



OLLI @ Northwestern

**SPRING 2010 / SUMMER 2010
STUDY GROUP PROPOSAL FORM INSTRUCTIONS**

Coordinators are the heart of the OLLI program. Thank you for your willingness to become a coordinator.

1. **The** spring session is a 15 week semester beginning on March 1 and ending on June 11. Proposals for the spring session may be made for semester study groups of 10-15 weeks duration or intensive study groups of 6 week duration. Only a limited number of study groups shorter than 15 weeks will be scheduled.
2. **The deadline for spring proposals is December 2 2009.** You are welcome to contact Study Group Committee members prior to the deadline to discuss your proposal in advance of this deadline.
3. **The summer session is a 4 week session beginning on July12 and ending on August 6.** When proposing a summer study group you are encouraged to structure your subject matter to be hospitable to new members. **The deadline for summer proposals is March 8, 2010.**

Name	Campus	Phone	E-mail
Peggy Delay	Study Group Committee Chair, Chicago	773-477-7113	magde@aol.com
Stuart Applebaum	Study Group Chair, Evanston	847-370-4392	Stuart1@comcast.net

4. PLEASE READ THE ENTIRE PROPOSAL FORM PRIOR TO FILLING IT OUT.

5. Submitting Proposals

To streamline the proposal process, it is much preferred that you complete the form and email it to your OLLI office as an attachment (rather than handwritten).

Attached to this email is a copy of the current proposal form. Please save this form to your computer and complete the information about your study group **directly on this form**. The completed proposal form is to be e-mailed as **an attachment** to your campus office:

Evanston: l-dangelo@northwestern.edu Chicago: p-foster@northwestern.edu

If you need assistance submitting your proposal contact Lisa (847.492.8204) or Paula (312.503.7881). You may also download an electronic copy of the current proposal form from the website www.scs.northwestern.edu/olli

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

6. Please complete all questions. Use N/A where appropriate. The Study Group Committee may request clarifications or revisions.

7. Remember, your description should have a marketing edge, it should challenge, but it should not deceive. It should include the goal or value of the study group; any pre-requisites of specialized knowledge needed, and include all source material titles, authors, publishers, etc. Try to intrigue the reader by describing the purpose of your study group first, before providing the specifics of your source materials.