

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.
- An Emergency—call 911 first then notify the Office

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.

Suggestions for running class smoothly:

- Introduce yourself & ask your class why they are there.
- Call the roster (**small classes only**). It helps people link names and faces together. Also, this gives a better sense of community. Some instructors create name plates.
- ***Wear your name tag!!***
- Provide a break for students midway through class.
- Come 10 minutes early to set up. Allow the class before you to gather their things and leave the room.
- 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!

Summer 2021

Handbook For Instructors

Important Dates

Summer 2021

Classes begin—June 7

Classes end—July 2

**OLLI Course Proposal
Form Deadlines**

Winter 2022—Aug 6

Spring 2022—Oct 22

Important Contact Info

Pam Roberson— Program
Coordinator for Instruction

294-2938

Pam.roberson@furman.edu

OLLI Office 294-2998

OLLI Website:

www.furman.edu/OLLI

Weather info:294-2998

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 @ Furman 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: 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 in 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: All summer classes use the box in the OLLI copy/workroom (including all hiking groups). Before each class PLEASE make sure to check this box for important info. **This is the timely way we communicate to the membership.** A copy of OLLI Notes is included each week along with an information sheet for liaisons.

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. **Summer classes don't always utilize a liaison**.due to their small sizes.

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 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 or that you set up a Google Drive Link and upload the handouts.* **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.

Furman Library: 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: Instructors and assistants opting for an honorarium will receive a Visa Rewards card (\$50 for lead instructors, \$25 for assistants). This payment method avoids filling out a W-9 and taxes. The card can be used wherever Visa is accepted. If you receive the honorarium, and have an in-person class, we will have you sign for the card during the last week of class each term. Zoom instructors can receive their honorariums by mail.

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. You must wear the nametag to access Furman's library 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 Jessica.justice@furman.edu by noon on Thursdays.

Parking Permit: Parking permits are required for all OLLI members. However, if you are an instructor and only parking on campus once a week while teaching your class, we can give you a temporary permit for the term. This is only for OLLI instructors. Parking Permits

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 (and try to keep it on the same day, time and in the same room). Please let Pam Roberson know if you would like to reschedule a missed class ASAP so she can reserve the space.

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 OLLI office @ 294-2998 to get updates. Please check your email for any cancellations.

WI-FI passwords and computer usage: Wi-Fi is available on the Furman campus and 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 house PC in the classroom and/or if you need internet access. You will need to bring the password with you or memorize it. The computers will not allow you to save the password so be sure you have access to it when you are in the building and need internet. Come by the OLLI office to pick up your password.