Thank you for your interest in leading an OLLI study group this winter/spring! Please complete the following form and submit it to the OLLI office no later than May 5, 2023 (you are welcome and strongly encouraged to submit your proposal earlier!). We will respond to your proposal within the next two months. Please note that we will try to accommodate your requests for dates, times and location of your course, but we cannot guarantee your first choice. Please be as flexible as possible when suggesting dates, times, and location. Proposals can be submitted via U.S. mail to the address above or via email to: lutterrj@med.umich.edu.

Proposed Study Group Title

Your Name
Address
Phone
E-mail

Description of Event for Catalog:
Please describe your study group, including: what participants will get out of this study group, general topics to be covered, teaching format (discussion, lecture, etc.), any reading materials to be purchased by participant, any course materials required, etc.

Please limit to 100 words or less.

Please include a sentence or two about yourself.

Format (check all that apply)
□ Lecture □ Demonstration
□ Readings □ Discussion
□ Active participation □ Visual media viewing

How often will this class meet?
□ Once a week
□ Other (specify)____________

How many times will this class meet?

Form 410 - Study Group Proposal Form - Updated 3/6/2023
How many hours will each class meeting last?  
- 1.5 hours  
- 2 hours  
- Other (specify) ______

Please continue on pg. 2

Do you need set up time?  
- Yes  
- No  
If so, how much? ________________

What is your preferred start date (earliest start date - 9/11/2023)? ________________  
- No preference

What is your preferred end date (latest end date - 12/15/2023)? ________________  
- No preference

What are your preferred days of the week?  
(choose all that apply; please be flexible.)  
Keep in mind that lectures are held most Thursday mornings and on the second Tuesday morning of each month.

- Monday
- Tuesday
- Wednesday
- Thursday afternoon
- Friday
- No preference

What is your preferred time of day?  
- Morning
- Early Afternoon
- Late Afternoon
- Evening (dependent upon availability)

What is your minimum number of participants? ________________

What is your maximum number of participants? ________________

Are there any prerequisites for the participants? Please describe: ________________

Venue request:  
- No venue preference
- Turner Senior Resource Center
- Turner Senior Resource Center (Hybrid)
- Brookhaven Manor
- First Presbyterian Church
- Trinity Lutheran Church
- Washtenaw Community College
- University Commons
- Virtual only

(Note: Hybrid Study Groups will be decided on a case-by-case basis and will only be held at the Turner Senior Resource Center at present.)

Audio-visual equipment needs:  
- TV/DVD
- Projector
- Speakers (for projector)
- Screen
- Hearing Loop
- Wireless Internet Access
- Other (specify): ________________

*Study Group leaders must bring their own laptop if one is needed

Category:  
- Art and Architecture
- Literature, Poetry, and Drama
- Current Events, Law, Policy, and Politics
- Music, Theater, and Film
- Foreign Language
- Religion, Philosophy, and Spirituality
- Group Facilitation
- Science and Mathematics
- History and Culture
- Social Science
- Hobbies, Games, and Sports
- Technology
- Investing, Economics, and Finance
- Writing

Have you previously taught an OLLI course?  
- Yes (Please specify years and course names) ________________
- No

How did you hear about leading an OLLI study group?  
- Friend/acquaintance/OLLI member
- Flyer seen at a lecture
- Flyer seen elsewhere (specify where) ________________

Form 410 - Study Group Proposal Form - Updated 3/6/2023
Any questions? Please contact: Ryan Luttermoser, OLLI Assistant Director
OLLI at the University of Michigan
A program of the Geriatric Center
lutterrj@med.umich.edu 734-998-9351