

# INSTRUCTOR HANDBOOK

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## INTRODUCTION

This handbook is directed to both present and potential lifelong learning instructors and has several purposes:

- To provide an overview of the educational experience at the *Osher Lifelong Learning Institute (OLLI)* at *The University of Alabama in Huntsville (UAH)* with special attention to how this experience may differ from other academic institutions.
- To offer suggestions about some basic teaching techniques which may be particularly useful for people who have never taught before.
- To provide instructors with information about our teaching resources and supportive services, available facilities and operating procedures.

## MISSION

OLLI at UAH operates under the direction of the *M. Louis Salmon Library (LIB)* and is located in Wilson Hall on UAH's campus. OLLI at UAH is a volunteer-driven organization, which provides on-campus and online learning opportunities to enrich the lives of our members. Although lifelong learning is the goal of the program, opportunities for friendships, laughter, and being involved in fulfilling activities abound. At OLLI, we believe academic, physical, cultural and social activities influence our "quality of life;" therefore, each term is designed to provide a mixture of opportunities for engaging in a variety of activities.

## THE LIFELONG LEARNING EXPERIENCE

OLLI at UAH is in its 30<sup>th</sup> year as a lifelong learning organization. Established in 1993 as *The Academy for Lifetime Learning*, the program was renamed the *Osher Lifelong Learning Institute at UAH* in 2005 when it became one of the now 125 lifelong learning programs on university and college campuses throughout the country endowed by the Bernard Osher Foundation.

Members are not generally seeking academic credentials or skills to enhance their job prospects. They have a variety of other reasons for wanting to share in the education offered here, with the pleasure of learning and/or teaching as a primary motive. The absence of grades, tests or mandatory homework assignments helps to keep both learning and teaching enjoyable. In addition, the program offers an opportunity to form new friendships among mature peers, explore or improve skills and enhance knowledge. Members benefit from being intellectually and socially active.

In our program, each instructor designs and implements his or her own course, with the approval of the Curriculum Committee. The point of contact for each instructor is the Discipline Chair. OLLI at UAH has twelve discipline areas and the chair is responsible for coordinating courses in their respective subject area.

Instructors who want help in designing a course or who have questions not covered in this manual may contact the Curriculum Chair or the OLLI Program Manager.

## TEACHING RECOMMENDATIONS

Lectures prepared for lifelong learning students should be integral units, not dependent on previous information. A significant number of students may have missed the previous lecture; others may have forgotten key elements. Continuity of attendance and persistent attention cannot always be assumed with lifelong learners.

Lifelong learners enjoy discussion and contributing in class. Instructors who want to encourage class discussion during or after lectures may want to prepare pertinent questions ahead of time to elicit discussion in the event that the class fails to volunteer.

Occasionally, a classroom situation arises in which one or two students dominate the discussion periods. There are ways to remedy such “take-overs.” State to the individual that you would like to hear from others.

Regardless of how interesting and important the information you are conveying is, the students will not benefit if you cannot be heard and understood. Be sensitive to hearing-impaired members when you speak. The same goes for audio in videos. Become familiar with the use and adjustment of the volume controls on the computer and in the classroom. We also recommend taking a 3 to 5-minute break in the middle of the class, especially during online courses.

Using audiovisual material and/or handouts can reinforce or illustrate key elements in a classroom lecture and online. Effective handouts include bibliographies, summaries of lesson content or key points in a PowerPoint presentation, and material that may be of interest to class members. To limit the use of paper, we recommend referring students to online resources such as Google classrooms (available to all with Gmail accounts). Please note that as an instructor, you can also upload documents yourself in Google Classrooms. If you need assistance contact the OLLI staff at [OLLI.info@uah.edu](mailto:OLLI.info@uah.edu).

**OLLI at UAH courses are offered in the spirit of academic freedom.** At times, controversial subjects are discussed. On rare occasions, a student may become argumentative or disruptive in class. One potential remedy might be to suggest to the individual that while you appreciate his or her position, you would also like to hear from others. There may be other approaches you could take as well, depending on your appraisal of the situation. Please report any disruptions to the OLLI Program Manager at 256.824.6183.

## PUBLIC POLICY

The instructors with OLLI at UAH are volunteers and are valued for their willingness to teach and share their knowledge of various subjects. As volunteers, however, instructors are requested NOT to cite their lifelong teaching experience as evidence of their expertise in any subject matter. When offering opinions or perspectives on any subject, instructors are to acknowledge they are expressing personal opinions and perspectives and not the opinions or positions of the *Osher Lifelong Learning Institute* or of *The University of Alabama in Huntsville* itself.

