

OLLI Mason



OSHER LIFELONG LEARNING INSTITUTE

at

George Mason University

If you have any questions or concerns, please contact the OLLI staff.

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Introduction

Thank you for volunteering to teach a class at OLLI Mason! OLLI could not exist without its instructors. We appreciate your volunteerism!

Please review the following important information to help make your teaching experience at OLLI a success.

Preparing Your Classroom

- About 3-4 weeks before term starts, the OLLI Administrator will email you a note asking you to **complete the online program information form** (<http://olli.gmu.edu/olli-scheduled-program-information-form/>). Make sure to complete this form to instruct staff on the regular audiovisual (AV) set-up or other special set-ups you need for your classroom.
- Each OLLI classroom is equipped with a Windows based computer, large display screen, DVD/CD player, digital projector, and a document camera (docucam) which projects images from paper, books, or artifacts. All locations have MS Office 2016. Easels and white boards are available in most classrooms but must be requested. Tallwood and Reston classrooms have a Blu-ray player.
- **The best way to bring your presentation in to OLLI is on a flash drive.** To use your personal Apple laptop, iPad, or other tablet device for your presentation, please advise OLLI staff via the program information form (link above). Also, please bring a adaptor cable which connects your Apple device to a full size HDMI or VGA connection. If you do not have this cable, contact OLLI staff to discuss other accommodations.
- All OLLI classrooms have WiFi. **You are strongly encouraged, however, to download and save ahead of time any material you are planning to use from the Internet.** WiFi can be unreliable for streaming and downloads during class.
- **Email OLLI staff (olli@gmu.edu) if you would like to schedule a site visit to test your audiovisual materials before you teach.** Note that only the Tallwood campus is available for a visit at any time. Please understand that the other sites are not part of the OLLI campus and the site assistant must schedule a room with site management before conducting the test.
- Fairfax and Reston classrooms are arranged with chairs in rows facing the front. If you would like an alternative arrangement, notify the site assistants in advance and they will try to accommodate your request.
- **An optional course survey** is available from OLLI staff if you would like feedback from your students at the end of your class. Please email the site assistant at the beginning of the term to let them know you would like copies.



Preparing Your Materials

- Instructors are in charge of putting together their own course materials.
- Interested in tips on creating an effective PowerPoint? The following link you to TED talks on “How to Avoid Death by PowerPoint:” <https://www.youtube.com/watch?v=lwpi1Lm6dFo> and <https://www.youtube.com/watch?v=jKERw9u3CeQ>
- OLLI staff can provide copies of your handouts for classroom distribution. For classes taught in Loudoun, email handouts as an attachment to olliLDN@gmu.edu. For classes taught in Fairfax and any other site, email the handouts as an attachment to olliFFX@gmu.edu. Staff needs at least 5 business days prior to your class to ensure your copy request is completed in time. OLLI staff will make sure your handouts are in the classroom before your class begins.
- If you would like to supplement your course materials, you can do so at the George Mason Johnson Center Media Library. All OLLI instructors are authorized during the course term to: 1) check out up to ten books at one time (for a three week period with one renewal); 2) request books from other Mason campuses (except from Arlington Law Library); 3) borrow audiovisual materials (videos, DVDs) from the Johnson Center Media library for one week.
- In lieu of or in addition to printed handouts, email course materials to olli@gmu.edu with the course number in the subject line for posting on OLLI’s Document Storage (DocStore) website. This allows students and OLLI members to access them for the duration of the course and beyond.
- For DocStore, try to keep file size to 5 MB or less and use simpler graphics/lower quality images. Divide large presentations into two or more files. Remove audio and videos from your files replacing them with links to the material. If materials to be posted to OLLI’s DocStore are subject to copyright, provide a link to the original source material.

Classroom Teaching Tips

- Please arrive at least 20 minutes before class so OLLI staff can assist with any last minute needs or AV help.
- At the start of class, announce your preference for handling questions: 1) hold questions until the end; 2) ask anytime; or 3) short clarifying questions are OK, but hold long ones until the end. Repeat questions asked so all students can hear. If needed, you can redirect a question to the end of class by saying something like “Good question, I’ll come back to that at the end.”
- Please end your class on time to allow members sufficient time to get to their next class and staff time to set up the next class.
- In order to maximize comprehension, it helps to maintain a measured speed of delivery.
- In compliance with ADA Federal regulations, please use the head-worn wireless or handheld microphone provided in each classroom so all can fully hear.
- Wearing clothes with a belt or pocket is helpful so that there is a place for the wireless microphone transmitter.
- You can communicate about upcoming classes or share information with your students via the OLLI member portal (olligmu.augusoft.net). Use the instructor username and password sent to you before term. If you forgot your instructor login information, contact program@gmu.edu.
- 10MB is the biggest attachment that can be sent through the OLLI member portal.
- If you have a class larger than 120 OLLI members, during question and answer portion of the class, a staff member will take a microphone to those asking questions.

Class Liaison

- OLLI member instructors are asked to act as their own liaison.
- Instructors who are not OLLI members will be assigned an OLLI member-volunteer to act as your class liaison. The liaison volunteer will contact you before class to answer lingering questions about your classroom experience. He/she will also serve the first day of class to introduce you and work with a staff site assistant to resolve any needs.
- The OLLI staff site assistant, not the liaison, has detailed knowledge of AV equipment and will handle your AV set-up needs.



Class Changes/Cancellations

- Any time or date changes to your class schedule must first be confirmed with the OLLI administrator: olli@gmu.edu or 703-503-3384. The administrator will subsequently notify your class of approved changes or cancellations.
- In the event of inclement weather, OLLI will close when county schools are closed. If the county schools open late, OLLI opens on time and classes meet at regularly scheduled times. Note: Because OLLI uses the Mason buildings at Tallwood and in Loudoun, it is required to abide by any decision by Mason to delay or close. In rare instances when Mason announces a delayed opening, we may need to cancel the first class of the day at one or both of those facilities. **However, an email from OLLI is the ultimate notification of closing, as road and parking lot conditions at our facilities need to be assessed.**
 - ⇒ Fairfax County: www.fcps.edu
 - ⇒ Loudoun County: lcps.org
- The OLLI website at www.olli.gmu.edu and the main office answering machine (703-503-3384) will have updated information on office closures by 8am.
- If you are sick or otherwise unable to teach your class, notify OLLI staff immediately (703-503-3384). Generally, we reserve the week after term ends to schedule any needed make-up classes.

Miscellaneous

- Mason Affiliation.** If you wish to indicate your OLLI/Mason affiliation in your e-mail, CV, or other communications, the appropriate wording is:

Your Name
Volunteer Instructor,
Osher Lifelong Learning Institute at George Mason University

or, in text, "Your Name is/has been a volunteer instructor for the Osher Lifelong Learning Institute at George Mason University."

Please do not indicate a direct connection with GMU or academic rank such as "instructor" or "professor."
- Soliciting Your Services.** If you wish, you may sell books, CDs, DVDs to our members in their classes. You may also put business cards on sign-in tables. Please **DO NOT** promote your services (directly or through brochures) during your presentation or use your OLLI class roster for solicitation purposes.

Dear OLLI Mason Instructor,

*Thank you so much for volunteering your time, energy and expertise in support of academic, cultural and social programming at OLLI Mason.
Your contribution to OLLI-Mason is precious and we are grateful.*

Best of luck in the new term,



Jennifer L. Disano
Executive Director
OLLI Mason