FACULTY HANDBOOK

A guide to procedures and policies for OLLI instructors
Welcome to a new semester at USM’s Osher Lifelong Learning Institute. We are very fortunate to have so many talented instructors devoted to sharing their expertise and passion with our senior students. Through your efforts, OLLI is able to fulfill its mission of providing members with a wide variety of intellectually challenging courses and 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. If you have any questions that this handbook doesn’t address, feel free to bring them to the OLLI office or direct them to the appropriate contact below.

CONTACTS

OLLI Volunteer Desk: 780-4406
Rob Hyssong, Program Coordinator:
228-8336
Susan Morrow: Assistant Director for Programs: 228-8181
Education Committee Chair:
Lenore Fleming lfleming@maine.rr.com
EMERGENCY PROCEDURES
In an emergency, you will get a faster response by dialing 911 from a campus phone than by using an outside line. In the event of a medical emergency during class, call 911 on campus and send someone to the OLLI office to inform staff 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
Classrooms and offices 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 photocopying 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. As a safety measure, make sure the tables are all locked down; 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 name tags in the office. Please encourage long-timers to bring their existing name tags from home.
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.

HOLIDAYS/CANCELLATIONS
Classes will not be held on official holidays. For USM’s holiday schedule, check www.maine.edu/system/hr/holidays.php

To see if classes are cancelled due to weather, call 780-4800 or listen to your local radio or TV station. If USM is open, OLLI will be open and staffed. If you are unable to attend class, please notify Rob or Susan ASAP.

CLASS MATERIALS/AV
Books: Starting in 2010, OLLI stopped providing free books for classes; savings from this measure have allowed us to hire additional staff. Obtaining books is now the responsibility of the students.

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 the USM Bookstore, but students can order discounted books online at sites like Amazon.com or Half.com, borrow from friends or use books from home.
Photocopying: OLLI staff will be glad to photocopy materials for classroom use, but we ask that you limit your copies to 50 copies per student/per course or less to help us keep costs down. This equates to approximately 6 copies per student/per week. There are many options available other than photocopying. Ask Rob if you want ideas.

If you need photocopies, please complete a Photocopying Request and submit it 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.

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.

Classrooms are equipped with the following:

- Projectors for movies and computer
- VCR/DVD player
- CD player (the DVD player acts as a CD player)
- Computer (Windows-based)
Document camera (like an overhead projector, but digital, in color, and you don’t need a transparency)

White board 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 the faculty mailboxes. Your name appears on the list (that’s just how the database works!), so deduct one from your student tally to get your actual class size. The class lists include students’ e-mail addresses, but you are the only one in your class who sees this information.

When 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.

At the last class, students will be given forms for evaluating your content and presentation.

FACULTY BENEFITS
OLLI instructors are entitled to several benefits in return for donating their time and skill in the classroom.
You receive free annual membership (ordinarily a $25 fee) for a year in which you teach a class.

For each class you teach, you may take two free classes (ordinarily $50 each).

You can line up a classroom assistant to help you with room setups, passing out materials, etc. The assistant is entitled to a free class; just let the office staff know at the completion of your course.

Each faculty member will have a mailbox in the OLLI office. Please be sure to check it at least weekly.

Parking at USM isn’t free, but the OLLI office has worked out a deal with the parking garage to cover your parking costs. Information on parking is available in the office.

Faculty at OLLI are supported via meetings and orientation workshops, and the OLLI staff stands ready to assist in any way possible. You also have access to the Education Committee for faculty mentors and general questions about teaching at OLLI and/or 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!