

Oak Ridge Institute For Continued Learning

**Fall 2018 Class/Teacher Data**

Please complete and e-mail or mail to the ORICL office (address is on page 2) by **June 1, 2018**

1. Instructor Name \_\_\_\_\_ 2. E-mail address \_\_\_\_\_

3. Subject area \_\_\_\_\_

4. Street address \_\_\_\_\_

5. Phone number day (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_

6. Class title: \_\_\_\_\_

7. Class description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If more space is needed, please attach description on an additional sheet of paper.

8. Personal resume or attach a short bio on an additional sheet of paper. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Do you need an assistant for your class? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, see 10.

10. What type of help do you need?

Clerical \_\_\_\_\_ assistance involving liaison with ORICL office such as getting copies made

Technical \_\_\_\_\_ assistance with audio/visual aids

Other \_\_\_\_\_ please specify

If you would prefer to choose your own assistant, please list the name(s)

\_\_\_\_\_

11. Additional comments relative to class (classroom texts, workbooks, materials fees, extra time needed for class sessions).

\_\_\_\_\_

**Term Scheduling: Monday, September 10 – Friday, November 30, 2018**

ORICL classes for Fall 2018 begin on Monday, September 10 and end Friday, November 30 for a twelve week term. If you have schedule preferences, please note your preferred day, time, and dates below by listing your first, second, and third choices. In order 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. Twenty minutes are allowed between classes to give time for students to go to different locations in Oak Ridge for additional classes. Your final class schedule will be confirmed by phone or e-mail before the catalog is published followed by a letter or e-mail confirmation with classroom location after the catalog is published.

**Teacher preferences:**

12. Total number of class sessions \_\_\_\_\_ Minimum enrollment \_\_\_\_\_ Maximum enrollment \_\_\_\_\_

**Please fill out the term scheduling preferences.**

**13. 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 \_\_\_\_\_

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

9:30–10:40am \_\_\_\_\_ 11:00am–12:10pm \_\_\_\_\_ 1:00-2:10pm \_\_\_\_\_

2:30-3:40pm \_\_\_\_\_ 4:00-5:10pm \_\_\_\_\_ 6:00-7:10pm \_\_\_\_\_

7:30-8:40pm \_\_\_\_\_

\* 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.

**Thursday - Friday, November 22-23, 2018**

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17. The following equipment, owned by ORICL, is available in our classrooms.

- a) Lectern, dry erase board, display easel
- b) Players for DVD, VHS, CD, and cassette tape with wall mounted speakers and sub-woofer
- c) Windows PC with Powerpoint, Word, and Excel software, USB & VGA ports & internet access
- d) Ceiling mounted projector for use with b) and c) and a VGA/Mac adapter for Mac computer  
VGA/Mac adapter for Mac computers (Note: there are two kinds of ports on Mac so bring your own adapter if possible)
- e) Wireless lapel-type microphone
- f) Laser pointer
- g) Overhead transparency projector

You may wish to bring your own computer, but it is advisable to bring presentations on thumb drives in case of incompatibility. Please notify the office if you wish to show videos as part of your class.

**Thank you for offering to teach for ORICL.**

**Teacher's and assistant's appreciation luncheon will be held Wednesday, December 5, 2018. Mark your calendar and join us in celebrating the completion of a successful ORICL term.**

**ORICL/RSCC F-111  
701 Briarcliff Ave  
Oak Ridge, TN 37830**

**865-481-8222  
oricl@roanestate.edu**

