

Oak Ridge Institute for Continued Learning

Summer 2024 Class/Teacher Data

Please complete and e-mail or mail to the ORICL office (address is on page 2) by February 22, 2024.

Thank you for offering to teach for ORICL.

1. Instructor Name: _____

2. E-mail address: _____

3. Street address: _____

4. Phone number: Day: _____ Evening: _____

5. Class title: _____

6. Class description: If more space is needed, please attach description on an additional page.

7. Personal resume or attach a short bio on an additional page.

8. What type of help do you need? (please checkmark)

Clerical _____ assistance involving liaison with ORICL office, such as copies made

Technical _____ assistance with audio/visual aids

Other _____ please specify: _____

Term scheduling: Monday, June 3 – Friday, July 26, 2024

ORICL classes for Summer 2024 begin on Monday, June 3 and end Friday, July 26 for an eight-week term. If you have schedule preferences, please note your preferred day, time, and dates below by listing your first, second, and third choices. To best utilize the space in the RSCC classrooms, we are trying to schedule sessions in a sequence of 1 hour, 10 minutes per class. If you need more time, please consider the 11:00 a.m. or 4:00 p.m. time slots. Your final class schedule will be confirmed by phone or e-mail before the catalog is published followed by an e-mail confirmation with classroom location after the catalog is published. **For summer term, no Friday classes are scheduled. ORICL and RSCC campus are closed.**

9. Teacher preferences:

Total number of class sessions: _____

Minimum enrollment: _____

Maximum enrollment: _____

10. Please fill out the term scheduling preferences.

Day, time, dates*

a) Day and time entirely flexible, no preferred choices _____

b) Day (1st, 2nd, 3rd choices)

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____ (not available during summer term)

c) Time (1st, 2nd, 3rd choices)

9:30 – 10:40 a.m. _____

11:00 a.m. – 12:10 p.m. _____

1:00 – 2:20 p.m. _____

2:30 – 3:40 p.m. _____

4:00 – 5:10 p.m. _____

6:00 – 7:10 p.m. _____

*Classes with multiple speakers, please list only one choice for day, time, and list dates needed

**ZOOM classes will also be an option; please let us know if you would prefer to conduct your class via ZOOM.

Date exceptions:

ORICL will follow the Roane State Community College calendar for class closings.

Wednesday, June 19th in observance of Juneteenth and Thursday, July 4th in observance of 4th of July.

11. The following equipment is available in our classrooms: computers with USB ports and internet access; dry erase boards, display easel, lecterns, wireless lapel-type microphones, laser pointers, overhead transparency projector, and camera/microphone towers to conduct classes via ZOOM. You may wish to bring your own computer, but it is advisable to bring presentations on USB drives in case of incompatibility. **Please advise the office staff if you plan to use any A/V equipment.**

12. Photos: We often need photographs of classes or activities to put in the upcoming catalogs and newsletters. If you do not want photographs taken in your class, please let the ORICL office know.

Thank you for offering to teach for ORICL.

ORICL/RSCC F-111

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