

University of South Florida
Osher Lifelong Learning Institute (OLLI)

STUDY GROUP LEADER HANDBOOK

FOR LEARNING IN RETIREMENT (LIR)



USF UNIVERSITY OF
SOUTH FLORIDA

www.usfseniors.org



WELCOME FROM THE DIRECTOR OF OLLI

Dear Study Group Leader:

Thank you. Peer leadership is a hallmark of our programs, and I congratulate you for your willingness to contribute in this most central way.

This handbook was developed to provide you with basic information about LIR and OLLI. I hope you will find it useful. We are here to help and support you, so consider this handbook just one of a series of communications I hope we will have during your tenure with us.

Feel free to call, email or stop by our offices; we are always available to help you. I hope you find working with our wonderful membership as rewarding as we do!

Ara Rogers, Ph.D.
Director





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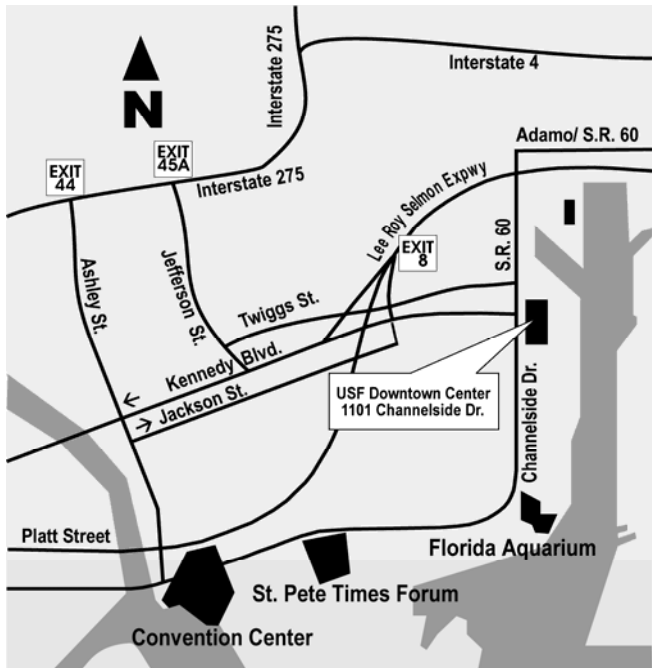
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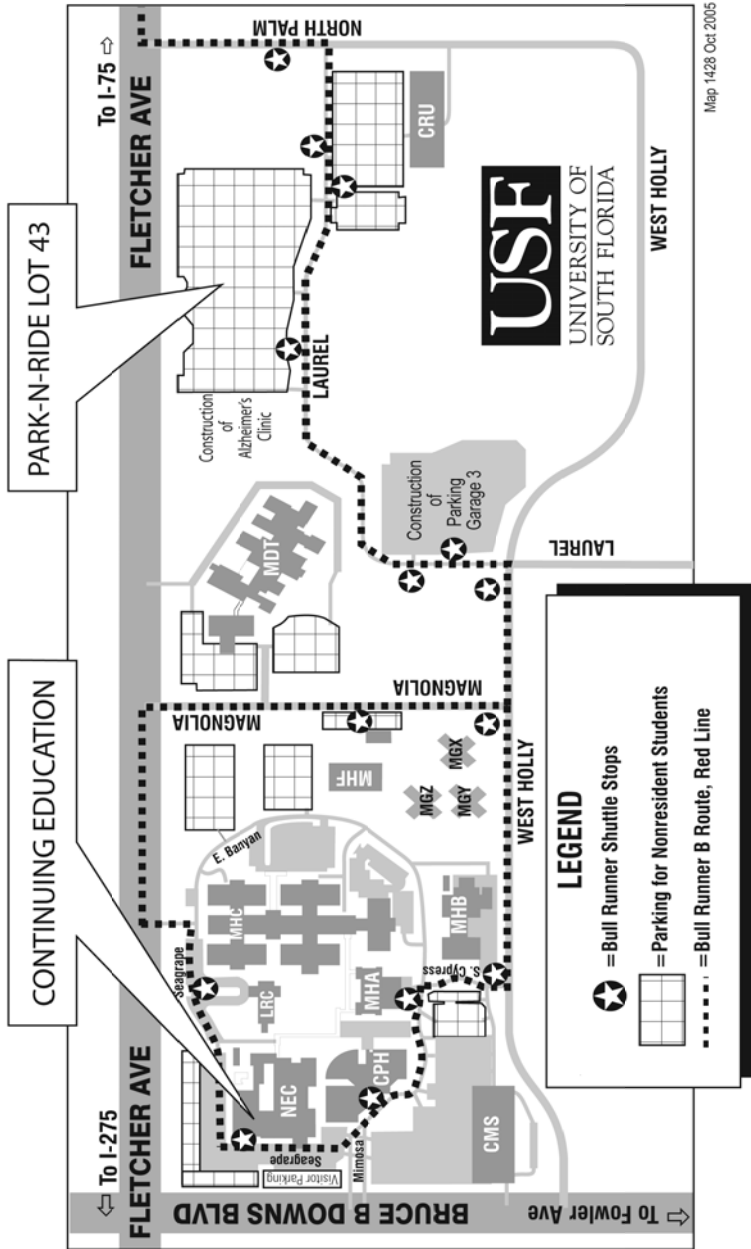
MAPS OF FREQUENT STUDY GROUP LOCATIONS

