



# Instructor Handbook

## Osher Lifelong Learning Institute at NC State

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Dear OLLI Instructor,

Thank you for volunteering for OLLI! Both our members and staff appreciate that you will be dedicating time to share your expertise with our members. OLLI provides a variety of educational courses and special events during our school calendar year (two-six week terms in our fall semester, two six-week terms in our spring semester, and one six-week term in summer) for over 1,500 members.

### Highlights

- ***No tests, no grades and homework is optional***
- ***Older adult students with curiosity and a thirst for knowledge***
- ***Teach day or night, usually 90-minute classes***
- ***We try to fit your schedule, but depends on open slots on the calendar***
- ***Most classes are at the NC State McKimmon Center***
- ***Audiovisual capabilities, computer and internet, and multimedia projector***
- ***Copy service for your handouts***
- ***Parking for instructors***
- ***Annual Instructor Appreciation Social in May***

The Osher Lifelong Learning Institute at NC State (OLLI) provides noncredit courses, study trips and special events for adults aged 50+. There are no tests or grades, and homework is optional! Membership is at the core of our program, and we rely on members taking an active role, whether in the classroom or behind the scenes helping us design the program.

OLLI is as rewarding for its instructors as well as for its members. Our instructors are either retired educators or local experts and practitioners. OLLI instructors are gratified by the enthusiasm of their students who attend out of a genuine interest in the topic offered.

This brief handbook provides information that will be useful to you as you instruct your class. If you have any questions about your role as an OLLI instructor, the classroom or other issues, please let me know.

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### What is the Osher Lifelong Learning Institute?

The Osher Lifelong Learning Institute (OLLI) at NC State provides non-credit short courses, study trips, and special events for adults aged 50+. Topics are wide-ranging in the liberal arts and sciences, and we emphasize learning for the joy of learning. Programs range from one-time lectures to six-week courses. Most of our courses are held at the easily-accessible McKimmon Conference & Training Center at 1101 Gorman Street on the NC State campus. We were founded in 1991 as the Encore Program, and we are proud to be now part of the [Osher Lifelong Learning Institute Network](#), a group of nationwide programs supported by The Bernard Osher Foundation.

### Adult Learners

OLLI members are as diverse as other classrooms of learners. Our members' style of learning is consistent with younger learners, but they may have some special considerations.

- They take classes because of strong interests in the topic of the course but not because of work or career requirements.
- They may also have life experiences relevant to the topic of the course, and it is usually helpful to be aware of this experience and incorporate it as appropriate.
- Students may have visual problems in your class, so it is good to use larger than usual fonts on all print displays such as handouts, PowerPoint slides, etc. (e.g. Handouts: Times New Roman 14 or equivalent, PowerPoint: Arial 24-32 font or equivalent).
- Some members have a degree of hearing loss, so please be alert to the volume of your presentation and to such common problems as weak tone of voice, dropped voice at sentence endings, mumbling and deep or low octave voices.
- Even if you feel your speaking voice does not need amplification, it is very important that you always use the lapel microphone. For best results, clip the microphone a few inches under your chin (onto your tie or shirt/blouse) as opposed to a side placement on a lapel, for example. Make sure everyone can hear you before you start so the host can adjust the volume if needed.
- We also encourage instructors to repeat questions asked by members.

### Course description

The description of your course that appears in the OLLI catalog is a key for what students will be expecting in your course.

- Please make this description as accurate as possible so members know what you'll be covering.
- Be sure to pace your course and presentations so that the topics listed in the catalog are covered.
- Typically our members do not like breaking into groups during class for smaller group discussions and then come together again as one group, but rather like to learn through your teachings and through questions and answers.
- Out of the 90-minute class time, you can expect at least 15 – 20 minutes worth of questions from our members, so you can plan your presentation accordingly.
- Our members are very engaging and often ask a lot of questions.

### Multimedia Equipment

We welcome you to familiarize yourself with our Audio Visual (A/V) equipment that you plan on using in your class. The AV equipment in the OLLI classroom at the McKimmon includes:



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- LCD Projector and Screen
- PC Laptop with Internet access and PowerPoint, and plays CDs and DVDs
- Wireless lapel microphone
- Podium with microphone
- DVD player
- CD player
- Document projector

As technology keeps improving, we encourage instructors to embed video and audio clips into their PowerPoint presentation for smoother transitions. You can bring your presentation on a flash drive to put on our classroom laptop. However, when you are embedding videos into your PowerPoint, we find it best to bring the laptop you created your presentation on to make sure all programs you use are connected to the video links.

We do not have resources to create your presentation if you are unfamiliar with PowerPoint, for example. We ask that you be familiar with the program you use before presenting and familiar in using A/V equipment rather than having the host run the equipment during class.

In all cases we encourage you to do a dry run with the classroom A/V equipment. To do so, please contact Kimberly Little, OLLI's Program Coordinator at 919-513-2047 or at [kdlittle@ncsu.edu](mailto:kdlittle@ncsu.edu) to schedule a time when she can meet you in the classroom

If there is A/V problem in the McKimmon Center classroom during your class, the class host will call from the phone in the room for IT support.

### Using Your Laptop

Many instructors prefer to bring their own laptop and we can accommodate that.

- Please bring your presentation on a flash drive as a back-up in case something happens with your computer.
- Bring your power cord.
- You will need to bring your Mac laptop and accessories if your PowerPoint is Mac formatted.

