

FACULTY HANDBOOK

A guide to procedures
and policies for
OLLI instructors



Revised 2023

Welcome to Osher Lifelong Learning Institute (OLLI) at USM. We are very fortunate to have so many talented instructors who graciously volunteer to share their expertise and passion with our students. Thanks to you, OLLI can fulfill its mission of providing members with a wide variety of stimulating courses, lectures, workshops, and complementary activities in a creative and inclusive learning community.

This handbook is designed to acquaint new faculty members with basic OLLI procedures and policies and serve as a refresher for veteran instructors. ***It is no substitute for the information provided during faculty orientation sessions held prior to each term. You are strongly advised to attend orientation as well as read the handbook.*** If you still have any questions, feel free to bring them to the OLLI office or direct them to the appropriate contact below.

OLLI STAFF

Donna Anderson, Director
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Rob Hyssong, Program Coordinator
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Kalianna Pawless, Administrative Specialist
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OLLI Volunteer Desk: 780-4406

GENERAL ADMINISTRATION

The two-hour classes meet once a week for six weeks during winter and summer sessions and eight weeks during fall and spring. Typically, a break is given halfway through the class.

If you know that your class will begin earlier or later than the standard schedule, inform the OLLI Program Coordinator so dates can be included in the course catalog. **If you need to skip or reschedule a session during the term, please notify your class and the OLLI Program Coordinator.**

All enrollments for classes must go through the OLLI office (**no private, back-alley deals, please!**).

HOLIDAYS/CANCELLATIONS

Classes generally will not be held on official USM holidays (see <http://www.maine.edu/about-the-system/system-office/human-resources/holiday-schedule/>). If you choose to hold your online class on a holiday, make sure that is made clear to your class.

Delayed openings/early closings: If your class meets via Zoom, whether USM is open, closed or starting late will not affect your class. You can hold it as usual. Just be aware, poor weather

conditions can cause power outages. If you decide to cancel class, canceled classes are typically made up the week after classes end.

If you are unable to attend class for reasons other than weather, please notify Rob or Donna, ASAP, as well as notifying your class.

CLASS MATERIALS/AV

Books: Obtaining books for OLLI courses is the student's responsibility. If you need assistance with books, contact Vernon Tarbell , at vernon.tarbell@maine.edu or 780-4156.

When you submit a course proposal, please note whether you'll be using a book and whether it is **required** or simply **suggested**; this information will be included in the course catalog. Required books will be in stock in a designated OLLI section at the USM Bookstore, but students also can order discounted books online at sites like amazon.com or half.com, borrow from friends, or use books from home.

If you send reading materials to your class, remember to either sent web links, or PDFs. This will avoid any issues with opening the documents you send.

ZOOM

Zoom is the platform used by OLLI faculty to conduct online classes at OLLI. Faculty may use their own PROFESSIONAL version of Zoom (one that is paid) or use a version through the UMaine system for free.

Steps to obtain a free UMaine Zoom account:

- ◆ Contact Rob and request it.
- ◆ Complete a Person of Interest (POI) form and submit it electronically to Rob.
- ◆ Look for an e-mail confirmation from 'University Service payroll'
- ◆ Activate your account
- ◆ Zoom training is available for anyone who wants/needs it.

STUDENT MATTERS

It is not necessary to take attendance. Faculty are encouraged to log into the online database to check the number of students enrolled in their class, see a class roster, and send e-mail messages to students. This is fully explained and demonstrated at faculty orientation.

The class lists include students' e-mail addresses, but you are the only one in your class who sees this information. When e-mailing attachments to students, you'll need to use your own personal e-mail account. When group e-mailing your students, please use blind copy (bcc) to safeguard their addresses. To protect individuals' privacy, office volunteers are not allowed to give out personal contact information.

Student-feedback forms are available from OLLI staff. These are solely for your benefit and use.

FACULTY BENEFITS

We can't pay instructors for their services, but you'll get several other benefits in return for donating your time and teaching skill:

- ◆ Free annual membership (ordinarily a \$25 fee) for the membership year in which you teach a class
- ◆ Two free classes (ordinarily \$50 each) for each 6- to 8-week class you teach, redeemable with gift certificates,

received after the completion of the class. One free class if you co-teach. (***MUST accompany your registration and be submitted prior to registration day***).

- ◆ A classroom assistant if you need help managing Zoom discussions, raised hands, etc. E-mail Rob and olliatusm@maine.edu at the end of class with the assistant's name so we can prepare a gift certificate to thank them.
- ◆ A tech assistant if you want/need someone to help with the technology of running your class online. E-mail Rob and olliatusm@maine.edu at the end of class with the assistant's name so we can prepare a gift certificate to thank them.
- ◆ Support via meetings and orientation workshops for faculty. The OLLI staff also stand ready to assist in any way possible. You'll have access to the Education Committee as a resource for mentoring, answering general questions about teaching at OLLI and help with the course submission process.

We hope you will find this peer-teaching experience rewarding. With a classroom full of students there simply for the love of learning, you can't go wrong!

