
OLLI INSTRUCTOR HANDBOOK

The logo for the Osher Lifelong Learning Institute is a large, dark purple circle. Inside the circle, the words "OSHER", "LIFELONG", "LEARNING", and "INSTITUTE" are stacked vertically in a dark purple, serif font.

OSHER
LIFELONG
LEARNING
INSTITUTE

CLEMSON
UNIVERSITY

Updated Spring 2009

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Contact Information

OLLI Administrative Office

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Email Address: OLLI@clemson.edu

Welcome!

Thank you for pledging your time and knowledge as an instructor for the Osher Lifelong Learning Institute at Clemson University. OLLI could not provide such a variety of classes and special events without the expertise of our dedicated instructors. Together, we can continue to expand our horizons as we strive to offer a quality lifelong learning program for Upstate South Carolina. This handbook provides valuable information to assist you throughout your tenure as an OLLI instructor. You will find course proposal information, purchasing procedures, and equipment information along with various helpful tips and contacts. The OLLI staff is appreciative of your time and efforts and hopes you enjoy your part in making OLLI at Clemson the best it can be!

Our Mission

The Osher Lifelong Learning Institute (OLLI) is a membership organization whose mission is to provide opportunities for adults to further their knowledge in both academic and recreational pursuits, and to share their experience and interests with other members. Our vision is to provide residents of the Upstate of South Carolina with an excellent lifelong learning program while embracing the uniqueness of our members and Clemson University.

Benefits of becoming an OLLI instructor

All OLLI instructors receive the following benefits...

- ⇒ Two free classes (up to \$50 for each course) for each semester taught. These credits are valid for up to two years following the semester in which you teach.
- ⇒ The opportunity to enroll in one additional free course (\$50 value) once registration is complete. The OLLI office will send out an email to all instructors informing you of class space availability prior to offering the spaces to OLLI members.
- ⇒ All standard OLLI membership benefits including discounted Clemson Library privileges and discounted products and services from local merchants.

Emergency Procedures

In the case of an emergency during your class or special event, please utilize the following avenues.

⇒ For on campus emergencies, please contact Clemson University Police Department at 864-656-2222.

⇒ For off campus emergencies, please contact 911.

After notifying the proper authorities, please immediately contact the OLLI office at 864-656-6912.

If you need help

If at any point during your time as an OLLI instructor you feel unsure or uncomfortable about your duties, please feel free to contact the OLLI office. We want to be sure you have all of the information necessary for success!

Course Evaluations

Course evaluations will be sent to your class assistant. Class assistants will be responsible for distributing and collecting the course evaluation sheets from each member of your course. Evaluations are to be conducted in the last meeting date of each course; please adjust your course plan accordingly. We ask that instructors leave the classroom during the evaluation process. Instructors may return to the classroom once the class assistant has collected the completed evaluations. The class assistant will be responsible for mailing the evaluations to the OLLI office. Instructors are not to review the evaluations.

Class Assistants

Every OLLI course will be assigned a class assistant. These class assistants are members who have enrolled in your course and have volunteered their time to assist you throughout the semester. You should communicate with your class assistant the exact areas in which he or she can support you. The OLLI office would like you and your class assistant to work as a team to carry out necessary duties. We hope these valuable volunteers will aid you in the success of your course.

Class Assistant Duties

Class assistants can support course instructors in the implementation of OLLI courses in the following ways:

⇒ *Before class:* Arrive 15-20 minutes before each class to ensure the room and equipment is set up properly and doors are unlocked before class members arrive

⇒ *During class:* Take roll, collect field trip waivers, assist instructor in distributing handouts, make any necessary announcements

⇒ *After each class:* Assist instructor in gathering personal items to his or her car, disassemble and power off equipment, ensure necessary doors are locked, contact absent members to assist with barriers to class attendance

YOUR CLASSROOM MUST BE RETURNED TO ITS ORIGINAL STATE AFTER EACH CLASS SESSION.

⇒ *At the final class session:* Distribute and collect class evaluations then mail them in the provided envelope to the OLLI office

Please note that this is not a comprehensive list of duties. The duties your Class Assistant performs will depend on your needs as an instructor. We encourage you to communicate clearly with your Class Assistant. Also, please keep in mind that you and your Class Assistant should work as a team to carry out these duties.

