144</td>
<td><a href="mailto:carol@4insights.com">carol@4insights.com</a></td>
</tr>
<tr>
<td>Richard DuFour, Vice Chair</td>
<td>773-875-9447</td>
<td><a href="mailto:dickdufour@gmail.com">dickdufour@gmail.com</a></td>
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<tbody>
<tr>
<td>Name</td>
<td>Phone</td>
<td>Email</td>
</tr>
<tr>
<td>Ron Denham, Chair</td>
<td>847-825-0930</td>
<td><a href="mailto:writing_desk@msn.com">writing_desk@msn.com</a></td>
</tr>
<tr>
<td>Philip Zawa, Vice Chair</td>
<td>847-433-5981</td>
<td><a href="mailto:philip.zawa@gmail.com">philip.zawa@gmail.com</a></td>
</tr>
</tbody>
</table>
Read all instructions and fill in form completely before submitting. Partially completed forms will not be accepted.

Date Submitted

Proposed Study Group Name

Coordinator Information

A minimum of two coordinators and a maximum of four coordinators per study group is permitted in the spring semester. If you have more than two coordinators, please explain the reason why this is desirable in the box below.

Coordinator One (required):

First Name                  Last Name
Phone                      Email

Coordinator Two (required):

First Name                  Last Name
Phone                      Email

Coordinator Three (optional): Please consider recruiting a new coordinator to fill this role.

First Name                  Last Name
Phone                      Email

Coordinator Four (optional): Please consider recruiting a new coordinator to fill this role.

First Name                  Last Name
Phone                      Email

Additional information:
Study Group Description

Provide a description for your study group as you would like it to appear in the catalog. Your description should have a marketing edge. It should challenge, but not deceive or be a cut-and-pasted description from the book on Amazon. It should include the goal and/or value of the study group, and its activities (i.e. formal presentations, research, writing). Try to intrigue the reader by describing the purpose of your study group first, before providing the specifics of your source material(s). It should be no more than 200 words. An example is provided below. Additional examples may be found in past catalogs available in the OLLI office or on the OLLI website (https://sps.northwestern.edu/osopher-lifelong-learning/study-groups.php).

Book and movie titles must be listed in the following format:
Title in Italic, Author/ Editor/ Director Name (Publisher Name, Published Year)

Example description:
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.)

Note: If you plan to use Canvas you should indicate this in your description. If your description does not indicate Canvas use, and you later change your mind, you must be prepared that participants in your study group may request an email or printed copy of the material.

This study group is a:  ☐ new study group  ☐ continuing or repeat offering
Study Group Details

Preferred number of participants. 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 spring semester, please contact the Study Group Committee before submitting your proposal.

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<th>Minimum number of participants</th>
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Subject area. Select the one subject area that best describes this study group. Note: You may add Civic Engagement as a secondary subject area if your study group involves the community. Civic Engagement study groups generally include an action component and may engage with the community through: 1) Experiential learning — learning by doing; 2) Engaging with civic institutions and leaders or combining academic study with volunteerism; and 3) Partner relationships with other organizations.

- Contemporary Issues
- Civic Engagement
- Creative Arts
- History & Government
- Literature
- Science, Technology, Medicine & Health
- Social Science
- Other (describe in box below)

Study group expectations. 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. Select all the descriptors (below) that you feel apply to your study group. Note: some are required.

Discussion Level (required, select one):
- Low level of discussion during class
- Medium level of discussion during class
- High level of discussion during class

Optional (select all that apply)
- Technology used*
- Field Trips – with walking
- Field Trips – own transportation needed
- Digital SLR camera required
- Movies/documentaries will be shown
- Kindle edition of text available
- Study group member participation as a discussion leader is strongly encouraged

Reading Load (required if text used, select one):
- Less than 20 pages a week
- Will read 20+ pages a week
- Will read 40+ pages a week

*Technology used includes but is not limited to email, Internet research, use of Canvas, opening Word or PDF documents.
**Technology familiarity.** Select all that are necessary for members to fully participate in your study group. If none apply, write “N/A” in the box below the selections.