Many OLLI study groups are held on the USF campus and at the USF Downtown Center. The Downtown Center is located at 1101 Channelside Drive. Parking permits are not required for parking in the Downtown Center location. See Map below.

On the opposing page is a parking map for on campus OLLI programs. Although Continuing Education students and study group leaders with valid parking permits may park in any of the spaces designated for nonresident students or visitors, these lots tend to fill up quickly. The Park-N-Ride (lot #43) is a stress free alternative and the way to go! Handicapped parking is available near each of the buildings and requires a valid parking permit.



OLLI AT USF DOWNTOWN CENTER



Map 1428 Oct 2005



Our Values

We support healthy aging. Our programs are organized around the notion that older adults require intellectual stimulation, physical activity, and social engagement. We also value life experience: to that end, the majority of our programs are led by older adult volunteers. Learning is for the sake of learning; our programs issue no grades or credit; there are no prerequisites to participating but a desire to learn.

LIR, under the auspices of the University of South Florida (USF), provides programs directed toward the enrichment of life through continued learning. The resources of LIR, being primarily the membership, together with those of USF and the community-at-large, are to be utilized in bringing their collective body of knowledge and talents to the participants in Learning in Retirement.

Our Mission



PREPARING FOR YOUR STUDY GROUP

LIR's Philosophy of Teaching

Learning in Retirement was founded by individuals who volunteered their time to teach for the pure love of their subject, and perhaps the love of teaching. The foundation of LIR is you and your ability to create, teach and deliver a learning experience for the senior learner. The learning experience is further enhanced when your students are engaged; through role playing, teaching and socialization with other students. Your students are unlike any other. They bring a wealth of knowledge with them and serve as a vital resource to the study group's success.

In preparation for your Study Group

Set realistic and basic objectives; remember that less is more.

You have a limited number of contact hours with your students. Your objective is to familiarize, to challenge current thinking, and to expand horizons. If your topic is very complex, consider narrowing or limiting its scope so that you can cover it in more depth.

Prepare an outline. Once you have set objectives, determine how you will accomplish them. What will you cover in your study group? In what sequence will you present your ideas? What methods will you use? Limit your points to the absolutely essential items so that you will have time to discuss them fully.

Consider how you will communicate needed information, such as facts or statistics, and how you plan to use audiovisual materials. Are your audiovisual materials the focus of the learning? They are much more effective when used to support or illustrate learning points.



PREPARING FOR YOUR STUDY GROUP (CONT'D)

Be flexible about following your outline.

Sometimes students take you places you didn't expect to go. If you find you are getting sidetracked, ask the group whether they wish to continue down this path or if they would prefer to return to the objectives you have set. Sometimes the unexpected path is very rewarding!

Ask students what their study group objectives are. Their answers may surprise you, but they will let you know whether your outline is on the right track.

Managing Classroom Time

Establish expectations. Let students know how you will conduct your study group and what you expect from them. For example, "I will use about 15 minutes to share some information with you, then we will break into smaller groups to consider some of these issues further."

Allow for break time after each hour of sitting. Announce in advance when the breaks are and how long they will last.

Encourage students to do preparatory work (readings, etc.) outside of the study group meeting time. Spend study group time discussing students' interpretations of the readings. Adults learn & benefit from actual interaction more than from lecture alone.





PREPARING FOR YOUR STUDY GROUP (CONT'D)

Member Participation

Allow time for students to share their ideas and comments with the study group. The LIR mission states that members are resources for learning. Your audience is intelligent, well educated, and highly experienced.

Control the students who tend to monopolize the discussion. Be polite, but direct.

Encourage students who have little to say. Sometimes quiet people need just a little bit of encouragement.

No one expects you to have all of the answers! Perhaps someone in the study group can help you answer an important question; if not, tell the person asking the question that you will check into it and let them know the answer at the next study group meeting.

Photocopying

We conduct all photocopying requests in house, therefore we ask you to make prudent choices in quantity and timeliness. We encourage the use of transparencies whenever possible and applicable. You may e-mail, fax, mail in, or hand deliver your copies to our office. We are happy to make them for you and/or show you how to use the equipment.