Course Expenses Procedures

Below are the OLLI/Clemson University guidelines regarding course expenses you may encounter throughout the semester.

Copies: If you need to have handouts copied for your students or copies of transparencies made for your course, please contact the OLLI office at least one week before your first class session. You have the option of dropping off the original copies at the OLLI office or emailing an electronic copy to OLLI@clemson.edu along with detailed printing instructions. You will need to specify whether the copies should be grouped or collated, stapled or 3-hole punched, and single or double sided copies.

Course Expenses Procedures Cont'd

Copy Guidelines: In an effort to save paper and cut down on printing costs, we urge all instructors to carefully consider the format and amount of handouts necessary for your course. For example, if you would like to handout a copy of your PowerPoint presentation, consider putting four slides per page rather than one. Also, please choose to allow double sided printing of handouts. We will be happy to make the necessary handouts to enhance your students' learning, but with these small efforts we can help to save some paper and some printing costs! If you would like some tips on how to format your handouts, please contact the OLLI office.

Course Supplies: If you need to purchase supplies or materials for your students, that information should have been included in your course proposal worksheet. If this information was not included, you must contact the OLLI office at least two weeks before your first class session to ensure reimbursement. The OLLI office will make all purchases for supplies or materials. The University will only allow OLLI to reimburse instructors under very special circumstances so please do not make any purchases out-of-pocket unless you have spoken with a member of the OLLI staff and received approval. In the event that you are granted approval to make purchases you will need to provide the original receipt as well as a signed reimbursement request form which requires your social security number.

Other Course Expenses: If you have invited special guests or demonstrators to present to your class that require compensation, this information should have been included on your course proposal worksheet. If this information was not included, contact the OLLI office at least two weeks before your first class session. The guest being compensated will need to provide the OLLI office with a written invoice including a tax identification number or social security number. The University will not allow OLLI to reimburse instructors for paying these fees in advance.

Field Trip Procedures

If you are planning to take your students on any field trips/excursions, this information should have been included on your course proposal worksheet. If this information was not included, you must contact the OLLI office immediately. A field trip is defined as any time a course session is held outside of the assigned classroom. The OLLI office will need detailed information regarding the outing ten days in advance in order to secure the proper Clemson University insurance. Any admission fees required for the field trips/excursions will need to be paid by OLLI through the University. The University will not allow OLLI to reimburse instructors for these fees, therefore do not pay any of these fees out-of-pocket.

Technology/Equipment Information

Available Equipment

Dell Laptop Computers
 Epson LCD Projectors
 Optoma DLP Projector with built-in DVD Player
 Logitech Multimedia Speakers
 Overhead/Transparency Projectors
 Portable Tripod Screens
 Apollo Portable Wireless PA System
 Portable Dry Erase Board with markers
 Paper Easel Pads with Easel and markers
 25" Television with built in VHS Player on portable TV cart
 Cassette/CD Player
 Slide Projector

OLLI instructors have access to a variety of technology equipment to enhance your course material. As an instructor, you need to be able to operate A/V equipment used in your class. A training session is held annually for instructors as well as class assistants. If you are planning on using any such equipment in your course, this information should be included on the course proposal worksheet. If this information was not included, please contact the OLLI office at least one week before your first class session.

Please reference the details above for a list of available equipment. If you encounter trouble with the equipment, please contact the OLLI office.

Risk/Liability Waivers

Instructors who teach courses such as kayaking, Tai Chi, and Yoga that have a slightly higher potential for members to sustain an injury are required to distribute risk/liability waivers to students. These waivers, along with a postage-paid envelope, will be sent to the instructor before the first class session. The risks associated with taking the course should be reviewed with the students by the instructor during the first class session. Students must initial each term/condition then sign the waiver at the bottom. Waivers must then be sent back to the OLLI office in the provided envelope.

Course Proposal Procedures

The OLLI Curriculum Committee is composed of OLLI members who have volunteered their time to establish a diverse and appealing course curriculum for OLLI members. The committee is always looking for new course ideas to expand the breadth of classes we can offer. If you would like to introduce a new course, please contact the OLLI office for a course proposal worksheet (see example on Page 12) or visit our website at WWW.CLEMSON.EDU/OLLI.

