

Received

Class #

Room #

Min/Max



OLLI Class Worksheet Spring 2024

Due Friday, December 8, 2023

Name of class

Class instructor

(if more than one instructor, please complete additional information on reverse side)

Instructor title/background

Email address

Postal address

Phone

(cell)

(home)

(work)

Class description

(please limit to 125 words; attach separate sheet if necessary)

Class type:

☐

Lecture

☐

Discussion

☐

Combined

Class status:

☐

Repeat Instructor

☐

Repeat Class

☐

New Instructor

☐

New Class

Class dates are Wednesdays, April 3, 10, 17, and 24, 2024. Please select a preferred time slot:

☐

9:00 – 10:00 a.m.

☐

10:30 – 11:30 a.m.

☐

12:30 – 1:30 p.m.

☐

2:00 – 3:00 p.m.

If you do not have a preferred time slot, please check here: ☐

PLEASE COMPLETE REVERSE SIDE

Class technology and supplies:

All Class rooms will be equipped with: a laptop computer, mouse, projector, screen, and clicker/laser pointer.

Add any additional items you would like to have available for your class. *Please consider your needs carefully, as we are unable to fulfill any last-minute requests.*

I will bring a flash drive and/or email* my presentation and plan to use the class computer.

I realize there is a laptop available, but I prefer to supply my own laptop and cables.

Other (be specific, write items in white space below)

Course instructors

If more than one person is leading the class, then list all class instructors below:

Apr 3 Name _____ Phone(h) _____
Email _____ Phone(c) _____
Address: _____
Topic/Title: _____

Apr 10 Name _____ Phone(h) _____
Email _____ Phone(c) _____
Address: _____
Topic/Title: _____

Apr 17 Name _____ Phone(h) _____
Email _____ Phone(c) _____
Address: _____
Topic/Title: _____

Apr 24 Name _____ Phone(h) _____
Email _____ Phone(c) _____
Address: _____
Topic/Title: _____

Class Coordinator name and phone: _____

Preferred Class Host name and phone: _____

Return form to: Bonni Whalen, Continuing Education, Bradley University

Mail:
1501 W Bradley Ave
Peoria, IL 61625

***Email:**
bwhalen@bradley.edu
bmdavis@bradley.edu

In Person:
Continuing Education
BECC, RLI Suite 1130, 1500 W Main St

Questions? Please call Bonni Whalen or Bonnie Davis at 309-677-3900.

TO MEET OUR PUBLICATION DEADLINE, PLEASE SUBMIT WORKSHEET BY NO LATER THAN 12/8/23.