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 fall 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.**
Preparing Your Materials

- Instructors are in charge of putting together their own course materials.

- OLLI maintains an instructor resources page on its website found at: https://olli.gmu.edu/for-our-instructors/ It includes extensive information on how to prepare materials and to maximize your teaching experience at OLLI Mason.

- 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=Iwpi1Lm6dFo 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. Be aware: in-person library access may be restricted by Mason during the pandemic.

- With OLLI campuses closed during the pandemic, instructors are encouraged to email course materials to their classes. To do this, log into the member portal (olligmu.augusoft.net) and sign in using your instructor username and password. (If you need your password or username, please email 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/

- An optional survey is available if you would like feedback from your students about your course. Please email the OLLI administrator (olli@gmu.edu) if you would like her to email you a copy of the survey. You can dispatch it to your students as detailed in the fifth bullet above. Please provide your students with a mailing address so the forms can be mailed directly back to you.

Classroom Teaching Tips

- Please log into your Zoom classroom at least 20 minutes before the class start time 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.

- If you are instructing a Zoom class held seminar-style or meeting-style, your options for questions include: 1) hold questions until the end; 2) ask anytime; or 3) short clarifying questions are OK, but hold long ones until the end. If you have an extraordinarily large seminar class (over 120 OLLI members), you can ask your site assistant to manage chatroom questions for you. At the start of class, your site assistant will announce your preference for handling questions.

- Repeat questions asked so all students hear the query before you answer it.

- 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.

- You can communicate about upcoming classes or share information with your students via the OLLI member portal (olligmu.augusoft.net) as described under “preparing your materials.”
Class Changes/Cancellations

- If you are sick or otherwise unable to teach your class, notify OLLI staff immediately: olli@gmu.edu or text or call 703-688-2642. 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 or 703-503-3384 (leave a message and your call will be returned as soon as possible). The administrator will subsequently notify your class of approved changes or cancellations.

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 provide purchasing information about books, CDs, DVDs you hope to sell to our members. Please **DO NOT** promote your services (directly or through brochures) during your presentation or use your OLLI class roster for solicitation purposes.

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*Dear OLLI Mason Instructor,*

*Thank you so much for volunteering your time, energy and expertise in support of academic, cultural and social programing 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