



Division of Continuing Education



Instructor Handbook

UNF Osher Lifelong Learning Institute
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904.620.4200
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Dear OLLI Instructor:

Thank you for agreeing to teach a course with UNF's Osher Lifelong Learning Institute. It is only through the generosity of your time and talent that our OLLI program can be dynamic and exciting.

This handbook has been put together with you in mind. I hope that the teaching tips I have included for the OLLI population are helpful to you.

Please feel free to contact me at any time with questions or anything you need. You can call me at 904.620.1159 or email me at billie.lombardo@unf.edu.

Thank you again and I look forward to working with you.

Sincerely,

Billie Lombardo
Program Director

Attendance

You will be given an attendance roster to mark participants present or absent. This is important information for our curriculum planning committee. Please ask your participants to let you know if possible when they will be missing a class. If you notice a participant absent two or more times in a row without contacting you, please turn his/her name into the continuing education office so we may contact him/her. Please turn the attendance roster in following your last class.

Auditing a course

Auditing a course or attending without registering and/or paying is not allowed. Each participant in your course should be registered. Registered participants' names will be on your course roster. All participants should wear name tags. If a person comes to class without either of these, please send him/her to the continuing education office to register.

Books

Please turn in the name of any book that you require your participants to read. Additional suggested readings should be listed on your course outline and handed out at the open house. It is assumed that any book will be available at local book stores or from an online seller. Please keep in mind the cost of the book(s) and remember that many participants are taking more than one course and may need to purchase several books.

Breaks

Most courses are two (2) hours long. Please schedule a 10 minute break at the midway point for the convenience of the participants. Resume your class on time when the break is over to encourage participants to return promptly.

Class Discussions

Very often topics that will be discussed in your course can become controversial and discussions heated. It is important that you as the instructor maintain the structure and prevent discussions from becoming personal lectures and proselytizing. An effective way a previous instructor handled this was to remind participants that their opinions were important, as long as they could back them up with facts.

It is also important to give all participants a chance to speak and to manage the one or two that may monopolize the conversation.

Classroom Facility

Although you will be assigned a particular classroom, sometimes it may become necessary to move you. Please be sure to check the electronic board and signs at the entrance to the University Center each class day. Your classroom will have a sign posted.

If you find it necessary to move tables and chairs around the room, please return them to their original positions. Please erase all white boards and turn off all electronic equipment when you are done. At the end of class, please turn off all lights and close the door.

If you need any extra equipment or something is not working, please send a participant to the continuing education office for assistance (or if you are meeting downstairs to the University Center information desk).

Evaluations

On the last day of each course, you will find an envelope with course/instructor evaluations and instructions on how to distribute them. If there are specific questions you would like to see on the evaluation, please contact Billie Lombardo several weeks prior to the end of the course to have them added to your evaluation. You should choose a participant to hand out the forms, collect them and seal them in the envelope. The envelopes may be dropped off in the continuing education office. You will be sent an evaluation summary and may come by the office to see the narrative comments if you so desire.

Forms will also be distributed to all participants on the first day of class to be used if they do not complete the course.

You will also be given an evaluation form to complete on your satisfaction with the division of continuing education. Please include it in the envelope with your participant's forms.

Fees

Please tell Billie Lombardo any fee for materials that you may need to charge each participant so the information can be added to the course schedule. Please note what the material(s) is, the cost and where it can be purchased.

First Day of Class

On the first day of class you will find an envelope in your classroom with several items: a registration roster (2 copies of this, one for you and one for the office);

an attendance roster and name tags. Please pass one copy of the registration roster around for participants to verify and/or correct their contact information. Pass out name tags. If someone does not have a name tag and/or his/her name does not appear on the roster, he/she must come down to the continuing education office right away to register. Participants should take their name tags home with them and wear them at each class.

Each participant should have a confirmation letter that confirms he/she is registered for the course. Please check these letters as an entry ticket into class. If someone does not have his/her letter he/she should check with the office to be sure he/she is registered and can attend.

Please take some time to allow participants to introduce themselves during the first class. Start with yourself as a model as to what to say, by giving your name and where you're from. If the class is too large to introduce themselves in a reasonable amount of time, use your discretion.

Guests

OLLI members are allowed to bring a guest once each semester. He/she must first notify the continuing education office and you the week before the visit. Please write the guest's name next to his/her host on the attendance roster.

Name Tags

All instructors will be given a special name tag and lanyard on the first day of class or at the orientation. Please wear this at each class.

All participants will be given a hanging name tag and should wear it to each class. Replacement tags can be requested from the office and will be distributed at the following class.

Photocopying

If you have documents that you would like to photocopy for your participants, you may leave the originals with copying instructions at the continuing education office. Please allow one week turnaround time for all copying jobs.

Registration

All participants must be registered to attend any course. He/she must also be an OLLI member. Registrations can be made up to the first day of class, and only with your permission after that. For any questions as to whether a participant is registered or not, he/she should come to the continuing education office.

Schedule

Each course has a set beginning and ending date. If you need to change this once your course has started, please inform Billie Lombardo as soon as you know the dates.

Holidays for the winter 2008 session are: Martin Luther King, Jr. Day, Monday, January 21; and Memorial Day, Monday, May 26. The school is closed on these days. You may arrange a make-up class if your class falls on one of these days. Please inform Billie Lombardo or the CE office if you choose an alternate date to insure a room is available for your class.

Syllabus/outline

If you are giving assignments to be due on certain days, or readings you want completed, it is best to give participants a syllabus or course outline at the Open House and on the first day of class.

Technology

Each classroom in the University Center is equipped with an LCD projector, a PC (with internet access), VCR/DVD player, and connections for a laptop computer, a white board and a flipchart. Instructions for using the equipment are attached to this document and are posted in each room. If you need any other equipment, (i.e. overhead projector) please request it at least one week in advance from the continuing education office (or the University Center information desk if your class meets downstairs). If you have any trouble with the technology equipment during class time, please send someone to the continuing education office or the University Center information desk for assistance.

Some courses will be electronically transmitted to a distant site. These instructors will receive specialized training in using this equipment.

Any equipment that is needed at a satellite location should be requested from the continuing education office prior to the course beginning. If equipment is checked out from the office, it is the instructor's responsibility to pick up the equipment and return it to the office.

Wait lists

Occasionally a course will fill and participants are put on a wait list. They will be instructed NOT to show up to class unless instructed to do so by the continuing education office. The final count for a course is often not known until after the first day of class. The office will contact everyone on the wait list of their status by the end of the first week of classes. If a wait listed person shows up to class and has

not been instructed to do so, please have him/her report to the continuing education office for a registration update.