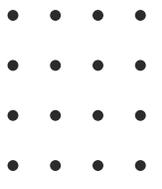




Osher Lifelong Learning Institute  
at CSU Channel Islands



# OLLI Instructor Handbook



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# **OLLI INSTRUCTOR HANDBOOK at CSUCI**

The OLLI Instructor's Handbook is a guide for instructors as they prepare to engage our unique population of "mature scholars". Instructors at OLLI are greatly valued, and their dedication to preparing and teaching meaningful classes for us is deeply appreciated. You are an essential part of our community of lifelong learners.

## **THE OLLI MISSION**

OLLI at CSUCI is dedicated to enriching the lives of lifelong learners by providing opportunities for intellectual stimulation and social connection designed for adults aged 50 and above. We foster a love of learning through university-level courses, social & educational activities, and special events.

## **OLLI LIFELONG LEARNERS**

Our motto is "OLLI is for the joy of learning." OLLI members are a diverse group of individuals from a wide variety of backgrounds. They have a thirst for knowledge and remain active and vital in our community.

OLLI students are very different from undergrads. They are often well educated, well-traveled, curious and highly motivated. OLLI students come to class engaged! In general, they are seeking information. They want to hear from you rather than hearing from each other, and they want you to be open to questions and comments and to foster a climate in which different opinions are respected.

## **COURSE PROPOSALS**

A course proposal is made on the OLLI website using the following link:

[Teaching at OLLI](#)

The course proposal asks for information about the instructor's background and availability for the term, as well as specific details about the proposed course. When the proposal period has ended, the proposals are sent to the Curriculum Team.

## **COURSE SELECTION PROCESS**

The Curriculum Team is composed of OLLI members who volunteer for this team. In selecting courses, the Curriculum Team considers the following:

- Ensuring that the course is consistent with the mission of OLLI at CSUCI
- Developing a curriculum that is balanced and reflects the preferences of OLLI members
- Determining that the instructor has the appropriate background and experience to teach the course
- Evaluations of previous courses presented by the instructor.

The Curriculum Team sends their class selections to the OLLI administrators for their review. If the classes are approved, a schedule is prepared and instructors are contacted.

## **CLASS PREPARATION**

The instructor should become familiar with the following guidelines for teaching a class at OLLI.

## **CLASS DISCUSSIONS**

Class discussions work when they are carefully planned and well guided with specific questions and sufficient background material. Many OLLI students remain quiet and refrain from participating. It is important to keep things moving and interesting. Try to have very little “dead” time in class when the students might lose interest.

## **INSTRUCTIONAL MATERIAL**

Many OLLI instructors use instructional material, e.g., PowerPoint slides, from other classes. Please take time before the class to arrange slides and instructional material specifically for the OLLI presentation. It is very distracting when an instructor is jumping around slides from previous courses rather than presenting a unified set of slides.

If you use slides, please make the slides easy to read, uncluttered, with font sizes and styles that are easy to read and with only a few lines of text. Please explain the slide fully, including any images, graphics, quotes, etc., and identify the pertinent information. Remember, the students are not familiar with your slides and some may have low vision.

On the first day of class, students appreciate a course syllabus describing each week's class.

## **USE OF VIDEO MEDIA**

If you use videos, please check the sound and picture quality before the class.

OLLI courses based on film, theater, or performance art are expected to be presented in an intellectually stimulating context. Please limit video presentations to selected excerpts followed by lecture and/or discussion. Please do not show entire TV shows or films. When using media, please turn closed captions on (don't assume that everyone can hear the audio clearly, even with the volume turned up).

## **BOOKS**

OLLI classes do not require homework, but literature courses may request readings. Please keep the total cost of books and the amount of reading to a minimum. Please remind students ahead of class about any reading assignments.

## **CLASSROOM ETIQUETTE**

OLLI students bring a lifetime of experiences to your class; they have been "around the block" several times. Some OLLI members are not shy about sharing opinions. Please set classroom etiquette rules to assure that one or two class members do not dominate class discussion.

If you have an issue or problem with an OLLI student for any reason, please contact the OLLI Coordinator or Program Director promptly.

## **PROMOTION**

We expect our instructors to avoid promoting their own or others' businesses, products, or services in our classes, unless a member requests such information. While you may mention your published works if relevant to the class, please do not arrange sales or bring self-promoting materials to class.

## **CLASS TIMING**

Please be very conscious of the class timing. Please arrive early to assure your presentation shows properly, the Internet works, and the audio is good. Please give the OLLI members a 10-minute comfort break an hour into your two-hour class. Very important, please end class on time – even if you haven't covered all your material.

## **COMMUNICATION WITH CLASS**

The OLLI Coordinator will take care of all communications with OLLI students. Please send information for students to the OLLI Coordinator in the form of PDF files that are available from most digital platforms. If you want hard copies of instructional materials for in-person classes, please send your documents electronically to the OLLI office at [OLLI@csuci.edu](mailto:OLLI@csuci.edu) one week ahead of time. Please limit your handouts to 1-2 pages per class member. You may provide your email address and contact information to your class, but please do not collect student contact information.

## **CLASS AMBASSADOR**

OLLI, or you, can recruit an OLLI student to be the class ambassador. He or she will assist you and the class members with any problems that arise. The ambassador will make OLLI announcements before the class. The ambassador can provide you with feedback on any A/V issues, monitor questions, and mute microphones.