## PARKING

When teaching for OLLI at UAH face-to-face, parking is available to all instructors not already affiliated with UAH. A permit application is required in order to obtain a *Commuter Parking Permit* and permits must be validated at the start of each subsequent term. Permits from previous academic years are not valid. Instructors can obtain a parking permit in the Registration Office, WIL 103 prior to term or during Open House held prior to the start of each term.

Except for handicapped parking, OLLI participants should park in commuter parking zones (white circle on zone designation signs.) Several parking permits take precedence over the UAH/OLLI pass. Two of those are the handicapped parking passes and UAH Retiree parking passes. If you have one of these passes, you should not get a UAH/OLLI pass. Do not display two different parking tags.

**NOTE:** The permit application requires vehicle year, make, color and type. Your driver's license number, state of issue, and license plate number will also be required. You may complete and print the form at [Osher.uah.edu/OLLIParkingPermit](https://osher.uah.edu/OLLIParkingPermit) and bring it with you to obtain your permit. See [Osher.uah.edu/OLLIParkingMap](https://osher.uah.edu/OLLIParkingMap) for a map of zoned parking areas.

## COURSE FACILITATORS

Each instructor may be assigned a classroom facilitator. The facilitator is a registered student of the course or OLLI staff member and will serve as your assistant. They will take roll, make announcements, and assist with Zoom features during online courses. Due to privacy laws, OLLI does not provide contact information prior to the first day of class. On the first day of classes, your facilitator will ask students if they would like to receive email updates from the instructor. Your facilitator might contact you prior to the first day of class. You are also welcome to attend facilitator training, although it is not required, (dates for training will be provided).

## COPYING/DUPLICATION SERVICES

A small copy machine is located in the Volunteer office, WIL 151. You may ask your classroom facilitator to make copies in advance. **Please give all larger projects to the Program Coordinator, allowing five (5) business days for completion.** The Program Coordinator can also assist by posting handouts, presentation, and any materials on Google Classroom to the students enrolled in your class. If you would like for us to help you with the statement above, email us at [OLLI.info@uah.edu](mailto:OLLI.info@uah.edu).

## USING GUEST SPEAKERS

Occasionally instructors invite guest speakers to their classes. Some things to consider:

- Have I encouraged them to come early to check out audio-visual equipment and audio-visual materials?
- Have I discussed their AV/Zoom needs with the OLLI administrative staff?
- Am I clear about the exact topic they will speak about?
- Do I have an agreement with them as to what they will speak about, how long their presentation should be, what time and date they will be at Wilson Hall or at Zoom meeting, and where and by whom they will be met?
- Have I thought about what I will do if my guest speaker does not show up?
- Have I coordinated with the OLLI administrative office in advance to get a temporary parking pass? Please note **ALL** visitors must have a parking pass or they are subject to ticketing by UAHPD. Please contact the Program Manager at least five (5) business days in advance with the guest speakers first and last name, date, and time they will be speaking.

## REGISTRATION FOR CLASSES

All class participants at OLLI at UAH must be members and pay the appropriate fee. Letters are sent to members informing them of the courses for which they are registered and, if appropriate, in which courses they are wait-listed. **Course Rosters** will be placed in the facilitator packets on the first day of class.

- **Drop/adds** can be handled online by each member or through the Registration Office.
- All students attending a course must be registered for that course; no one is allowed to drop in for a class.

## INSTRUCTOR ABSENCES

If you find it necessary to be absent from your class, please find a substitute instructor, if possible, or you may schedule a makeup class. **Be sure to let the the OLLI Program Coordinator AND your class know in advance.** If there is an emergency that requires canceling your class, contact the OLLI Office at 256.824.6183 or [OLLI.info@uah.edu](mailto:OLLI.info@uah.edu).

## CLASS ALLOCATIONS AND ROOM ASSIGNMENTS

Room assignments for face-to-face courses are based on class size and subject matter. Achieving the best fit for maximum accommodations and minimum wait listing is a difficult challenge. Cooperation of instructors when compromises are necessary is greatly appreciated.

OLLI at UAH has two designated rooms on the first floor of Wilson Hall. All other classrooms are utilized under the permission of other university units. It is important to recognize while we may think of Wilson Hall as the home of OLLI, Wilson Hall is a UAH building and we share it with other organizations within the University. University credit classes are held here. Members and instructors cannot enter rooms being used by other departments on campus. If supplies for the class are needed, the instructor must request them from the OLLI Office. Also, please be aware other programs and organizations are housed in Wilson Hall. Be respectful in the hallways and keep a lower voice at all times.