- [ ] Have and use email
- [ ] Able to conduct searches for material on the Internet
- [ ] Able to follow links to material on the Internet
- [ ] Able to access Canvas and look at material posted there
- [ ] Open Word and/or PDF attachments
- [ ] Other (describe in box below)

**Field Trips and off-campus meetings.** If your study group will meet off site, for any part of the semester, provide the location(s) and transportation arrangements in the box below. *Note: Field trips and off-campus meetings must be included in the catalog descriptions, even if details are not finalized. If none, write “N/A” in the box below.*

**Special knowledge.** OLLI’s 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.

If you or your study group participants require specialized knowledge or training to prepare for and/or participate in this study group, please explain in the box below. If none, write “N/A” in the box below.
Materials Required and Estimate of Study Group Cost

The materials that study group participants will need should be clearly described, including: book purchases and prices; magazine subscriptions; tickets; photographic or other equipment; and field trip costs.

Books and texts. In the box below, list the full name of the book title(s), author or editor, publisher, and copyright year. Also list the ISBN # if a specific edition or text is required. Complete and accurate information is appreciated. Information should be included in your study group description as well. If no text or book will be used, write “N/A” in the box below.

Cost estimate. Please estimate the cost of materials, travel, etc. for each study group participant. If no cost, write “N/A” in the box below.

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<th>Item</th>
<th>Cost</th>
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<td>Book(s)/Magazine(s)</td>
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<tr>
<td>Tickets</td>
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<td>Travel</td>
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<td>Other (describe in box below)</td>
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<tr>
<td>Total</td>
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Schedule, Room & Equipment Request

All proposals must include at least two scheduling options (i.e. Tuesday afternoon, Thursday morning) 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. Northwestern University is closed on Monday, May 27, 2019 for Memorial Day. Be aware of holidays that are not observed by the university but may be observed by members, such as religious holidays. Please note in the description (on page 3) whether you plan to cancel class on these dates.

Schedule Preference. Indicate the duration of your study group, then rank your top 4 schedule choices (from 1-4) of when you would like your group to be offered. No study groups are guaranteed a time slot. Be as flexible as possible. If you require extra time (early start am for photography study groups, or late finish for film study group) please note your request in the box below the chart.

Duration:  
- [ ] 14 weeks  
- [ ] 7 weeks:  
  - [ ] 1st half of semester  
  - [ ] 2nd half of semester

If you intend to meet less than 14 weeks, please explain your reasons in the box below the chart.

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<th>Monday</th>
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<td>Morning 9:45 - 11:45am</td>
<td>Afternoon 1:15 - 3:15pm</td>
<td>Late Afternoon 3:30 - 5:30pm</td>
<td>Evening 6 - 8pm</td>
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Equipment/Room 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. The Equipment/Room Request Form can be found in the Call for Proposal listed in the newsletter, in the Coordinator Handbook, and on the OLLI Coordinator Canvas site. You may also request a copy from the OLLI office.
Proposal Submission

Proposal Due: Monday, November 19, 2018

To streamline the proposal process, it is preferred that you complete the form(s) and email it to your OLLI office as an attachment (rather than handwritten). The Word document version of the proposal form can be saved to your computer and filled in directly on the form. The PDF version of the proposal form must be printed out and completed by hand. The completed proposal form should be e-mailed as an attachment to the OLLI office on the campus where your study group will be held (contact information for each campus is below). If you are unable to submit your proposal electronically, please hand deliver or mail your proposal to the OLLI office.

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<tr>
<th>Chicago</th>
<th>Evanston</th>
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<tr>
<td><a href="mailto:maurita.gholston@northwestern.edu">maurita.gholston@northwestern.edu</a></td>
<td><a href="mailto:l-dangelo@northwestern.edu">l-dangelo@northwestern.edu</a></td>
</tr>
<tr>
<td>If you need assistance submitting your proposal, call Maurita Gholston at 312-503-788</td>
<td>If you need assistance submitting your proposal, call Lisa D’Angelo at 847-492-8204</td>
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FOR OFFICE USE ONLY

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<tbody>
<tr>
<td>Study Group Name</td>
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<tr>
<td>Coordinator One</td>
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<td>Coordinator Two</td>
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<td>Coordinator Three</td>
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<td>Coordinator Four</td>
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<tr>
<td>Description</td>
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<td>Reviewed by</td>
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OLLI Study Group Proposal Form