

Oak Ridge Institute for Continued Learning

**Fall 2024 Class/Teacher Data**

Please complete and e-mail or mail to the ORICL office (address is on page 2) by **June 3, 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Do you need help with any of the following?

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) \_\_\_\_\_

**Term Scheduling: Monday, September 9, 2024 – Friday, December 6, 2024**

ORICL classes for Fall 2024 begin on Monday, September 9 and end Friday, December 6 for a thirteen-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. 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.

**Teacher preferences:**

10. Total number of class sessions: \_\_\_\_\_ Minimum enrollment: \_\_\_\_\_ Maximum enrollment: \_\_\_\_\_

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

**11. 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\_\_\_\_\_

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

\* 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 27 through Friday, November 29 in observance of Thanksgiving**

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

- a) Lectern, dry erase board, display easel
- b) Windows PC USB ports & internet access; CDs and DVDs
- c) Ceiling mounted projector or large screen TV
- d) Wireless lapel-type microphone
- e) Laser pointer
- f) Overhead transparency projector

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 AV equipment.

We often need **pictures** 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 office know.

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

**ORICL/RSCC F-11  
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[oricl@roanestate.edu](mailto:oricl@roanestate.edu)**