Complete every field of the proposal so the Curriculum Committee and the OLLI office can fully evaluate your submission. Once completed, submit the proposal by mail or email to OLLI@clemsont.edu. The course proposal will be reviewed by the Curriculum Committee. A member of the committee will then be in direct contact with you regarding the details of the course. **Please note that the course is not official until it has been approved by the Curriculum Committee.** If you have any questions about the course proposal worksheet, please contact the OLLI office.

As assistance in preparing the course proposal, we would like you to keep the following things in mind:

- ⇒ The Coordinator of Curriculum will make every effort to accommodate your first choice of time and date, but this may not always be possible. Please indicate alternate choices of time and date just in case.
- ⇒ Please make your preferences clear.
- ⇒ Each semester varies in length. Our fall semester courses begin the second week in September and continue through the second week in December. Our spring semester courses begin the second week in February and continue through the

Course Proposal Procedures Cont'd

- ⇒ second week in April. Our Maymester courses begin the first week in May and continue through the last week in May. There are several formats for OLLI courses:
 - ⇒ Multi-Session Courses: You can teach as many weeks as you wish, between two and 12. You may also choose one or two sessions per week.
 - ⇒ Lunch & Learn Courses: These courses are one hour in length in which participants bring their lunch. These are a great way for new instructors to get started in the OLLI program.
 - ⇒ Special Events: These courses are one-time courses that range in length from two to eight hours.
- ⇒ When writing your course description, please try to catch your readers' attention. Your students would like to know what you will teach, how you will approach the subject matter, and whether there will be reading, homework, visual presentation, etc.
- ⇒ In order for the Coordinator of Curriculum to finalize curriculum in a timely manner, **ALL COURSE PROPOSAL SHEETS MUST BE RECEIVED BY THE SPECIFIED DEADLINE.** And course proposal worksheets that are received after the deadline will be considered for the next semester.

Returning Instructor Course Proposal Procedures

Each semester, all previous instructors will receive an email correspondence from the Coordinator of Curriculum. This email will ask previous instructors whether they are interested in teaching another course in the coming semester. This email will details proposal deadlines and include a copy of the most recent course proposal sheet. Returning instructors are asked to follow the course proposal instructions on page 9 and return course proposal worksheets to the Coordinator of Curriculum.

Course Outlines

The OLLI staff has learned valuable course planning tips from our seasoned instructors. As a result, the Curriculum Committee highly suggests compiling and submitting a course outline for each of your courses. These course outlines will assist you in organizing your class over multiple sessions and will assist the OLLI office in conveying course information to potential students. The course outline does not need to be extensive; simply list the main topics/activities you will address

Course Outlines Cont'd

during each session. It can be submitted electronically along with your course proposal to OLLI@clemson.edu or via mail to the address on page 2. For a sample course outline, please refer to page 11.

Frequently Asked Questions

What is an effective method to ensure communication between my students and me outside of the classroom?

We recommend instructors provide their students with a phone number and email address so the students can contact you in case of an emergency.

Should I, as an instructor, be recruiting new instructors for OLLI?

Absolutely! We are always looking for new instructors to introduce new topics to our curriculum. If you know anyone who would be willing to be an instructor, please feel free to give him/her the OLLI contact information.

How should I set-up my classroom?

Classroom set up is dependent on your preferences as an instructor and the structure of your course. Be sure to specify on your Course Proposal Worksheet which classroom configuration you would prefer (lecture style, classroom style, roundtable discussion, etc.). You and your class assistant should arrive at least 15 minutes prior to class start time to set up your classroom.

What resources, other than textbooks, can I use to enhance my course material?

We encourage all instructors to think of creative ways to convey the course material to your students. Aside from the technology detailed on page 6, you can incorporate guest speakers, exhibits, newspaper/magazine clippings, or posters into your presentations. The options are endless and these items can add new learning experiences for your students!

What teaching techniques can I use for my course?

There are several teaching techniques you can employ to create an effective course.

Frequently Asked Questions Cont'd

Choose the style that will best convey the course information to your students. Some examples are: pure lecture, short lecture with discussion time, question and answer over assigned readings, audio visual presentation (video, PowerPoint, etc.) with a question and answer session. The OLLI Curriculum Committee can offer assistance if necessary.

