

# OLLI Mason



## OSHER LIFELONG LEARNING INSTITUTE

at

## George Mason University

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

**TALLWOOD OFFICE: 703-503-3384** (leave a message)

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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 Virtual Classroom

- **OLLI classes will be conducted online summer term using the Zoom virtual classroom platform.** Most larger classes will be accommodated in a webinar format (seminar-like), with smaller classes (<25) using the meeting format.
- **You will need a computer with a camera and microphone to conduct a Zoom session.** These items are built into most laptops, but not all desktops. If your computer does not have both items, you can purchase cheaply a simple webcam with built-in microphone.
- **While Zoom adapts to tablets and smartphones, many Zoom functions are not easy to utilize from these devices.** If you use a tablet or smartphone to deliver your class, please place the device on a stand for stability.
- **You will need a good internet connection to conduct your class.** A wired connection is best, but a strong Wi-Fi connection is fine.
- **Please identify a comfortable and quiet place to conduct your class and consider the background which will be seen behind you on screen.**
- **Three weeks before term, the OLLI Administrator will email you detailed information about how to use Zoom**
- **The Administrator will assign an OLLI site assistant to your class to work with you individually on your specific classroom needs, including how to show PowerPoint presentations, audio files and short video clips.**
- **Your site assistant will be on hand as a tacit "participant" in every class, ready to assist you with any technical needs.**
- **If you are eager and would like to explore the Zoom technology on your own, visit: <https://zoom.us/>**
- **If you have any questions or concerns, particularly if your computer is ready for Zoom, email [olli@gmu.edu](mailto:olli@gmu.edu).**
- **An optional survey** is available if you would like feedback from your students about your course. Please email the administrator ([olli@gmu.edu](mailto:olli@gmu.edu)) to say you would like the survey electronically distributed to your students. Please provide a mailing address for the forms to be mailed back to you.



## Preparing Your Materials

- Instructors are in charge of putting together their own course materials.
- Interested in tips on creating an effective PowerPoint? The following links take 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>
- If you would like to supplement your course materials, you can do so at the George Mason Libraries. 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, instructors are encouraged to email course materials to their classes. To do this, log into the member portal ([olligmu.augusoft.net](http://olligmu.augusoft.net)) and sign in using your instructor username and password. (If you need your password or username, please email [program@gmu.edu](mailto:program@gmu.edu).) On the left hand toolbar, click “future classes” and you will see a list of your upcoming classes; they will be listed under “current classes” once class starts. To email your class, you can choose “email roster” from the drop down menu found to the left of the class name. 10MB is the biggest attachment that can be sent through the OLLI member portal.
- When preparing your materials, be mindful of copyright laws, use proper citations, and provide links to the original source material. For help in this regard, see George Mason University’s policy on the use and reproduction of copyrighted material, found at: <https://universitypolicy.gmu.edu/policies/use-and-reproduction-of-copyrighted-materials/>

## Classroom Teaching Tips

- Please arrive at least 20 minutes before class so OLLI staff can assist with any last minute needs or AV help.
- Do not be alarmed if attendance falls short of registration numbers; our demographic is more prone to skip a class due to health or other reasons.
- 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.
- To comply with ADA 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](http://olligmu.augusoft.net)) as described under “preparing your materials.”
- 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

- If you are sick or otherwise unable to teach your class, notify OLLI staff immediately: [olli@gmu.edu](mailto:olli@gmu.edu) or 703-503-3384. Generally, we reserve the week after term ends to schedule any needed make-up classes.
- Any time or date changes to your class schedule must first be confirmed with the OLLI administrator: [olli@gmu.edu](mailto: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: [fcps.edu](http://fcps.edu)
  - ⇒ Loudoun County: [lcps.org](http://lcps.org)
- The OLLI website at [olli.gmu.edu](http://olli.gmu.edu) and the main office answering machine (703-503-3384) will have updated information on office closures by 8am.

## 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