



OLLI Study Group Proposal Form & Instructions (Combined)

Term: Summer 2020

Term Dates: July 6 – July 31, 2020 (4 weeks)

Proposal Due: Monday, April 6, 2020

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 summer session, 2020.

Requirements:

- one coordinator per study group permitted for the summer session, but two is recommended.
- Maximum of three coordinators per study group is permitted for the summer session.
- At least one coordinator must be experienced having previously coordinated a minimum of two discussion-based study groups with OLLI.
- **New coordinators** must have participated in a minimum of one 14-week discussion-based study groups at OLLI.
- **New coordinators** must attend a New Coordinator Orientation session prior to the start of session (dates below).
Chicago: Tuesday, June 23 from 10am-3:30pm
Evanston: Thursday, June 25 from 10am-3:30pm

Study Group Format Guidelines

- Film/video-based study groups should pursue an important theme or topic, and always have a discussion component.
- In-class film viewing may consume a whole session, but should be followed in the next session by discussion.
- Guest speaker(s) for a given session are acceptable, but must leave time for discussion.
- Respected outside sources may be used as source materials (e.g. Great Courses, leading University public forums or courses) but always followed by discussion.
- Study groups may not be lecture-based developed and conducted by Northwestern University faculty, other faculty or experts.
- Study groups may not have routine (i.e. weekly) lectures by study group coordinators, members, or outside speakers.
- "How-to" study groups will be denied — with the exception of those that have an intellectual component (e.g. writing and photography groups).
- Study groups primarily for entertainment and socialization will be denied.
- Study groups based solely on member's experience (e.g. travelogues) will be denied.
- Study groups not aligned with Northwestern University and OLLI's vision, mission, strategic goals, core principles, discrimination and harassment and other policies will be denied.

Read all instructions and fill in form completely before submitting. Partially completed forms will be returned.

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:

Chicago		
Name	Phone	Email
Dan Burns, Chair	973-722-7544	dlsmburns@mel.com
Rosemary O'Shea, Vice Chair	312-608-2089	oshea.rosemary@gmail.com

Evanston		
Name	Phone	Email
John Drodow, Chair	847-825-0930	jdrodow@gmail.com
Brenda Russell, Vice Chair	847-475-8184	russell@uic.edu

Proposal Submission

Proposal Due: Monday, April 6, 2020

Complete the form and email it to your OLLI office as an attachment. 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 can be filled out using the 'Fill & Sign' tool in Acrobat. 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).

Chicago
To submit your proposal or if you need assistance submitting your proposal, email Maurita Gholston at: maurita.gholston@northwestern.edu

Evanston
To submit your proposal or if you need assistance submitting your proposal, email Lisa D'Angelo at: l-dangelo@northwestern.edu

Date Submitted

Proposed Study Group Name

Coordinator Information

A **maximum of three** coordinators per study group is permitted in the summer session. If you have more than two coordinators, please explain the reason why this is desirable in the box below.

Coordinator One *(required)*:

Check if new coordinator

First Name

Last Name

Phone

Email

Coordinator Two *(required)*:

Check if new coordinator

First Name

Last Name

Phone

Email

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

Check if new coordinator

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/osher-lifelong-learning/study-groups.php>).

Book and movie titles must be listed in the following format:

Title in Italics, Author/ Editor/ Director Name (Publisher Name, Published Year)

Example 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.)

Maximum of 200 words

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

This study group is a: traditional study group virtual study group

Could this study group run remotely if OLLI is not back on campus by summer session? Yes No

Note: Help with running a study group remotely will be provided to any coordinator who needs it.

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 summer session, please contact the Study Group Committee before submitting your proposal.

Minimum number of participants

Maximum number of participants

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.

- | | | |
|--|---|--|
| <input type="checkbox"/> Contemporary Issues | <input type="checkbox"/> History & Government | <input type="checkbox"/> Social Science |
| <input type="checkbox"/> Civic Engagement | <input type="checkbox"/> Literature | <input type="checkbox"/> Other (describe in box below) |
| <input type="checkbox"/> Creative Arts | <input type="checkbox"/> Science, Technology, Medicine & Health | |

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

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

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

*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.

- | | |
|---|--|
| <input type="checkbox"/> Have and use email | <input type="checkbox"/> Able to conduct searches for material on the Internet |
| <input type="checkbox"/> Able to follow links to material on the Internet | <input type="checkbox"/> Able to access Canvas and look at material posted there |
| <input type="checkbox"/> Open Word and/or PDF attachments | <input type="checkbox"/> Other (describe in box below) |

Field Trips and off-campus meetings. If your study group will meet off site, for any part of the session, 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.

Book(s)/Magazine(s)	\$	_____
Tickets	\$	_____
Travel	\$	_____
Other (describe in box below)	\$	_____
Total	\$	_____

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 session.

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.

If you intend to meet less than 4 weeks, please explain your reasons in the box below the chart.

	Morning 9:45 - 11:45am ▼	Afternoon 1:15 - 3:15pm ▼	Late Afternoon 3:30 - 5:30pm ▼	Evening 6 - 8pm ▼
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Make-up Class: Yes No

If you intend to skip a study group session during the session you would like to make-up the session at the end of the session, you **MUST** indicate it here.