## **ZOOM REMOTE AND HYBRID INSTRUCTION**

OLLI at CSUCI offers both Zoom and hybrid (both in-person and Zoom) courses. OLLI will provide instructors training and assistance using the University's Zoom platform. Please assure that your Internet provider has adequate bandwidth for Zoom presentations. Please become comfortable using Zoom prior to starting your first class, particularly to present slides or videos. Please dress appropriately.

### **Considerations For Hybrid Instruction:**

- Please remain in view of the webcam during your lecture so online students can see you.

- When addressing discussion points or pictures on your PowerPoint slides, we recommend using your mouse to point out these areas so that both audiences can see what you are referring to. Likewise, use verbal descriptions to explain what you are referring to.
- Please engage in discussion with both in-person and online students. It may be helpful to establish "eye contact" with online students by periodically looking into the webcam.

For class setup, we ask that you arrive 30 minutes before your class begins to ensure that the technology is working properly and to ensure a timely start. Either OLLI Staff or onsite IT will be there to provide tech support.

### **Considerations for Zoom Instruction:**

- Please ensure that you have a strong internet connection.
- Please ensure that your webcam/device is secured on a stable surface.
- Please remain in view of the webcam and ensure that you are well-lit during your lecture so your students can see you.

For class setup, we ask that you log in to the Zoom meeting 15 minutes before your class begins to ensure that the technology is working properly and to ensure a timely start. OLLI Staff will also be logged in to provide tech support.

For each modality, you might plan 10 minutes before the break and before the end of class for Q&A or class discussion. Please tell the students how to ask questions in your class – using “chat” or “raise hand”. As the Zoom host, you can turn off student videos and microphones if they are distracting. If you would like to schedule a practice session for either hybrid or Zoom setup prior to teaching your class, please contact OLLI Staff.

## **CLASS RECORDINGS**

OLLI at CSUCI records all hybrid and Zoom classes to ensure that registered students have access to the course in the event that they cannot attend the live class. We respect the intellectual property of our instructors and take the following measures to safeguard your work. Recordings are password-protected and only available to students who registered for the

course. They are available on our website for the duration of the session and for two months after the session ends. After that time, the recordings are permanently removed. The recordings are only available to view and cannot be downloaded or saved. We can provide you with a copy of your own course recordings upon request.

## **SUPPORTING STUDENTS WITH HEARING IMPAIRMENTS**

Many OLLI students have hearing impairments, and instructors must continually be aware of this issue. If a microphone is provided in the classroom, please use it to support our students. If you ask the class if they can hear you well, many hearing-impaired students will not speak up.

Please:

- If you are provided with a microphone, please secure it so it is stable on your person.
- Face the audience, not the screen, so that students can read your lips.
- Enunciate clearly and don't speak too quickly, which makes a huge difference to comprehension.
- Repeat all questions from the audience, both in-person and Zoom.

## **SUPPORTING STUDENTS WITH VISION IMPAIRMENTS**

When showing images, videos, or diagrams during lectures, please be sure to verbally describe what is happening on the screen. When creating your slides, please use clear, readable fonts and high contrast between text and background, and avoid decorative fonts or overly complex designs. You can ensure that PDFs and Word documents are fully screen reader-compatible by using accessible headings, alt text for images, and avoiding scanned-only content.

## **AUDIO/VISUAL EQUIPMENT**

Classrooms on CI campus have state-of-the-art audio/visual technology and Internet access. Classrooms at other OLLI locations generally have a computer, projector, sound system and Internet. Please visit your classroom and become familiar with the equipment prior to your first class. Please contact the OLLI Coordinator beforehand if you need assistance.

## **INSTRUCTOR ILLNESS OR EMERGENCY**

If you become ill or have an emergency requiring the cancellation and/or rescheduling of a class, please contact the OLLI Coordinator. The office will do its best to inform the class students of the cancellation. Please do not reschedule a class on your own. Work with the OLLI Coordinator who will reschedule the class if possible.

## **CLASSROOM EMERGENCIES**

Direct one person to call 911 for Emergency Services. Provide as much information about the scene as possible. Direct a person from the class to go to the venue office and another to entrances to guide rescue personnel to the location. Keep the class members calm and away from emergency personnel. Call the OLLI Coordinator at (805) 437-1694.

## **CLASS EVALUATIONS**

OLLI evaluates all courses to help with future planning. OLLI will share the student feedback with the instructor.

## **FUTURE COURSES**

Instructors are a prized resource. OLLI appreciates your ideas about the program and future course options. If you know someone who might be interested in teaching an OLLI course, please give their information to the OLLI Coordinator.

## **POLICY ON REPEAT COURSES**

To promote a diverse range of course offerings, a course may not be repeated within two years of its most recent offering. After two years, the course may be submitted during the proposal period, though priority may be given to new courses. An exception may be granted for courses with a limited enrollment cap or demonstrated unmet demand, subject to review and approval by the Curriculum Team.

## **POLICY ON COURSE CANCELLATION**

OLLI at CSUCI reserves the right to cancel a course due to low enrollment, changes in venue availability, instructor unavailability, or other extenuating circumstances. Whenever possible,

instructors will be notified of a cancellation prior to the start of the course. Instructors will not receive compensation for courses canceled prior to the start of the course. OLLI at CSUCI makes reasonable efforts to minimize cancellations and to communicate decisions in a timely manner.

**Important OLLI Contact Information**

OLLI Office – (805) 437-2748 (opt. 2)

OLLI Program Coordinator, Shaina Salin – (805) 437-1675

OLLI Program Director, Daniel Banyai – (805) 437-2651