

*Oak Ridge Institute for Continued Learning*

**Fall 2026 Class/Teacher Data**

Please complete and e-mail or mail to the ORICL office (address is on page 2) by June 4, 2026.

*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, September 14, 2026 – Friday, December 4, 2026**

ORICL classes for Fall 2026 begin on Monday, September 14 and will end on Friday, December 4, 2026. 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.

**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 (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choices)**

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

**Time (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choices)**

9:30 – 10:40 a.m. \_\_\_\_\_

11:00 a.m. – 12:10 p.m. \_\_\_\_\_

1:00 – 2:10 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.

**Date exceptions:**

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

Wednesday, November 25 through Friday, November 27 for Thanksgiving.

**11. The following equipment is available in our classrooms:** computers(PC) 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.

**Positive Image Policy**

- Instructors shall be advised to be sensitive to the diversity of students' backgrounds and perspectives during the preparation and conduct of their class(es); and
- Instructors shall be advised against overt promotion of products & services to ORICL members

***Thank you for offering to teach for ORICL, without our instructors we wouldn't exist.***

***ORICL/RSCC F-111***

***701 Briarcliff Avenue***

***Oak Ridge, TN 37830***

***865-481-8222***

***oricl@roanestate.edu***