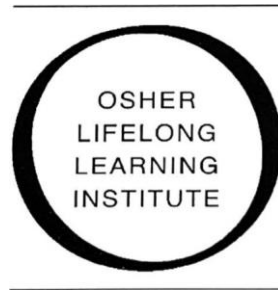


OLLI-USF Faculty Handbook

Osher Lifelong Learning Institute
University of South Florida



OLLI-USF

March 2024

Welcome from the Director of OLLI-USF

Dear OLLI-USF Faculty Member:

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

We designed this handbook to provide you with basic information about the Osher Lifelong Learning Institute at the University of South Florida (OLLI-USF). 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 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!

Veronica Maxwell, M.Ed.

Director

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Mission of the Osher Lifelong Learning Institute at USF

(adopted July 2008, revised March 2010)

We are a learning community of older adults who offer college-level academics, computer and technology education, social and special events.

Our mission is to provide intellectual stimulation, social interaction, service and outreach to the university and greater community.

We continue to learn and teach, reach out and serve because we take joy in learning, and we have much to offer.

Vision Statement

It is our vision to be a world-class learning community, accessible to and meeting the needs of a diverse and growing population of older adults.

Values

We value:

- Supportive peer-group interaction
- Life experience
- Lifelong intellectual stimulation and growth
- Physical activity
- Social engagement
- Creative expression
- The joy of learning
- An inclusive attitude

OLLI's Approach to Teaching

The foundation of OLLI-USF (OLLI) is you and your ability to create, teach and deliver a learning experience for the senior learner. In our faculty, we appreciate expertise as much as credentials; we look for faculty who can demonstrate both mastery of subject matter and the ability to communicate effectively with an OLLI audience.

Engaging your students through a variety of learning strategies enhances the learning experience for them. Your students are unlike any other. Most members are in the 66 to 75 age range. Over 50% have graduate degrees, are primarily interested in intellectual stimulation and in exploring ideas with their peers. Most use a smartphone, tablet or computer. They are supportive of OLLI's faculty, they bring a wealth of knowledge and experience with them and serve as a vital resource to the class's success.

Preparing for your Class

Planning and Organization

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, to expand horizons or to teach specific skills. 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 class? In what sequence will you present your ideas? How much time will it take you to teach each topic?

Consider sharing your outline with your course participants. It will provide a good overview of what to expect each week.

Preparing for your OLLI Class (cont'd)

Use a variety of teaching methods. Variety keeps your participants engaged and interested.

What methods will you use? Limit your points to the 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 and online resources. Are your audiovisual materials the focus of the learning? They are much more effective when used to support or illustrate learning points.

Are you giving your participants time to talk? Preparing good questions will help.

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 class objectives are. Their answers may surprise you, and they will let you know whether your outline is on the right track.

Click [here](#) to see some “Suggestions for New OLLI Instructors”.

Textbooks

Supplementing your class with a textbook (or other media) is an option. Please consider the following:

- Indicate whether books (or music CDs, DVDs, art supplies) are required or recommended for your class.
- Provide the ISBN number (10-digit number that uniquely identifies book versions), cost and edition.
-

Manuals (Technology Instructors)

Preparing for your OLLI Class (cont'd)

- Submit Manuals two weeks before the class begins to allow time for printing.
- Format as either MS Word document or pdf file(s)
- Include the official OLLI cover and copyright page. For style and standards, discuss with your Program Coordinator.

Handouts

Research shows that older adults can more easily read a sans serif font (for example Arial, Helvetica). For our members 14 is a good font size. 12 point should be the minimum.

PowerPoint

- Font size 24 or 26
- Limit the amount of content per slide: 4-5 bullet points maximum • Use high contrast colors — black and white are strongest.

Technology

Consider the materials and equipment you will need and be sure you are familiar with the technology.

Indicate Technology needs on your class proposal description. OLLI has a variety of equipment to offer faculty. This includes: laptops, projector, TV/DVD player, flipchart with stand and overhead projector, microphone and speaker. The majority of the equipment is located in the OLLI office and requires checking out and back in. Training will be provided by appointment prior to the beginning of your class.

