

**Please contact the OLLI Office if you have:**

- A class schedule change/cancelling class
- Media problems (i.e., broken, missing, password issues)
- If a student's name is not on the roster, they should come by the OLLI office to determine the reason.

**2015-2016**

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.

# Handbook For Instructors

**Suggestions for running class smoothly:**

- Introduce yourself & ask your class why they are there.
- Call roll (small classes only). 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.
- Notify the office of any changes or cancellations in class schedule ASAP .
- Set up audio-visual review with Pam Roberson in the office if you would like to become familiar with the equipment before the first class.

**Thank you!**

**Important Dates**

Winter 2016

Classes begin—January 11

Classes end—March 4

**Spring 2016**

Classes begin—March 21

Classes end—May 13

**OLLI Course Proposal  
Form Deadlines**

Summer 2016— April 1

**Important Contact Info**

Pam Roberson— Program  
Coordinator for Instruction  
294-2938

Pam.roberson@furman.edu

OLLI Office 294-2998

OLLI Website:  
www2@furman.edu/sites/OLLI

Weather info:294-3766

## Contact Number: 864-294-2998

## OLLI @ Furman University

### Things For Instructors to Know:

**Accessing rosters on line**—Instructors are able to access their class rosters online. Go to the OLLI website and click on Instructors under the menu choices. Click on forms and you will see the “How to Access Instructor Roster in CampusCE. You can also type in the following link to access <https://www.campusce.net/FurmanAdmin/SignIn.aspx>

**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** replacement batteries can be found in the microphone bag (so NEVER throw the batteries away). Bring the dead batteries to the OLLI office for recharging. 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 for all OLLI courses being held in that room. Before each class PLEASE make sure to check this box for important info. **This is the timely way we communicate to the membership.** A list of the Faculty Support Committee, 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 workroom (including all hiking groups).

**Class Liaisons:** Class liaisons (highlighted on class roster) play an important role in acting as a bridge between the membership, you, and the office. Please allow the liaisons to assist you with communicating needs and information to the class and office.

**Copy Requests:** For copies of lesson plans, handouts, etc., you may either email your request with the appropriate document(s) attached to [pam.roberson@furman.edu](mailto:pam.roberson@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.* **Please be sure you are only copying materials that are not copyright protected.**

**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.** 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.

**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. OLLI Nametags are necessary to checkout materials from the library.

**Honorariums:** All OLLI instructors receive a free annual \$50 membership. Instructors and assistants will now receive a Visa Rewards card (\$100 for lead instructors, \$50 for assistants). This payment method avoids filling out a W-9 and the card can be used wherever Visa is accepted. If you receive the honorarium it is your responsibility to come by the OLLI office and sign for the card during the last week of class each term.

**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. If you have something you would like us to include in OLLI Notes, please submit it to [heidi.wright@furman.edu](mailto:heidi.wright@furman.edu) by noon on Thursdays.

**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. Parking permits are available in the OLLI office.

**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 Pam Roberson 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 Instructor Support Committee (ISC) asks 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 ISC for guidance. **Proper preparation prevents poor performance.**

**Weather cancellations:** If Furman closes, OLLI classes will also be cancelled. You can call the Furman weather line @ 294-3766 to get updates.

**WI-FI passwords and computer usage:** Wi-Fi is available on the Furman campus and guest passwords are available for instructors and members. New passwords must be issued every academic year. You will need a computer password if you plan to use the computers in the classroom and/or if you need internet access. Please come by the OLLI office to pick up your password.