

**Oak Ridge Institute for Continued Learning**  
**Winter Spring 2025 Class/Teacher Data**

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

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 3 through Friday, April 25**

ORICL classes for Summer 2024 begin on Monday, February 3 and end Friday, April 25 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 (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> choices)**

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_ (not available during summer term)

c) **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 – 2:20 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.

Friday, April 18, 2025, campus will be closed in observance of Good Friday.

**11. The following equipment is available in our classrooms:** computers with USB ports and internet access; dry erase boards, lecterns, wireless lapel-type microphones, and laser pointers. 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.

**ORICL seeks to practice neutrality which is the concept that an educational organization should refrain as an institutional entity to take positions on social and political issues unless those issues adversely impact our mission.**

*Thank you for offering to teach for ORICL.*

**ORICL/RSCC F-111**

**701 Briarcliff Avenue**

**Oak Ridge, TN 37830**

**865-481-8222**

***oricl@roanestate.edu***