



**OSHER LIFELONG LEARNING INSTITUTE  
AT CALIFORNIA STATE UNIVERSITY, LONG BEACH**



**COLLEGE OF HEALTH AND HUMAN SERVICES**

**INSTRUCTOR INFORMATION FORM**

**General Information: If you would like to lead a class at OLLI@CSULB:**

- 1. Please complete this form, and turn it in to the OLLI Office**
- 2. If a Lecture class, you should hear from a member of the Curriculum Committee within four weeks. That person will help you schedule the day, time, & site of the class. In addition, they can help you if you wish to refine the class title and description. If you do not hear from someone within four weeks, please contact the OLLI Office.**
- 3. If a Computer class, you should hear from a member of the Computer Lab Committee within a similar time-frame.**

Name	Email
Home Phone	Cell Phone
Address	
Area(s) of Expertise, Interest, Passion:	

Bio, Credentials, Degrees (You may attach a separate sheet or use "Other Comments")

Do you wish your title or degrees to appear in the class schedule? Yes  No

Proposed Class Title:

Class Description (This should be brief, informative and inviting -- about 50 words or less. Please see past OLLI class schedules for samples)

What are your learning objectives? (What do you want the students to get out of your class?)

Instructor Information Form, Page 2

Classroom equipment: Our "lecture" classrooms are most often equipped with a Computer, Multimedia Projector, DVD/VHS Player, Overhead Projector, etc:

One room has a piano. Will you need any of this equipment?

Yes  No

Any other special equipment?

Yes  No

If other special equipment, please describe:

Class Liaison: (An OLLI member is typically assigned to each class to assist the class leader/instructor by making announcements, supplying and collecting roll sheets, and with the classroom equipment.)

Do you have any other jobs for this class liaison?

Yes  No

If so, please describe.

Class Days and Times: OLLI hours have typically been Monday through Friday between 8:15 AM and 5: PM. However, Saturday and weekday evening classes will be considered. Lecture class sessions are typically one and one half hours long and computer classes are typically two hours long.

Classes typically meet once per week and last for 8 weeks.

Do you have any class day of time requirements/preferences?

Yes  No

If yes, please describe.

OLLI Sites: At the current time we have three class sites as follows: CSULB Campus, Downtown Long Beach, Leisure World (no computer class at this site)

Do you have a preference as to site?

Yes  No

If yes, which site?

If CSULB Campus: Do you need a parking permit?

Yes  No

Other comments:

I understand that the class leaders/instructors at OLLI at CSULB are volunteers and that they receive no financial remuneration for their teaching efforts. (Please check the box)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date