Always backup your PowerPoint presentations with handouts in case of equipment malfunction. Report equipment malfunctions to OLLI staff.

Preparing for your OLLI Class (cont'd)

Class location and size determines/limits which media you can use effectively or at all. Off-campus locations vary with equipment. Program Coordinators can assist you with determining off-site media availability.

Classroom Set-Up

Your class proposal description should also indicate what, if any, special room set-up would be helpful to support your course instruction. At some off-campus locations their personnel will position furniture and equipment prior to the start of each class session. Other locations are equipped with movable furniture that you and your class members may rearrange. Be sure to return the classroom to its original configuration before leaving. Your program coordinator will provide you with the specifics for your site.

Guest Speakers

Utilizing guest speakers as a resource can be beneficial for your class. USF has a plethora of faculty members that may be interested in assisting with your class. The OLLI office does not coordinate efforts with USF faculty, but you are welcome to use the campus directory.

You may request a parking permit for each of your guest speakers by providing their name and date of engagement to your program coordinator (minimum of 48 hours' notice.)

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.

If your class has a political slant, make this clear in your course description so that members know this when they register for your course.

Preparing for your OLLI Class (cont'd)

Diversity of Participants

We expect our instructors to keep in mind that OLLI programs are available to all without regard to race, color, marital status, sex, religion, national origin, disability, sexual orientation, gender identity or expression, genetic information, Vietnam or disabled veteran status as provided by law and in accordance with USF's and OLLI's respect for personal dignity.

Please note:

Class members' address/e-mail information provided is for class use only. Solicitation of any business, referrals or use of their information is strictly prohibited.

OLLI is required to comply with Federal Law to protect the privacy of participants. Please put their email addresses in the Blind copy (Bcc) section when sending emails.

Office Help

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

Photocopying

We conduct all photocopying in-house, and therefore ask you to make prudent choices in quantity and timeliness. We are happy to make copies for you and/or show you how to use the equipment. You may e-mail, mail in, or hand deliver your originals to our office. Restrict handouts to one page where possible. Remember you can always provide supplemental information by email.

Preparing for your OLLI Class (cont'd)

We ask that you give as much notice as possible to prepare materials. Your copies will be available for pick-up or we can deliver them to your class per your request. We expect you to familiarize yourself with current copyright law.

Emergencies

In the event of an emergency during your class, call 911. Then call the OLLI office at 813-974-2403 as soon as possible.

In the event USF closes due to inclement weather, all OLLI programs will be cancelled. Please follow the media to determine USF's decision for operations. Also, you may call the Continuing Education registration line for updated announcements at 813-974-2403. The OLLI office will make every attempt to reschedule a canceled class.

Scheduling for Absences & Holidays

In the event your class is "on", but YOU cannot make it to your class, notify your Program Coordinator (See back Page for phone numbers and email addresses) AND the OLLI office at 813-974-2403 as soon as possible.

OLLI acknowledges and follows USF's holiday schedule of days off. Before the term begins check the proposed dates of your class and notify your program coordinator if a meeting has been scheduled on a religious holiday you acknowledge.

Evaluations

Class participants will receive a link to an online evaluation within a few days of your last class. Students are encouraged to send them in within one week. We honor the confidentiality of their assessments and the reputations of our volunteer instructors by having only the educational programming manager and technology coordinator review the evaluations in their respective areas of responsibility. They will forward them to you with their comments by email. It generally takes less than six weeks from the completion of your class to receive your evaluation that we encourage you to read carefully.

Classroom Management

Manage Classroom Time

Establish expectations. Let students know how you will conduct your class and what you expect from them.

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 class time. Spend class time discussing students' interpretations of the readings. Adults learn and benefit from reflection and interaction more than from lecture alone.

Member Participation

Allow time for students to share their ideas and comments with the class. OLLI members are resources for learning. Your audience is intelligent, well educated, and highly experienced.

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 class 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 class.

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

Please contact your Program Coordinator or OLLI Director in the event you have a persistently disruptive or problematic student. OLLI staff will address the matter directly with our members, up to and including refunding the course registration fee.

