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. Through your efforts, OLLI is able to 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. If you have any questions 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

**OLLI Staff:**
- **Rob Hyssong**, Program Coordinator  
  228-8336, rhyssong@usm.maine.edu
- **Susan Morrow**, Assistant Director for Programs: 228-8181, smorrow@usm.maine.edu
- **Linda Skinner**, Administrative Assistant  
  228-8225, lskinner@usm.maine.edu

**OLLI Volunteer:**
- **Joan Aldrich**, Education Committee Chair  
  aldrich1822@gmail.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 (e.g., cell phone). 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 nametags in the office. Please encourage long-timers to bring their existing nametags 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 http://www.maine.edu/about-the-system/system-office/human-resources/holiday-schedule/

To see if classes are cancelled due to weather, call the USM hotline at 780-4800. 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: Obtaining books for OLLI courses is the student’s responsibility.

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 Book-store, 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.

**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) with Internet access and Microsoft Office
- 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)
- 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. 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 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.

If you wish to use them, student-feedback forms are available in the OLLI office. These are solely for your benefit and use.

FACULTY BENEFITS
A free USM photo ID card entitles OLLI instructors to
all student privileges (access to the USM library system, Computer Lab, and Bookstore, plus special student discounts on selected events and services — for details, see usm.maine.edu/olli/olliusm-student-privileges). Though OLLI cannot pay instructors for their services, you’ll receive several other benefits in return for donating your time and skill in the classroom:

- Free annual membership (ordinarily a $25 fee) for a year in which you teach a class
- Two free classes (ordinarily $50 each) for each 6-8 week class you teach, redeemable with gift certificates, which MUST accompany your registration forms.
- A free class for a classroom assistant if you need help with room setups, passing out materials, etc.; just let the office staff know
- A mailbox in the OLLI office. Please be sure to check it at least 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.

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!