

# BOLLI COURSE PROPOSAL

## Spring 2026

[Link to BOLLI Spring 2026 Calendar](#)

**Proposals are due by October 24. All final edits must be completed by November 12.**

*The proposal form input boxes have been set to Times New Roman 12 point. Please DO NOT change this. The task of converting proposals to catalog format is made easier by having all text in the same font. Please do not submit a proposal in PDF format.*

- Except for occasional emphasis, do not use all capital letters or bold fonts.
- Book and movie titles should be italicized
- All input text boxes on the proposal form will automatically grow to accommodate your text.

If your course is selected for inclusion in the BOLLI program, the fields highlighted in yellow will appear in the course catalog (after any mutually acceptable editing). All other fields are for the Curriculum Committee or for your benefit.

Save this as a Word document in a location where you can find it. Fill it out at your convenience, and when you are satisfied that it is ready, follow the instructions at the end of this form to submit it.

**1. Study Group Leader:**

Name:	
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**Co-Study Group Leader (if any):**

Name:	
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- 2. Course Title:** The title should describe what the course is about in a catchy and interesting way.

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3. **Length of course:\*\*** Mark the appropriate boxes. A BOLLI period is 85 minutes. This proposal is for a:

10-week course, one period per week	
5-week course, one period per week	
10-week course, two periods per week	

If a 5-week course:	1st 5 weeks (5a)	
	2nd 5 weeks (5b)	
	Either session++	

**\*\* NOTE:** If you are leading or co-leading a 10-week course you will get **2** preferential course selections in the lottery. If you are leading or co-leading a 5-week course you will get **1** preferential course selection in the lottery.

++If either 5-week session would work for you please indicate that to afford the committee greater flexibility in scheduling your course.

4. **Course Objectives:** What would you like students to know, understand and/or be able to do by the end of this course? If you are not yet sure, please say so. Please limit your statement to 150 words.

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5. **Course Topics:** What topics do you anticipate covering in the sessions of your course? If you are able please provide a list according to sessions (i.e. Session I, Session II, Session III, etc.) If you are not yet sure of the topics or their sequence, please say so. We understand that your course plan is developing and may change as you continue to work on your syllabus.

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6. **Course Description:** Please provide a course description below of no more than 250 words. Describe the content of the course in an informative and engaging manner. A good description includes a background statement indicating why the course will be of interest to the BOLLI community, topics to be covered (as referenced in the Course Topics question above), and the benefits of completing the course (as referenced in the Course Objectives questions above.) If you require more than one paragraph, leave a blank line between paragraphs, but don't indent.

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7. **Group Leadership Style:** Please choose the group leadership style closest to the one you expect to use. If you don't see your preferred style on the list or are not certain how you would like to respond to the question at this time please share your current thinking in the box marked Other.

More facilitated discussion than lecture	
More lecture than facilitated discussion	
Roughly the same amount of lecture and discussion	
Mostly participant-led discussion	

Other

8. **Course Materials (e.g. readings, videos, digital images):** What materials do you anticipate using in your course? List books or movies that the students will be required to obtain. To list a book, please list the title (in italics) and author, for example *A Gentleman in Moscow* by Amor Towles. If you require a specific edition, include the publisher, publication date and ISBN (if needed), for example *Theban Plays*, Sophocles. Meineck and Woodruff, translators. Hackett. 2003. ISBN 0872205851. Make sure required books are readily available either new or used and required movies can be readily purchased or rented without a subscription. If some materials will be provided by email or posted on a Google site, please say "Additional materials will be provided on a class website or by email links" or "All materials will be provided on a class website or by email links." Expenses should not exceed \$55. Let us know if they will exceed that amount. If you are going to assign a very small portion of a book consider alternatives to having students purchase the book.

9. **Preparation Time:** How much preparation time are class members expected to spend for each class? Include approximate number of pages or number of hours in a typical week.

10. **Field Trips:** Many of our local Study Group Leaders like to supplement their class material with field trips to relevant museums, sites, performances, etc. Do you plan to take a field trip with your class? If so, will this replace one of the class sessions or will it be an additional, optional opportunity?

11. **Biography:** Please start with full name of SGL and refer to SGL in the third person. **Maximum of 100 words for a single SGL and 150 words total for 2 SGLs.**

1<sup>st</sup> SGL

2<sup>nd</sup> SGL

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BOLLI classes are scheduled on Mondays, Tuesdays, Wednesdays and Thursdays. There are 3 periods on each of those days.

Period 1: 9:30 AM to 10:55 AM

Period 2: 11:10 AM to 12:35 PM

Period 3: 2:10 PM to 3:35 PM

You will be asked to specify your availability to teach on the Course Proposal Transmittal Form.

If your Curriculum Committee liaison requests to examine a first draft before formal submission, you may email this to him/her. When you have completed and saved this Course Proposal, click on the link below to access the Course Proposal Transmittal Form. Complete that form including scheduling information, attach this saved Word document as it instructs you, then click "SUBMIT."

<https://forms.monday.com/forms/37084da0e439e95b60be02dcbdd8e868?r=use1>.