



OSHER LIFELONG LEARNING INSTITUTE

“Curiosity Never Retires”



OSHER LIFE-LONG LEARNING INSTITUTE (OLLI) California State University Channel Islands (CSUCI)

OLLI INSTRUCTOR'S HANDBOOK

Prepared by: CSUCI OLLLI Curriculum Committee

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OLLI'S MISSION

The mission of the Osher Lifelong Learning Institute (OLLI) is to provide intellectually stimulating lifelong learning opportunities geared toward people age 50 and up. OLLI is affiliated with the California State University at Channel Islands, One University Drive, Camarillo, California 93010.

WHO ARE OSHER LIFELONG LEARNERS?

Who are typical OLLI members? They are usually age 50 or better and have never lost their thirst for knowledge. They remain active and vital, living up to our motto “curiosity never retires”. We didn’t retire; we changed direction.

Osher Lifelong Learners are a diverse group of outstanding individuals that come from a wide variety of backgrounds. The average age of our members is 65-75, and approximately 2/3 of them are women. Below are some ideas for best approaches to instruction with this group and some additional important information about teaching for OLLI.

ADULT LEARNERS JOIN IN THE DISCUSSION

Mature, adult learners are unique in their approach to learning. They are patient and engaged while listening, but also desire discussion based on their rich history of experience and wisdom. We highly recommend that you provide ample time for interactive discussion throughout the class session.

The biggest mistake that new OLLI instructors make is not allowing enough time for discussion. In general, adult learners approach learning differently than younger learners in the following ways:

- They are more self-guided in their learning
- They bring more to a learning situation because of their wider experience—and often take more away from the experience than younger learners
- They require learning to make sense
- They will not perform a learning activity just because the instructor said to do it
- They enjoy a variety of learning activities, including hands-on, but only if adequate time is allowed

OLLI members are not shy about asking questions. Please set ground rules. You might find it helpful to announce that participants should raise their hands when they have a question, and that each member limits him/herself to one question unless time permits. This is at your discretion, but there have been occasions where one or two class members dominated discussion and therefore the rest of the class were not able to ask questions or contribute their thoughts.

Most times, OLLI members appreciate a break about halfway through class. Ten or fifteen minutes should suffice.

BOOKS AND HANDOUTS

While most OLLI classes do not require texts or materials provided by the student, it is acceptable to require a book. Please keep the total cost of required book(s) to no more than \$50. Learners regularly express appreciation for materials provided as class handouts.

Let us know if you need copies of instructional materials. Please limit your copies to no more than 15 pages per class member, and make your request one week prior to the date you will need the copies. All copies will be made two-sided to save paper and printing costs. You may send your documents electronically for printing : donna.inglis@csuci.edu. OLLI cannot provide information about copyright for the use of any printed materials.

HARD OF HEARING MEMBERS

Some OLLI members have a degree of hearing loss, so please project your voice. We require a microphone for larger classrooms at University sites. Also, since it is sometimes difficult for the rest of the class to hear student questions, please repeat questions. Ask your students to let you know if they cannot hear you, and let us know if a microphone is needed.

CANCELLING CLASSES

OLLI makes every effort to market your class to its members and the general public. However, if your class is cancelled due to low enrollment, OLLI will not compensate you. Class cancellation due to low enrollment is at the discretion of the OLLI Program Director, who will do his best to inform you of the cancellation in a timely manner.

AUDIO/VIDEO EQUIPMENT REQUESTS

The course proposal form asks about technology needs, and the information you provide on it dictates where we schedule classes. We do our best to schedule classes at the site that best fits the class format.

If you did not submit a course proposal form and you require A/V equipment, please contact the appropriate staff William.ochs@csuci.edu.

Classrooms at University sites have state-of-the-art audio/video technology that includes web access. Other classroom locations that OLLI uses may have limited technology.

CLASSROOM ASSISTANCE WITH AUDIO VISUAL EQUIPMENT

On the CI campus there is a phone number to call for technical assistance next to the phone on the wall in the OLLI classroom. At the off-site facilities there is usually someone to aid in trouble-shooting. We encourage each instructor to become familiar with the equipment prior to the beginning of classes.

CLASS ROSTER, TAKING ATTENDANCE, MAKING ANNOUNCEMENTS

OLLI can provide contact information for the class (emails, phone numbers) in case you need to get a message to the class in a timely manner. We strongly suggest you provide your email address to your class, or whatever other contact information you deem appropriate.

We will send you a list of attendees via email a few days before classes, or have the list ready for you the first day of class. Please pass an attendance sheet and return the completed sheet to us after classes have finished. In addition, we may ask you to make additional random attendance.

CLASS EVALUATIONS AND EVALUATION PROCESS

OLLI evaluates all of its classes using an electronic survey. You shall be provided these evaluation results upon request. Evaluation data is collected in order to help assess the instructor, the course and the educational environment. Analysis of this information helps with future planning.

CLASSROOM EMERGENCIES

Have someone call 9-911 and follow the instructions. Keep the class members calm and out of the way of emergency personnel. Have someone from the class go to the nearest exit to direct rescue personnel to the location. Call the Channel Islands OLLI office at 805 437-2748 (M-F, 9am-5pm).

CANCELLATION OF CLASSES

Illness or Emergency

In case of instructor illness or an emergency requiring the cancellation please contact the OLLI office at 805 437-2748 or the OLLI Program Director at 805 437-2698. The office will do their best to get word to the class that class has been cancelled. Letting the office know about a cancellation no later than the day before class allows students time to get the message.

FUTURE PROGRAMMING

Just as we ask our members for their ideas about future course programming, we request your ideas as well. You are our most important resource. If you have recommendations for future courses, please let us know.

ASK A COLLEAGUE. TELL A FRIEND.

If you know someone who might be interested in teaching an OLLI course, ask them to contact us, or give us their contact information. And, please tell a friend about OLLI. Increased awareness of OLLI in the community is the key for our sustained growth.

Important OLLI Contact Information

Main Office – 805 437-2748

Program Director – 805 437-2698

Address:

Osher Lifelong Learning Institute

CSU Channel Islands

One University Drive

Camarillo, CA 93012