What do I do if I have a student who dominates the discussion and/or challenges my expertise on the issue at hand?

Every student brings his/her own background and knowledge to your class and, occasionally, this can lead to tricky classroom situations. Just remember to stay calm—there are several techniques you can use to diffuse the situation. Your class assistant can help to redirect a conversation from a dominating student or you can introduce a new topic and call on someone new to respond. For a student who challenges your expertise, simply acknowledge his/her statement and pledge to do some research on the point he/she is making. If either situation becomes habitual and disrupts your class, please contact the OLLI office for assistance.

Where can I go to get more information and tips on being an OLLI instructor?

Feel free to visit the new Instructor section of the OLLI website. Here you will find information about teaching opportunities, instructions for A/V operation, teaching tutorials and much more. Check this site often as we develop and add to the available materials!

Visit us at WWW.CLEMSON.EDU/OLLI/MEMBERSHIP.PHP

Sample Course Outline

Spring 2007 Camping and Backpacking Course Outline

CLASS ONE: Safety and First Aid

First Aid Kit Activity: Students make a list of what should be in a backcountry first aid kit.

Heat Exhaustion/Stroke

Hypothermia/Frostbite

Poison Ivy/Oak/Sumac

Snakes and bears

Lost and Alone

CLASS TWO: Trip Planning and Map Reading

Safety Quiz

Topographic map reading lecture

Compass lecture

Compass and map activity (outside)

Group goal setting discussion

Trip research-break into groups and research trip options

CLASS FOUR: Leave No Trace

Review group trip plan and itinerary

Leave No Trace lecture

Leave No Trace skits in groups

CLASS FIVE: Food Preparation and Gear Consideration

Leave No Trace Quiz

Repackaging food

What food to bring on trail

Cooking demo on camp stove: Students to practice lighting stove in groups

Bear hang demo

Show examples of what to wear and what not to wear in the backcountry

Tent set-up and packing a backpack

OSHER LIFELONG LEARNING INSTITUTE AT CLEMSON UNIVERSITY
Course Proposal–Spring 2009

Spring Semester, February 9th – April 10th. Proposals due September 29th.

Complete every field of the worksheet so the Curriculum Committee and the OLLI office can fully evaluate your proposal.

Instructor Name: _____ Member: _____ Non-Member: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Course Title: _____

(If you need help with this the Curriculum Committee will be happy to assist you.)

Course Description: (60-80 words)

Instructor Biography: (25-40 words)

Number of class sessions: _____ Hours per session: _____

Preferred date(s) to begin your course: _____

Alternate date(s) to begin your course: _____

Preferred day of the week to teach: _____

Alternate choice of day: _____

Preferred time of day to start the class: _____

Alternate time of day to start the class: _____

If there are any days you cannot teach please make a notation here.

Preferred location/city: _____

(If you need help with this the Coordinator of Curriculum will be happy to assist you.)

Please indicate your preferred room arrangement or write in your preference:

___ Classroom style with tables and chairs

___ Lecture style with chairs only

___ Other: _____

Please list the location and dates for any field trips: _____

A/V and other equipment requirements: _____

(As an instructor, you need to be able to operate A/V equipment used in your class. A training session will be held each semester.)

Please indicate if you will need the OLLI office to provide

____ Copies of handouts ____ Copies of transparencies ____ 1" Binder Notebooks
____ 3-Prong Folders ____ Other: _____

Please list any supplies or books required for enrolled students: _____

Supply/Materials list or books required for instructor: _____

Special guests or demonstrators: _____

Maximum Number of participants: _____ **Minimum Number of participants:** _____

IT IS VERY IMPORTANT THAT YOU MAKE A COPY OF THIS PROPOSAL FOR YOUR RECORDS.

Submit this form as an attachment via email to the OLLI office at OLLI@clemson.edu and to the Curriculum Committee Chair, Eleanor McCallum, at mccallum@nuvox.net.

or

You may also mail the course proposal to:

**OLLI at Clemson University
Box 340738
Clemson, SC 29634-0738**

If you have any questions about how to complete and/or submit this course proposal, please call the OLLI office at 864-656-6912.