

INSTRUCTOR HANDBOOK



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.

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.

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.
 - Check the course description is clear and concise (100-word limit);
 - Check there is a syllabus and the document are clear and well organized. **A course will be accepted only when a syllabus/course description is provided.**
 - Identify any problems and alert the Program Manager or contact the person submitting the proposal to discuss the issue with him/her directly;
- 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 or at **256.824.6183**.

CURRICULUM COMMITTEE CONTACTS

To contact the curriculum chair, please email OLLIcurriculum@uah.edu. For any other inquiries, contact OLLI.info@uah.edu.

Curriculum Chair, Bob Carroll

Discipline Chairs:

- Arts & Letters, **Val Seaquist**
- Information Technology, **Clay Williams (Co-Chair)**
- Finance & Economics, **John Mason**
- Foreign Language, **Susan Farbman**
- Psychology & Philosophy, **Bill Confer**
- History & Government, **Birgit Stensby**
- Leisure & Nature, **Joan May**
- Science & Mathematics, **Bob Carroll**
- Health & Fitness, **Rexanne Warfel**
- Skills & Hobbies, **Barbara Hitchings**
- Natural Resources, **Steve Jones**
- Bonus, **Betty Koval**
- Catalog Preparation, **Vickie Goodness**
- Course Support, **Rick Heeth**
- AI Shares, **Clay Williams**
- Travel, **Clay Williams**