

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

Instructor Marketing Policy

- No promotion of personal or employer products during OLLI Classes.
- Affiliations may be disclosed in the brochure or at class introduction
- Violations (marketing or using member emails) may result in removal as OLLI instructor.

Suggestions & Tips for Teaching:

- Come 10 minutes early to set up. Allow the class before you to gather their things and leave the room.
- 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.
- Remind members there are restrooms and water fountains both upstairs and downstairs.
- Remind members not to bring personal lunches to consume while class is in session (except for Lunch & Learn on Tuesdays).
- Remind members not to wear hats as they often block the view for members sitting behind the hats.
- Speak sentences full voice to the end of the sentence so concluding thoughts are not missed.

Thank you!



Fall 2026

Handbook For Instructors

Important Dates

Fall 2026

Classes begin—September 14

Classes end—November 13

**OLLI Course Proposal
Form Deadlines**

Spring 2027—Oct 23, 2026

Summer 2027—Feb 19, 2027

Fall 2027 – May 7, 2027

Winter 2028— Aug 13, 2027

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.

Audio –Visual Equipment: AV equipment is provided in the Herring Center for Continuing Education for all classrooms. Microphones are in all classrooms except the conference rooms. **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. **Room 110 has its own charging station for mics. Please place the Mics back in the correct charging port. Batteries are not needed for this room.**

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. If you plan to makeup the class, we suggest you makeup during the week following the last week of classes and try to keep it on the same DOW and time. Please let Pam Roberson know so that the room can be reserved for the makeup session.

Class Folders: All classrooms have a file box in them that contains a folder for every class that meets in the room. Classes that meet outside the OLLI Building will find their folders located in a file box in the OLLI office on a table near the copy/workroom (this includes all hiking groups). A paper copy of the roster will be in your folder and updated each week for the first 3 weeks.

Class Liaisons: The class liaison's name will be highlighted on the class roster. Liaisons 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 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. *We **strongly suggest** that you email 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: OLLI member emails and other contact information are included on the rosters found in the room file folder. **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. If you would like to add members to an organizational or business newsletter, you must have their permission to do so.

Evaluations: Evaluations are conducted through an online program called Qualtrics. Summary reports are submitted to instructors within 3 weeks after classes end each term. Please encourage your students to complete the survey before classes end.

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 check at the end of the term after submitting a W-9. This is a requirement in case anyone earns more than \$600 in a year from Furman University which requires a 1099.

Name Tag: Please wear your name tag (which you keep from term to term) to class each week and encourage your students to do the same. Snap on clips are provided at the OLLI office or lanyards are available for \$3 in the office.

Observations: Someone from the Instructor Support Committee will drop by your classroom in the first couple weeks to observe it. They are only there for feedback and support.

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 at the Herring Center once a week while teaching your class, you do not need a permit.

Syllabus/Outline: Teaching senior adults 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 or outline to OLLI for review. Need help putting it together? No problem! Contact Pam Roberson and she 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 at the Herring Center under the "FU Guest" network. Access on the guest network is available while you are in the building and using your personal device (laptop, iphones, ipads). Instructors using the house PC in the classroom will need a wi-fi password from the OLLI office. You will need to bring the password with you or memorize it. We do not have access to your password and house computers will not allow you to save the password.