

Oak Ridge Institute for Continued Learning

Fall 2025 Class/Teacher Data

Please complete and e-mail or mail to the ORICL office (address is on page 2) by **June 5, 2025**

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 8, 2024 – Friday, December 5, 2025

ORICL classes for Fall 2025 begin on Monday, September 8 and end Friday, December 5 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. 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** (1st, 2nd, 3rd choices)

Monday_____ Tuesday_____ Wednesday _____ Thursday_____ Friday _____

c) **Time** (1st, 2nd, 3rd 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_____

Instructor Information

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

* RSCC campus will be closed Wednesday, November 26 through Friday, November 28 for the Thanksgiving holiday

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

Lectern, dry erase board, display easel
Windows PC USB ports & internet access; CDs and DVDs
Ceiling mounted projector or large screen TV
Wireless lapel-type microphone
Laser pointer/regular pointer
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.

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

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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