Osher Lifelong Learning Institute (OLLI) at CSU Channel Islands (CSUCI)

Instructor Handbook

Prepared By: OLLI Curriculum Committee
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Contents

Mission of OLLI

The mission of the Osher Lifelong Learning Institute (OLLI) at CSU Channel Islands (CSUCI) is to provide intellectually stimulating lifelong learning opportunities geared toward people age 50 and older.

Who are Osher Lifelong Learners?

OLLI members are a diverse group of individuals, age 50 or better, from a wide variety of backgrounds. Their average age is 72, and approximately two-thirds of them are women. They have a thirst for knowledge and remain active and vital, living up to our motto, "Curiosity never retires." OLLI members did not retire; they simply changed directions.

Classroom Etiquette

OLLI students bring a lifetime of experiences to a learning situation. They are engaged and many enjoy interactive discussion with the instructor. OLLI members are not shy about asking questions or sharing opinions. This involvement should not, however, come at the expense of the instructor being able to provide a full and complete lecture.

Please set classroom etiquette ground rules to assure that one or two class members do not dominate questions or class discussion – and enforce them as necessary. You might find it helpful to announce that participants should raise their hands when they have a question, and that each member limit him/herself to one question unless time permits.

Class Timing

Please be conscious of the start and end time for OLLI classes. It is recommended you arrive early to ensure the necessary audio/visual aids for your presentation are working properly. Please give the OLLI members a short (10-minute) comfort break an hour into your two-hour class. Finally, please end your presentation at the designated time.

Hearing Accommodations

Many OLLI students have hearing impairment, and instructors must be aware of this issue on a continuing basis. Hearing loss affects one in three people aged 65 to 74, and one in two over the age of 75. Several OLLI participants have dropped classes because of issues hearing the instructor. Even instructors who have loud, clear voice are often not able to sustain the necessary delivery for a presentation all can equally enjoy.

The following techniques should be employed:
- Use a microphone at all times.
- Secure the microphone so it is stable on your person.
- If using a hand-held microphone, please hold the microphone at chin-level.
- Face the audience, not the screen, so that students can see/read your lips.
- Repeat all questions from the audience.
- Enunciate clearly and avoid speaking too quickly. This is particularly important for the hearing-impaired. Diction and speed of delivery make a big difference in comprehension.

Class Ambassador

Each class has a designated student who acts as the class ambassador. He or she will assist you and class members with any problems that arise. The ambassador will make needed announcements to the class members before the class begins or at break time. The ambassador may assist the class by alerting you if the sound or projection is not satisfactory, or of other matters to enhance the classroom experience.

Class Roster

Upon request, the OLLI Program Analyst will provide you contact information for enrollees in your class (names, emails) should you need to get a message to the class in a timely manner. This information should only be used for official OLLI communication and should never be disseminated. For whole class emails, please bcc email addresses. Email is a reliable method to distribute course materials in color. Please be aware, however, there is an email file size restriction of 15 MB for attachments. Please make attachments into PDF files so that students can access them on any digital platform.

OLLI uses the CSUCI class management system called CI Learn, available through *myCI*. Through CI Learn, instructors you may post class information and materials for students. Not all OLLI students will access CI Learn. For more information about setting up CI Learn for your class, please visit http://www.csuci.edu/tli/ats/faculty/index.htm.

Syllabus

On the first day of class, please provide students a course syllabus describing the focus of each week's class. Learners have expressed appreciation for materials provided as class handouts. You may wish to reference and use the weekly schedule outlined in the course proposal you submitted as the basis for the syllabus.

Please provide the class your email address, or whatever other contact information you deem appropriate on your course syllabus.

Instructional Materials

Many OLLI instructors use PowerPoint presentations, and OLLI learners like to take notes on class handouts. The handouts may be provided electronically on CI Learn, by email distribution, or as hardcopy. If you need hardcopies of instructional materials, please make requests to the OLLI office one week in advance of your class. Please limit your copies to no more than 15 pages per class member. Please send your documents electronically to the OLLI office at donna.inglis@csuci.edu. OLLI cannot provide information about copyright for the use of any printed materials.

Books

While most OLLI classes do not require texts or materials that students must provide, it is acceptable for literature courses to require a book. Please keep the total cost of required book(s) to a minimum and remind students ahead of class about any reading requirements.

Use of Video

In keeping with OLLI's mission, courses based on film, theater, or performance art are expected to be presented in an intellectually stimulating context. As such, courses should integrate academic lectures and focused class discussion with film/video presentations. Please limit film/video presentations either to excerpts followed by lecture and/or discussion, or to presentation over multiple class sessions to provide for an appropriate emphasis on lecture and class discussion within the two-hour class period.

Audio/Visual Equipment Needs

OLLI tries to schedule classes at the site that best fits the class format based on the course proposal form. Classrooms at the CI main campus have state-of-the-art audio/visual technology that includes web access. Off campus sites are equipped with microphones, projectors, and wireless internet. For not sites not outfitted with a desktop, instructors may borrow a laptop from OLLI for the duration of their course. Please email OLLI Program Analyst at courtney.gross@csuci.edu for any technology requests.

If you have computer or technical problems in the Broome Library OLLI classroom, please call the technical assistance phone number shown next to the phone on the wall. At other venues, please ask the on-site staff for technical assistance. The class ambassador may also be able to assist you.

Class Evaluations

End of session evaluation data may be collected to help assess the course, educational environment, and provide information for development of future curriculum content.

Low Enrollment

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, instructors will not be compensated. Class cancellation is at the discretion of the OLLI Program Director who will do his best to inform you of the cancellation within one week of class start date.

Instructor Illness or Emergency

In case you become ill or have an emergency requiring the cancellation and/or rescheduling of a class, please immediately contact the OLLI office at 805 437-3269 or the OLLI Program Analyst at courtney.gross@csuci.edu. The office will do its best to inform students of the cancellation. Please do not reschedule a cancelled class before discussing the possibility with the OLLI Program Director or Program Analyst.

Classroom Emergencies

Broome Library: Direct one person to call 911 for the University Police. Provide as much information about the scene as possible. Keep the class members calm and out of the way of emergency personnel. Direct two people from the class to go to the two library entrances to guide rescue personnel to the location. Call the OLLI office at 805-437-3269 during normal business hours.

Other Sites: Direct one person to call 911. Provide as much information about the scene as possible. Keep the class members calm and out of the way of emergency personnel. Advise on-duty staff at the location. Call the OLLI office at during normal business hours.

Ideas for Future Programming

Just as we ask our members for their ideas about future course programming, we appreciate your ideas as well. 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, please provide the information to the OLLI Curriculum Committee or the Program Analyst or encourage them to visit OLLI online at go.csuci.edu/olli for more information.

If you have a friend who might enjoy OLLI classes, please tell them about our program or give the OLLI office the contact information and we start sending them OLLI information.

OLLI Contact Information

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