### Class Hosts

Class Hosts are members who have enrolled in your course and have volunteered their time to assist you in the following ways as well as perform OLLI duties:

- Help you get settled into the classroom
- Facilitate distribution of class handouts
- Make weekly announcements from the OLLI office
- Inform our office of any changes to your class schedule, classroom issues, etc.
- Assist lightly with AV equipment and call for tech support if needed



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### Class assignments

Most OLLI courses do not have required reading or assignments for work done outside of class. There are exceptions to this (and such courses can be quite popular).

- Required work outside the class should be made clear in the course description.
- Students appreciate recommended reading lists, web sites, and other material that can extend what they are learning in your class.
- List of suggested reading and websites can be included in your course description, provided as handouts if the list is long, or emailed to your students.
- Also, if you plan to break your students into to small discussion groups as part of your course, this also needs to be made clear in the course description.

### Recommended or Required Books

If you have required or recommended books for your course, it is generally left to the students in your class to find ways of getting a copy of the book.

- Required books are essential for group discussion courses.
- Recommended books are usually suggested for extra reading to enhance their knowledge of the topic.
- Make sure the book(s) is still in print and easily available through local or on-line stores.

### Handouts

The OLLI Office is able to make copies of handouts you would like for your class.

- Handouts to be copied should be at our office at least 48 hours prior to your class.
- We also like to minimize paper use, so please be thoughtful about your needs for class handouts.
- Copies are made in black and white and printed double-sided.
- We typically don't make color copies, but if there is a critical need to have a chart or visual printed in color, please discuss with Kimberly Little, OLLI's Program Manager.
- We are happy to make handouts, however, we do not have resources available to create your handouts.

### Class List

Instructors can have access to their class roster. A roster of your students will be in the Class Host notebook in the classroom.

### Starting and Finishing Times

It is very important that your class start and finish on time.

- The class host begins with class announcements a few minutes prior to your start time.
- The class host can work with you on a signal when you have 5 minutes left. It is very important to end your class on time and you may need to cut off questions.



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- Some members may wish to ask more questions after the end of class if you are willing or have time. We encourage members to give you time to gather your belongings first and then ask questions either down the hall where there are no classrooms or in the lobby or café. If you need to leave immediately after class, it's best to let the class know this at the beginning.
- We suggest that you prepare extra material in case discussion does not fill the time you had planned, but also to be flexible to allow discussion and know when to cut it off if you feel you aren't able to cover your material.
- Members are eager to ask questions and can sometimes pull you off target, so please feel free to tell members that you'd be happy to discuss those questions at a later time, but would like to get back on track.
- Depending on the type of presentation or class structure, it is your choice to allow questions during your presentation or ask students to hold questions until the last 15 or 20 minutes allowing you time to get through your material.

### Difficult Students

We seldom have troubles with difficult students, but the following tips will help if you do encounter this.

- If a student talks too much, engages in dialogue rather than asking a question, or is overly aggressive in stating opinions, the full skills and tact of the instructor are brought into play. You want an atmosphere where questions and discussion are encouraged, but you do not want a class where students become discouraged when a student's agenda seems to preempt valuable class time.
- Tell the student that you want to allow time for questions from other members and call on other students.
- If problems persist with a particular student, this should be discussed with OLLI's program manager.

### Course Evaluations

We send end-of-course evaluations for all multi-week courses, but feel free to use additional means of getting feedback from your students about how the course is going.

- Summaries of the evaluations will be made available to you a few weeks after the conclusion of your course.
- Instructors are welcome to go over the raw evaluations and can contact OLLI's program manager for copies of these.
- Instructors who teach a multi-week course will also get an evaluation to fill out from your perspective regarding your class host, the A/V equipment, room set up, class members, etc. You will be provided with a pre-paid envelope to mail your evaluation at the completion of your course.

### Instructor Appreciation

It's rewarding when members of your class personally thank you for the course you taught, but OLLI also likes to show our appreciation as well. We host an appreciation social with drinks and light food for our multi-week instructors and members. This allows members and instructors the opportunity to socialize and get to know one another a little better. Invitations will be mailed to instructors in April for this event.



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### **OLLI Policies and Important Information**

#### **OLLI Registration System**

Please be aware that the OLLI office registers members for your course on a first-come, first-served basis. If your class fills up, we keep a numbered waiting list. Please help us maintain the integrity of this registration system. If your class has filled, but friends or OLLI members approach you about letting them sit in on your class, please let them know they have to go through the office and please let the OLLI office know about these circumstances. We need to ensure that OLLI members can trust our registration system.

#### **Inclement Weather**

OLLI classes are canceled whenever Wake County Public Schools are closed due to inclement weather. Wake County School delays do not affect OLLI's schedule. Listen to local radio and television for announcements. If in doubt, call the office. When the Wake County schools are closed or delayed, please check our Twitter feed located on the home page of our website at [www.ncsu.edu/olli](http://www.ncsu.edu/olli) for information. Typically the office is in touch with you the day before if delays or cancellations are expected due to inclement weather.

#### **McKimmon Center Parking**

Park in the visitor lot in the front of the building (the green-striped parking spots). If we know the McKimmon Center will be busy on a particular day, we will let you know in advance so you can allow extra time to park.

#### **Free Speech**

OLLI adheres to the University's policies on free speech and equal opportunity. The University does not practice or condone discrimination in any form against students on the grounds of race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation. More information about issues of free speech in the classroom can be found at: [http://oied.ncsu.edu/oied/harassment/handle\\_controversy.php](http://oied.ncsu.edu/oied/harassment/handle_controversy.php).

OLLI is a unit of the McKimmon Center for Extension and Continuing Education at North Carolina State University. The information shared and/ or opinions expressed are a reflection of the individual presenter(s). The ultimate responsibility for any decision made or actions taken based on the information provided rests with the member.

Thank you for volunteering with OLLI - we hope you have a wonderful experience!