Virtual Instruction

OLLI-USF currently conducts about 20 percent of its classes virtually and will likely do so for the foreseeable future, since virtual classes have many advantages for older learners, such as convenience and ease of attendance. Our virtual instruction is currently done on Zoom, and Zoom links will be forwarded to you well prior to the start of your virtual class.

We hold our virtual instructors to the same high standards of classroom excellence as our in-person instructors. For excellent up-to-date tips on virtual instruction, go to our OLLI-USF teaching website, www.Teach4OLLIUSF.org. Our Technology Training instructors and our Faculty Support Team can also answer questions you may have about teaching virtually at OLLI.

Additional Information

Orientation

New OLLI instructors will be invited to attend an Orientation. This is to help familiarize you with the teaching process for OLLI students, to acquaint you with our resources and to answer your questions. Your Program Coordinator will contact you with details.

Classroom Housekeeping

We provide you with a class attendance roll for you to keep attendance for each class. Please return the completed roll by email to the office when your course ends. Your coordinator may ask you to make announcements about OLLI events from time to time.

If you have a large group or feel you need assistance, your program coordinator will recruit a student from your class to assist you in the classroom.

Course Locations

OLLI-USF conducts classes at several locations in the Tampa Bay area. Over time some new locations are added, and others are dropped.

Click [here](#) for a list of our current class sites and a map showing their locations.

Additional Information (Cont'd)

Technology Training Coaches

A number of coaches are appointed from among the volunteers based on class size, difficulty of the subject matter, and availability. Their responsibilities include:

- To be knowledgeable of the subject being taught;
- To assist students during class who are having difficulties keeping up with the rest of the students;
- To perform the above duty quietly so as to not disturb others;
- To allow the instructor the opportunity to answer all students' questions first before offering a response;
- To always be alert in order to recognize those students having difficulties;
- To let the instructor know when students are having difficulty with a concept, and something needs to be repeated;
- To move about the class when necessary when assisting students - do not station yourself with one student unless requested to do so by the instructor;
- To notify the instructor in advance if unable to come to class so he or she may obtain a substitute coach.

Additional Information (Cont'd)

Faculty Support Team

OLLI-USF has a small group of faculty volunteers who provide programs to enhance our instructional practices. They host regular "Lunch n' Learn" programs, seminars aimed at introducing new technologies in our teaching and a website for our instructors to exchange information: www.teach4olliusf.org/discussion. The faculty support team meets monthly to discuss ways to support the quality of our faculty.

Through its mentoring program the team make themselves and others available to assist and support OLLI instructors with course organization, connecting with participants, making the content of courses more accessible or interesting, using technologies in teaching or getting participants more engaged in the learning process.

If you want some help with a teaching issue (or want to become involved in the Faculty Support Team) feel free to contact OLLI's program coordinators, Jeanne Dyer (dyerl@usf.edu) or Joseph McAuliffe (jmcauliffe@usf.edu).

Faculty Benefits

Complimentary (Free) Class

As a small measure of our thanks to you, our OLLI faculty, and to encourage you to become a greater part of this learning community, you may register at no charge for one OLLI class for every course you teach or co-teach. To use this benefit, inform your program coordinator of which course you wish to take "on us"; we will alert registration staff. This benefit is non-transferable.

Parking

For classes you teach at the USF campus, a complimentary USF parking permit will be provided for the duration of your course. This free permit entitles you to park on campus in visitor/non-resident student/non-staff parking lots. Handicapped parking is available near each building and requires a valid USF parking permit. Please remember when parking at the USF Tampa campus to display your permit on the dash near your car's windshield, visible to USF parking services personnel.

Library Access

As an OLLI faculty member, you have privileges at the USF Tampa campus library. Your access includes the use of media, books and databases within the Tampa campus library. Simply request a letter and library card from the OLLI office and present it when you visit the USF library. New cards need to be coded on your first visit. The circulation desk staff will help you.

Appreciation Event

Each Spring, there is a special reception held to honor volunteers, including faculty who taught that year. 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 faculty for the Osher Lifelong Learning Institute at USF. I hope you have as rewarding an experience as I am confident that your students will. Your exemplary commitment to OLLI 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, Coordinator for Liberal Arts

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SOUTH FLORIDA

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