

**OSHER INSTITUTE**  
**INFORMATION FOR FACULTY**

**Marty Kaplan**

*[Please refer also to the accompanying notes on learning and aging]*

**Communication**

For questions about your contract, payment, equipment in the room, reproducing material for class, and student attendance, please contact the OLLI assistant at 437-2748, [osher.institute@csuci.edu](mailto:osher.institute@csuci.edu), or in Room 227 of the Professional Building.

For all other questions, e.g., pertaining to the class itself, contact me at 437-8583, [marty.kaplan@csuci.edu](mailto:marty.kaplan@csuci.edu), or in Room 236 of the Professional building. I'm rarely in before 10:30 AM.

General information about the Institute can be seen at [www.csuci.edu/exed/osher.html](http://www.csuci.edu/exed/osher.html).

**Classes**

If you want to place material on reserve at the library, please place it in a folder with the title of your course on it and bring it to the front desk at the library. Identify it as a reserve reading for an Osher course. Note that reserve readings must stay in the library. Because some students are here only once a week, having them take the readings home is impractical. They can, of course, photocopy reserve readings for home use.

Students sometimes have difficulty with soft-spoken instructors. There is a portable microphone system in the room – don't be shy about using it.

Students benefit greatly from use of visuals – overheads, computer projection and the like. But if there is a great amount of material on a visual (e.g., an outline), it is advised that you have hard copies made in advance for distribution. The students find they can follow along better, make notes on the handouts, and not have to spend their time copying the material being shown instead of thinking about it. Handouts can be duplicated by the assistant (provided the number is kept reasonable) if you give them to him a week before you need them and tell him how many you need. He will then have them ready for you at your mailbox\* when you come to teach the course.

Students profit from discussion, perhaps more so than traditional undergraduates. They also have more to contribute, sometimes possessing special expertise. However, don't be shy about gently but firmly truncating discussion by students that go off on tangents, or that untrack the ongoing discussion. The other students will thank you for this. If some students want to monopolize discussion, perhaps a private conversation with them outside of class will help.

*\*Mailbox: There are mailboxes for all instructors in Room 264 of the Professional building. **Please check your mailbox each week.** It is not only the vehicle for returning duplicating you left with the assistant, but it is a major means of communicating with you, and through you, to your classes.*

In the class room, there is a bulletin board with important information for students. Please remind your students to look at it each week. We especially rely on you to inform students about our noontime speakers (list will be posted on the board). During the semester we will publish an electronic newsletter for students. Hard copies will be left in the classroom for those students without access to email.

Students may have questions about alternate transportation to the campus, parking, lunch facilities, and the like. Most of these questions can be answered by the veteran students in the class from their experience. Some of the information (e.g., campus maps) will be posted in the room.

Before classes begin, class rosters will be placed in your mailbox. Please take attendance for at least the first 2 weeks (after that, it's up to you) and convey to The assistant the names of those missing. It is important that we know this right away so that we can contact the missing students in the first week. If they have decided not to attend class, we will be able to enroll students on waiting lists in their place.

### Special Requests

- We will be asking you to share announcements from the Institute with your classes on a regular basis. Some will refer to special speakers that have been engaged for the noon-hour (i.e., 12:30-1:30), and others will refer to Institute functions. Announcements will be left in your mailbox\*, and we will be very grateful if you pass them along to your classes.
- About midway through the semester we will all you to distribute to students a survey assessing their interest in courses proposed for the coming semester. This should take only a few minutes, and can be administered at the end of the class session.
- In the 6<sup>th</sup> or 7<sup>th</sup> week of classes, we conduct our regular **class evaluations**. The forms will be left in your mailbox\* that week, and it is your responsibility to pick them up, and give the envelope to a student volunteer to administer while you step out of the room. The student then returns the completed forms to the assistant at the Institute office (Rm. 227 of the Professional Building) after class. Please do not discuss the evaluations with the class before or after they are administered except to find a volunteer administrator.

## Class Room

Classes meet in Bell Tower 2572. The room should be kept locked when not in use to secure the equipment. The assistant will unlock the door at 9:30AM each day. Please do not ask the secretaries in the area to unlock the door; if it is locked when it shouldn't be, please call to open it.

After the morning (10-12) class, please **do not** lock the door (it locks automatically when closing it completely) since it can be used during the 12-2 break as a meeting room for students, or for speakers. After the afternoon (2-4) class, **please close and lock the door securely. This is important** as there have been many incidents of other classes making off with our equipment.

*The lapel microphone system must be unplugged after each use or it will do something too terrible to speak of, according to the manual. So if you use it, please remember to pull the plug when finished.*

Contact the assistant at ext.2748 (there is a phone in the room) if the equipment you need to use is a mystery. But first check with class members, some of whom may be technologically adept. Please don't enlist the aid of the Technology department or of building personnel; let the assistant do that.

*There are lots of points here, but when you come down to it, this will be a terrific experience for you. All instructors in the past have raved about the students and classes. Just remember to lock the door at four (see, that's easy to say), and check your mailbox!*