



Osher Lifelong Learning Institute at the  
UNIVERSITY of HAWAII at MĀNOA,  
College of Social Sciences

January 31, 2018

Dear OLLI-UHM instructors past, present, and future:

In preparation for the Summer 2018 semester (Tuesday, May 29 through Thursday, August 16), we are standardizing the way we solicit OLLI course proposals, plan our curriculum, and plan the course catalog for each semester. All instructors who wish to teach in Summer 2018 should first complete the [OLLI-UHM Summer 2018 Instructor Questionnaire](#), a live Survey Monkey link in this email. In the event you cannot access the online link, please contact the office for other arrangements. The Summer 2018 Questionnaire, which includes your course proposal, is due no later than **Friday, February 23, 2018**.

In the questionnaire you will be asked to provide an official course description (175 word limit) and biography (50 word limit) and other questions related to your teaching for OLLI. To complete the form with ease, please have your biography, official course description, and, if applicable, a list of any suggested course reading material, readily available before you access the link.

It is also suggested you examine the Summer 2018 Base Calendar to help you decide how many sessions you want your course to be, and when in the summer term works best for you. Courses typically run 4, 6, or 8 weeks though we have also had courses of 3, 5, 7, and 10+ weeks. We are always open to modifying course lengths to accommodate your needs to allow you to teach for us, while maximizing the number of courses we can fit into the matrix.

Potential instructors often ask if we pay instructors. Until this year OLLI-UHM classes have been taught primarily on a volunteer basis. Beginning with the Spring 2018 semester instructors will be offered a modest honorarium of \$50 per week in acknowledgement of their contribution of knowledge, time, and talent to OLLI. More details on instructor expectations, guidelines, and answers to FAQs will be included in a forthcoming Instructor Handbook.

Though this questionnaire refers to courses, feel free to use the form to propose Special Events you may be interested in presenting. In general, Special Events have one or two class meetings, or may be a series of talks on a related topic or from a single source (e.g., this term's CSS Faculty lecture series, last semester's Bamboo Ridge Author Series).

If you cannot teach this Summer but do want to teach this Fall, please let us know at [olliuhm@hawaii.edu](mailto:olliuhm@hawaii.edu). Fall input will be collected using the same survey. Fall 2018 proposals will be due June 1, 2018.

It is important that we receive your complete course proposal information by the dates shown above. The course catalog and registration process cannot begin without your valuable input. If you desire to discuss your course ideas in person please contact the OLLI office, Krauss Hall, Room 113, UH Manoa Campus 956-0654 or 956-2624, for an appointment.

Please always keep in mind suggestions for any potential instructors you think might be interested in teaching at OLLI-UHM, whether to facilitate an entire course or a special session lasting one or more days

Thank you for considering teaching for us. We are confident you will find it to be a rewarding experience!

Carole Mandryk, Director, OLLI-UHM

*Mailing address:* PMB #460, 2440 Campus Road, Honolulu, HI 96822  
*Physical Location:* Krauss Hall 113, across Dole Street from the Law School  
Phone: (808) 956-8224 or 0654, Email: [olliuhm@hawaii.edu](mailto:olliuhm@hawaii.edu)  
Website: <http://www.osher.socialsciences.hawaii.edu/>