

Oak Ridge Institute for Continued Learning
Winter Spring 2027 Class/Teacher Data

Please complete and return via e-mail or mail to the ORICL office (address is on page 2) by October 1, 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, February 8 through Friday, April 30

ORICL classes for winter/spring 2027 begin on Monday, February 8 and end Friday, April 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. 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 (1st, 2nd, 3rd choices)

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

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. _____ 7:30 p.m. – 8:40 p.m. _____

Instructor Information

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

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

*Friday, March 26, 2027, campus will be closed in observance of Good Friday.

11. The following equipment is available in our classrooms:

Lectern, dry erase board, Windows PC USB ports & internet access; external drives for CDs/DVDs, ceiling mounted projector or large screen TV, wireless lapel-type microphone, Laser pointer/regular pointer

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

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- 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; our program wouldn't exist without our instructors.

ORICL/RSCC F-111

701 Briarcliff Avenue

Oak Ridge, TN 37830

865-481-8222

oricl@roanestate.edu