Suggestions for running class smoothly:

- Introduce yourself & ask your class why they are there.
- Call roll. It helps people link names and faces together. Also, this gives a better sense of community.
- Wear your name tag!!
- Provide a break for students midway through class.
- Come at least 15 minutes early to set up.
- Give the office advance notice concerning copying, at least 2 days please.
- Give the office change or cancellation in class schedule ASAP!

Please contact the OLLI Office if you have:

- Students attending your class that are not on your roster
- A class schedule change/cancelling class
- Media problems (i.e., broken, missing, password issues)
- Copy requests

It is inappropriate to use the OLLI classroom setting for promotion of a personally marketed product or one available from a for-profit company for whom the instructor is employed. It is, however, appropriate for an instructor to make known such an affiliation either in the biography listed in the OLLI brochure or during the first class as a way of introduction. Marketing one’s business or using member emails outside of the classroom parameters during an OLLI setting may result in removal from OLLI as an instructor.

The benefits of being an OLLI instructor:

1. Joy of teaching to students who want to learn
2. Opportunity to share your passion with others
3. Paid annual membership to OLLI and all its perks
4. Honorarium
5. Preterm instructor training
Things For Instructors to Know:

Audio - Visual Equipment: New AV equipment is provided in the Herring Center for Continuing Education for all classrooms. Training will be provided at the Instructor Training session held prior to term. Microphones are available for all classrooms: Rechargeable batteries can be found in the back of the class folders (so NEVER throw our batteries away). Please make sure that you turn microphones OFF completely before putting it away for the next user.

Cancelling a class: During the term you may find you have to cancel a class for any number of reasons. Please let the office know ASAP so we can notify your class through direct email, phone calls, and OLLI Notes.

Class Folders: Each classroom has a box containing folders of all OLLI courses being held in that room. Before each class PLEASE make sure to check this box for important info. This is the primary way we communicate to the membership. Batteries, a list of the Faculty Support Committee, handbooks, nametag clips, maps, etc. can be found in the box. The course box for courses being held outside of the Herring Center will be in the Work Room including all hiking groups.

Class Liaisons: Class liaisons play an important role in acting as a bridge between the membership, you, and the office. Please allow the liaisons to assist you as well as communicating needs and information to the class and office.

Emails: Student emails and other contact information are included on the rosters that you are provided. This information is only intended for distribution of materials pertaining to the class you are currently teaching. If you have follow-up or non subject information to share with your class, please ask members to write their email on a separate list that you can refer to. When emailing the class please place all email addresses in the BCC line so as not to distribute names and addresses widely.

Evaluations: Evaluations are conducted through an online program called Survey Monkey. Summary reports are submitted to instructors within 2 weeks after class ends. Please encourage your students to complete the survey during the last week of class.

Copy Requests: For copies of lesson plans, handouts, etc., you may either email your request with the appropriate document(s) to olli@furman.edu OR fill out a request form which is located in the workroom in the OLLI office suite of the Herring Center. Plan on having no more than 15 pages per student for your entire course. You will be given an email list at the beginning of your course. We strongly suggest that you email large documents to your class under blind copy to your students. Please be sure you are only copying materials that are not copy-right protected

Faculty Support Committee (FSC): This committee is specifically organized to support and help you! From preterm lunches through the last class, the committee provides mentors for new instructors, training sessions on best teaching practices and one-on-one development of new and potential instructors. This committee is your best support system. Contact information is provided in the class folders and at the preterm training session. Have ideas for better ways to support the instructors? Let them know; committee members are here to support and encourage our most valuable asset, YOU!

Furman Library: Is a great benefit to you as an instructor and as a member. Research assistants in the library may be able to assist you in any number of ways as you research and develop your courses.

Name Tag: Please wear your name tag (which you keep from term to term) to class each period and encourage your students to do the same. Snap on clips are provided at the OLLI office and in the back of your class folder. You must wear the nametag to Furman’s library and dining hall to receive OLLI benefits.

OLLI Notes: OLLI Notes is a weekly communication to all members that provides up-to-date information on classes, what’s going on at OLLI, on campus, etc. OLLI Notes are emailed to all members (including instructors) each Friday during the term. We will also make paper copies available at the Herring Center.

Parking Permit: Please display your permit on the outside of the back rear window, right hand side. Remember NOT to park in spaces that are reserved for Furman’s faculty and staff.

Rescheduling a class: If, during the term, you must cancel your class for unforeseen reasons, you may want to schedule a makeup class. Usually we do this in the week following the last week of classes at the same time and place. Please let Barbara know if you would like to reschedule a missed class ASAP so she can reserve the space and notify the class members.

Syllabus: Teaching for seniors requires instructors to be well prepared for each class session. In order to assist new instructors and instructors with new curriculum, the Faculty Support Committee suggests that after your class is approved for the term you submit a syllabus to OLLI for review. Need help putting a syllabus together? No problem! Contact the OLLI front office and we can connect you to the FSC for guidance. Proper preparation prevents poor performance.