

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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OLLI Volunteer Desk: 780-4406
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EMERGENCY PROCEDURES

In an emergency, call USM Police and Safety by dialing 911 from a campus phone or 780-5211 from a cell phone. Also, please inform the office of the situation.

If a smoke or fire alarm sounds, proceed to the nearest exit and leave the building immediately. **DO NOT** use the elevators.

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.**

Classrooms are located on the first and second floors of the Wishcamper Center. The OLLI office is in Room 210 on the second floor, where you'll find faculty mailboxes and photo-copying services. The office will provide you with photocopying and media-request forms.

Diagrams for classroom setups are posted in the front of each room. Feel free to rearrange your room to meet your needs, but **please put the furniture**

back when you are done. The wheels on the tables are equipped with safety locks. Please release them before moving the tables. As a safety measure, make sure the tables are all locked down when in place; otherwise they can roll.

All enrollments for classes must go through the OLLI office (**no private, back-alley deals, please!**). New students can pick up nametags in the office. Please encourage long-timers to bring their existing nametags from home.

HOLIDAYS/CANCELLATIONS

Classes will not be held on official USM holidays (see <http://www.maine.edu/about-the-system/system-office/human-resources/holiday-schedule/>). To check on weather cancellations, call the USM hotline at 780-4800. **If USM is closed, OLLI is closed.**

Delayed openings/early closings: If USM opens after OLLI's normal start time (i.e., if USM doesn't open till 10 a.m.), all classes starting earlier than that are canceled. If USM announces an early closure (e.g., campus will be closing at 2 p.m.), OLLI afternoon classes are automatically cancelled. 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.

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.

Photocopying: OLLI staff are glad to photocopy materials for classroom use, but please: **LIMIT YOUR COPIES TO 50 PER STUDENT PER COURSE. THIS EQUATES TO APPROXIMATELY 6 COPIES PER STUDENT PER WEEK.** There are many options available besides photocopying. Ask Rob for suggestions.

If you need photocopies, **please complete a Photocopying Request Form and submit it AT LEAST ONE WEEK IN ADVANCE.** Please consider two-sided copying to conserve paper. Your copies will be placed in your mailbox, located in the OLLI office workroom. Microsoft Word or PDF documents can also be e-mailed to Rob or Sue (see page 2) **ONE WEEK IN ADVANCE.** Do not send documents as Mac Pages, as we can't open them. Convert to PDF before sending. Rob will notify you when your copying is complete.

A/V equipment: All classrooms are media-equipped, but please put in your request with the OLLI office one week in advance anyway. This allows the USM Media department to set it up and make sure it is all working properly. If you have a problem with any equipment, come to the office, and we will contact the media department to assist you.

All classrooms except the OLLI Library are equipped with the following:

- ◆ Projectors for movies and computer
- ◆ Speakers

- ◆ VCR/DVD player (DVD player acts as a CD player)
- ◆ Computer (Windows-based) with Internet access and Microsoft Office
- ◆ Blu-ray player (Rooms 113, 203, and 205 only)
- ◆ Document camera (like an overhead projector, but digital, in color, and you don't need a transparency)
- ◆ iPod input
- ◆ Laptop connection ports and VGA cable (you must provide your own Apple dongle to connect to an Apple laptop)
- ◆ HDMI inputs (Rooms 102, 113, 203, and 205 only)
- ◆ Whiteboard with dry-erase markers

The following equipment is available for delivery to classrooms:

- ◆ Audio cassette player
- ◆ Old-fashioned slide projector (if you want to transfer your slides to a digital format, contact the USM Media Department: 780-4280)
- ◆ Mac computer

STUDENT MATTERS

It is not necessary to take attendance, but you'll be provided with class lists before the first and second class. These will be placed in your faculty mailbox. 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 in the OLLI office. 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 free class for a classroom assistant if you need help with room setups, passing out materials, etc. E-mail Rob and olliatism@maine.edu at the end of class with the assistant's name so we can prepare a gift certificate.
- ◆ A mailbox in the OLLI office. Please check it weekly.
- ◆ 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.
- ◆ **A free USM student photo ID**, which allows you access to the university library system and Computer Lab and discounts on selected events and services (check usm.maine.edu/olli/olliusm-student-privileges). If you don't already have an ID, stop by the OLLI office and we'll help you obtain one.

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!