## COPYRIGHT

Books, periodicals, newspapers, and commercially produced music and videotapes are usually copyrighted. The law prohibits duplicating copyrighted material for our courses without permission, unless the proposed use falls within the definition of "Fair Use." There are many resources available in print and on the web that detail the use of copyrighted materials. One such site, *Policy for Copyright and Fair Use in Instruction* found at [www.copyright.gov/fair-use/more-info.html](http://www.copyright.gov/fair-use/more-info.html) gives basic information about copyright to assist instructors in making sound decisions when handling copyrighted materials in an instructional setting.

**Substitution for purchase** of books or workbooks as a motivation for copying violates fair use principles. Copying may not be used to create or replace anthologies, compilations, or collected works.

**Cumulative Effect:** *The Doctrine of Fair Use* dictates multiple materials may not be copied from the same author or collective work or periodical volume during one term. *Copying of the same item by the same instructor from semester to semester is prohibited.*

**Brevity is the key:** Only a small portion of written material may be copied.

**Illustrations:** One chart, graph, diagram, drawing, cartoon, or picture **per book** or **per periodical issue** may be copied.

**Published Music** may not be duplicated without permission from the holder of copyright.

**A note on using Great Courses DVDs** – you must notify the Discipline Chair in advance for you to utilize a Great Courses DVD as a basis for a course. A licensing agreement has to be in place for a DVD course to be shown. Also, please denote in your course description the use of *Great Courses DVD* series with expert led discussion.

## **SOLICITATIONS**

OLLI at UAH is a program in LIB. Therefore, members must comply with policies and procedures of the University. Thus, sales or solicitations on campus or by electronic communication is prohibited. Instructors should not sell or promote their business during an OLLI course. Identifying your affiliation is fine, but it should not be the focus of any class time.

## **MEDICAL EMERGENCIES**

**For serious life-threatening medical emergencies while on campus, call 911 from a personal cell phone or nearest University phone.** In addition, someone should be sent **immediately** to the OLLI Office (WIL 105) or call the Program Manager at **256.824.6183**, who will contact UAHPD.

**For less serious medical problems** that do not require an immediate call to 911, notify the Program Manager immediately in WIL 105.

**It is essential to get a trained person to the scene as soon as possible.** Do not move an injured or incapacitated person. The assistance you provide should **not** be given to treat the illness or injury, but to expedite securing professional assistance and treatment as soon as possible.

## CURRICULUM COMMITTEE

This committee oversees all aspects of curriculum. The Curriculum Committee is responsible for maintenance of program standards, instructor recruitment and approval, instructor support, and approval of courses.

The committee has a volunteer chair, *VP of Curriculum*, vice chair, as well as a co-chair who is the OLLI Program Manager. The Discipline Chairs are members of the Curriculum Committee. They are charged with the oversight responsibility for a curriculum area such as Arts and Letters, Foreign Language, Science and Mathematics, Health and Fitness, etc. A listing of Discipline Chairs is included at the end of this handbook.

The responsibilities of a Discipline Chair include:

- Identify and recruit potential new instructors and courses.
- Initiate face-to-face interviews with prospective instructors online or on campus.
- Review course proposals in his/her area that have been submitted for approval.
- Assist instructors, upon request, in such areas as proposal prep, course guide write-ups, selection of AV equipment, Zoom training opportunities, etc.
- Identify issues and needs related to the improvement of course quality.
- Serve in a coaching/mentoring capacity with instructors when appropriate.
- Encourage and promote the use of *Student Feedback* in their courses.
- Review Student Feedback and send to discipline's instructors at the end of term.
- Identify, promote, and sustain key courses in his/her area.

## AUDIO-VISUAL INFORMATION (*On Campus*)

### Computer/A/V/Projector Information

PC computers are located in each classroom. If you require special accommodations or equipment, please notify the Program Manager prior to the beginning of the term. We have laser pointers and slide advancers that may be checked out from the Program Manager, however, we encourage need to practice with equipment, please schedule a time with the Program Manager.

## ONLINE COURSE INFORMATION

OLLI also offers classes online through Zoom video conferencing software. Zoom is a centrally supported video conferencing platform that provides high definition, interactive collaboration tools for communication. To teach an online course through Zoom, instructors will need a laptop or desktop (Windows or Mac) with a web camera and microphone. Online courses can be taught from home, but a strong Internet connection is necessary. When teaching from home, a screen saver background is highly recommended. The OLLI Program Manager and Coordinator are available for Zoom training, testing, and facilitating to assist you in teaching online.

As always, we want to thank you for the dedication, hard work and opportunities you provide to the membership by preparing and teaching such fascinating and interesting courses each term. We are glad to have you as volunteers of such an amazing organization. If you have any questions please do not hesitate to contact the OLLI staff at [OLLI.info@uah.edu](mailto:OLLI.info@uah.edu) or at **256.824.6183**.

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