



# OLLI COMMUNICATOR



Winter Term 2017

For Class Liaisons

February 6-10, 2017

## ANNOUNCEMENTS

**Liaisons – Be Brief and Read Only Key Information:  
Title, Date, Time, Location – not descriptions, course numbers**  
(Advise that copies of communicator are available in classrooms)

- **Spring Term Registration Just Around the Corner!**
  - Priority registration starts Tuesday, February 14, and ends Friday, February 24, at noon.
  - The OLLI spring term course catalog is in the mail and should be received by February 9.
  - Can't wait? The catalog is currently available for viewing on the OLLI website ([olli.gmu.edu](http://olli.gmu.edu)) and at the OLLI offices.
- **New Spring Term Social! OLLI New Member Coffee!**
  - The *New Member Coffee* will be held on Friday, March 24, at 10:00am in TA-1.
  - Enjoy some treats, meet and greet the newest members of OLLI! Members of the Board of Directors and staff will also be there to answer your questions.
  - Register via the member portal: Special Event 1105.
- **New Spring Term Class Offering! Watercolor 2!**
  - *Watercolor 2: Intermediate/Advanced skills*, Thursdays 2:15–3:40pm at Tallwood.
  - Guidance and support will be available from the facilitators; watercolor materials are not provided.
  - Register via the member portal, (Course F118).
- **A Few Updates to Spring Course Catalog**
  - **TIME CORRECTION:** R503 *Italian for Travelers* is being held 9:40-11:05am on Mondays, Mar. 20–Apr. 10. There is an incorrect time reference for it on p.21 of the course catalog.
  - **DATE CHANGE:** The date for 1002BT *BYO Lunch and a Play: Witness a Shotgun Wedding!* has been changed to Thursday, February 23, from 12:30-1:45pm.
- **OLLI Closed Monday, February 20 – Presidents' Day**
  - Facilities are generally closed, except for winter term make-up classes.
  - If you have been notified of a make-up class on this date, it will definitely be held. Please report to the designated classroom.
- **Always Remember...**
  - Turn off all electronic devices unless used for medical purposes.
  - Wear nametags.
  - Remove your trash.

(over)

### **Class Sessions:**

9:40 am – 11:05 am  
11:50 am – 1:15 pm  
2:15 pm – 3:40 pm

## CLASS LIAISON CHECKLIST

*Grey boxes indicate items that may not be necessary every week; please use your discretion.*

### **BEFORE CLASS STARTS:**

Offer water to the instructor.	
Give the instructor the OLLI gift card thank-you card.	
Ask the instructor to use a microphone.	
If appropriate, ask the instructor if they would like to announce a “30-second Stretch in Place” (not a bathroom break) around the midpoint of the class.	
Ask the instructor if he or she prefers to take questions during or after the class, or not at all. Request that he/she tell the class when questions will be welcomed.	
Ask the instructor either to repeat any questions that are asked or to incorporate the question into their answer.	
<b><i>Remind the instructor of the class ending time and ask them to be mindful to keep instruction within that timeframe. (See times below) The incoming instructor needs time to set up, and students need time to transit to their next class.</i></b>	

### **WHEN CLASS STARTS:**

Using a mic, introduce yourself as class liaison.	
Request that cell phones be turned off.	
Ask the class to look at their neighbors and welcome any new OLLI members (with red dots on their name tags).	
Point out emergency exits.	
Ask that no one eat food with noisy packaging.	
Remind folks to wear name tags and remove their trash.	
Ask everyone to sign in on the class roster.	
Read the weekly announcements.*	
Introduce the instructor (just briefly, after the first class).	
Take a head count and write the number on the class roster.	
In case of medical emergency, call 911.	

*\*Not necessary if announcements are available on-screen.*

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9:40 am – 11:05 am

11:50 am – 1:15 pm

2:15 pm – 3:40 pm