We ask that you give 48 hours to prepare your materials, since our office functions on less than full-time staff. Photocopy request forms are located in the OLLI office. Your copies will be available for your pick-up or we can deliver them to your study group per your request.



PREPARING FOR YOUR STUDY GROUP (CONT'D)

A note about Copyright at USF— We expect you to familiarize yourself with current copyright law. You are personally responsible for infraction. The University has an official copyright policy and is viewable at: http://usfweb2.usf.edu/usfgc/gc_pp/GENADM/Gc105.htm. This site should address any questions you might have.

Audiovisual Media

LIR has a variety of audiovisual equipment, on the Tampa campus, to offer study group leaders, including: laptops, projector set-up, TV/VCR/DVD player, 35mm slide projector, document camera (only in room NEC300), flipchart with stand and overhead projector. You are strongly urged to backup PowerPoint presentations with transparencies, in case of equipment malfunction. Study group location and size determines/limits which media you can use effectively or at all. Off-site locations vary with equipment. The LIR Coordinator can assist you with determining off-site media availability.

Equipment needs should be indicated on your study group proposal description. Training will be provided by appointment prior to the beginning of your study group. The majority of the equipment is located in the OLLI office and requires checking in & out. LIR provides full media support if you have a problem with any equipment. Equipment malfunctions should be reported to the LIR coordinator.

Textbooks

When preparing for your study group you may wish to consider supplementing with a textbook (or other media). The LIR office will coordinate the ordering of materials for you. Please consider the following:



PREPARING FOR YOUR STUDY GROUP (CONT'D)

- Indicate whether books (or CD music, DVDs, art supplies) are required or recommended for attendance in your study group.
- Provide the ISBN number (a 10-digit number that uniquely identifies book versions), cost and edition, and note verification that the book is still in print.
- Book orders will be placed with the USF campus bookstore unless otherwise noted. In the past, we have used both Borders and Barnes and Noble for textbooks for study groups. Lead times with the publishers is at minimum 6 weeks.

Room Set-Up

Study groups are offered on campus and at multiple off-site locations. The classrooms are often equipped with movable furniture. You and your study group members are allowed to rearrange the room you are using assuring that the classroom is returned to its original configuration before leaving.

The LIR coordinator and/or Son Nguyen, 974-4628 (AV only), will assist you with class room set-up and equipment questions for on campus rooms 200A, 300, and 328 A&B . LIR provides full media support.

The LIR Coordinator will specifically provide you with the information for other campus locations and off campus locations with the points of contact personnel, telephone numbers and media equipment availability per site.

Guest Speakers

Utilizing guest speakers as a resource to your study group can be extremely beneficial for your study group. The University has a plethora of faculty members that may be interested in assisting with



PREPARING FOR YOUR STUDY GROUP (CONT'D)

your study group.

The LIR office does not directly coordinate efforts with USF faculty, but you are welcome to use the campus directory.

You may request parking permits and thank you letters for each of your guest speakers. Please provide their name and date of engagement to the LIR Coordinator with a minimum of 48 hours notice.

Please note: Study group member's address/e-mail information provided in the study group is reserved for study group participation only. Solicitation of any business, referrals or use of their information is strictly prohibited.

Class Content

OLLI-USF seeks to attract a wide cross-section of persons from the Tampa Bay area community. We recommend avoiding overt religious or cultural references that assume ethnicity, religious affiliation, or nationality in your class.

Office Help

The LIR office functions on less than full-time staff and enlists the help of its members to assist in the office. The volunteer staff and OLLI staff can help you with preparing for your study group, with a minimum of one week notice. Examples of help include typing, photocopying, organizing, ordering materials and other miscellaneous tasks.

Mailbox

A mailbox with your name and study group will be located in the LIR office. Requested materials/handouts, flyers, evaluations, and correspondences from the LIR office will be placed in your mailbox for your pickup (or that of whomever you deem to pick up your mail). Please check your box weekly.



STUDY GROUP PRIVILEGES

Study Group Evaluations

Upon the completion of your study group, evaluations will be distributed to members for feedback. Study group assistants will ask to have a few minutes at the end of your second to last study group to explain the evaluations to the members. If members are absent from the last meeting, they are asked to finish their evaluations at home and mail it in. The forms will be collected at the end of the last study group and compiled after the term is over.



Once the evaluations have been tabulated and typed, a copy will be sent to the Director of OLLI and a copy will be mailed to you.

Study group leaders are asked to complete a study group leader self-evaluation form which will be distributed to you at your last study group.

Study Group Emergencies

In the event of an emergency, have someone call 911. If calling from a campus phone dialing 911 will connect you to campus police. Come to or call the OLLI office at 974-5263 as soon as possible.

In the event USF is closed due to inclement weather, all OLLI/LIR programs will be cancelled. Please follow the media to determine USF's decision for operations. If you are unable to determine whether the campus is open, you may call the Continuing Education registration line for updated announcements at 974-2403. The LIR office will make every attempt to reschedule a missed study group in the event of natural causes.



PREPARING FOR YOUR STUDY GROUP (CONT'D)

Scheduling for Holidays & Absences

In the event your study group is “on” but YOU are not able to make it to your study group, notify Ara Rogers, Director of OLLI at USF (974-5263) as soon as possible.

OLLI acknowledges and follows USF’s holiday schedule of days off. The University of South Florida is sensitive to holiday awareness and provides flexibility for such. In the event your study group is scheduled on a religious holiday you acknowledge, you are asked to notify the LIR Coordinator to schedule accordingly before the start of the term.





STUDY GROUP PRIVILEGES

Orientation

After agreeing to lead a study group, a member of our Curriculum committee and fellow study group leader, Fred Barthmus, Ph.D., will hold a meeting to orient you to LIR, the process of preparing for your study group and typical classroom set-up (including A/V equipment), and to answer questions. The LIR Coordinator will contact you with setting up a convenient time to meet.

Book & Internet Resources

The Learning in Retirement office has a library of book resources to enhance the teaching of adults. Books range from theory to practical application in providing the optimum way of facilitating learning among adults.

Elderhostel Institute Network is a national organization of independent Lifelong Learning Institutes. www.elderhostel.org/ein/intro.asp

Edsitement is the National Endowment for the Humanities (NEH) which presents online humanities resources from some of the world's great museums, libraries, cultural institutions, and universities. <http://www.edsitement.neh.gov/>

National Gallery of Art Extension program loans teaching packets, films, videocassettes and CDs for all types of art courses. <http://www.nga.gov/education/index.shtm>

Study Circles Resource Center is dedicated to finding ways for all kinds of people to engage in dialogue and problem solving on critical social and political issues. <http://www.studyircles.org/en/index.aspx>



STUDY GROUP LEADER PRIVILEGES (CONT'D)

Arts and Letters Daily, a service of The Chronicle of Higher Education, has extensive coverage of articles, newspapers, magazines, news services, journals, columnists, etc. It covers such topics as philosophy, aesthetics, literature, language, ideas, criticism, culture, history, music, art, trends, breakthroughs and disputes.

<http://www.aldaily.com/>

Assistants & Social Coordinators

A study group assistant and social coordinator, from your study group, will be recruited to assist you in the classroom. Their responsibilities include:

- assist with equipment, handouts, and the arrangement of tables and chairs in the classroom.
- record attendance.
- make announcements at the beginning of each study group.
- ask students if they want a certificate of completion for your study group.
- provide reminders for break times and reconvening.
- pick up packet of evaluations, distribute and collect evaluations at last class.
- plan and organize a lunch date or social event with study group members.





STUDY GROUP LEADER PRIVILEGES (CONT'D)

Complimentary Study Group

We encourage all our study group leaders to become a part of this learning community by participating in study groups. As a small measure of our thanks and to encourage you to become a greater part of LIR, you may register for one free study group for every group you lead. Effective Spring of 2006, we no longer issue certificates for free study groups, but the terms remain as before.

The benefit is non-transferable. The benefit is for one free LIR group per group you lead or co-lead. You are eligible for the free group subsequent to completing the group you are leading

If you require a parking permit, you will need to purchase one from Continuing Education's Registration Services. To take advantage of this benefit, inform the OLLI staff of which study group you wish to take "on us." We will alert Registration Services.

Parking

A complimentary parking permit will be sent to you to be used on the USF Tampa campus for the duration of your study group. This free permit entitles you to park in visitor/non-resident student/non-staff parking lots. Please see the map on page 5 for parking lot locations. **Please remember to display your parking permit on the dash of your car window, visible to USF parking services personnel.**

Library Access

As a study group leader you have privileges to utilize the USF Tampa campus library. Your access includes the use of media, books and databases within the Tampa campus library. Simply request an instructor letter from the LIR office and present it to the USF library.



STUDY GROUP LEADER PRIVILEGES (CONT'D)

Appreciation Luncheon

At the end of the Spring term, there is a special reception held to honor study group leaders who taught that year; they are invited guests. This event is attended by study group members, spouses and staff of LIR/OLLI. We urge you to attend these celebrations and be a part of this learning community.



“I want to thank you for participating this term as a Study Group Leader for USF Learning in Retirement. I hope you have as rewarding an experience as I am confident that your students will. Your exemplary commitment to LIR and education is conspicuous by virtue of your willingness to sacrifice your time and energies to enrich the educational development of our students.”

- Joseph McAuliffe, LIR Coordinator



NOTES & COMMENTS



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