Welcome To All OLLI Instructors

Welcome to a new semester at OLLI at Temple. We are looking forward to an exciting year and hope that you are as well. We are impressed with the dedication and talent of our instructors, the energy and ideas of the membership, the quality of courses offered and the history of this fine organization.

The instructors are this program’s reason for being. Without high-quality instructors and appealing classes, we would not be the respected academy of learning that we are today. We offer everything from academic courses to hands-on art classes -- an ideal organization in which to enhance one’s retirement.

The OLLI instructor’s handbook is designed to make your teaching experience as pleasant and productive as possible. Inside this booklet you will find useful information about the many services and support systems that are available to you. You will also find a review of the policies and practices that have evolved at OLLI over the years. These policies we hope help make it easier for our instructors to enjoy the work that they do to the highest degree possible.

The Osher Lifelong Learning Institute is a recognized part of Temple University Center City and has the active support of the administration on this campus and at Main Campus. We are subject to the rules and regulations of the University.

If you have further questions or ideas concerning any aspect of OLLI, please stop by my office or call me at (215) 204-1511 or speak to Ron Fischer and we will be happy to help you.

Adam Brunner
Administrative Staff

Director – Adam Brunner, PhD. (215) 204-1511

Department Coordinator – Jennie Nguyen (215) 204-1505

Fire Evacuation Notice

The fire evacuation instructions on the next page should be read to the class at the beginning of the semester. If you feel unable to lead the class in a fire emergency, someone in the class should be asked to take that role or be designated for that role. If anyone in your class is disabled and needs special assistance, they should be assigned a fire-evacuation assistant.

Inclement Weather

OLLI is closed whenever the Philadelphia Public Schools are closed for inclement weather. When the Philadelphia public schools open an hour or two late due to inclement weather, all OLLI classes that start before noon are canceled.
Fire Evacuation Procedures

Please read during the first week of classes.

- In the event of a fire, a fire alarm will sound which can be heard throughout the 1515 Market building. When the alarm sounds, everyone must evacuate the building immediately. Do not call the Director’s office to determine if the alarm is for a real fire. All drills will be announced in advance.

- The instructor in each class will take charge of the class and assist evacuation in an orderly fashion. If the instructor is not present when the alarm sounds, a student should take responsibility as the group leader to assist in the evacuation.

- There are two fire exits on each floor. The primary fire exit is located near the elevators on the south side of the building. A second fire exit is located on the north side of the building towards City Hall. Please use the fire exit that is closest to your classroom. Never use the elevators in a fire. Use the stairwells.

- When you reach the ground level from either fire exit, proceed out of the building and onto the street and continue to move down the street to the corners of the block so that the other people exiting will be able to exit the fire towers.

- A diagram of the floor with the fire exits marked is posted in the elevator lobby of each floor. Please take a few minutes to look at these diagrams and note with your class which fire exit is closest to your classroom.
Rules Governing OLLI Classes

- Members purchase their own books and materials for classes.

- Except in the case of need, instructors buy their own books and materials.

- Where a large expense will be required for a class, the instructor will propose an extra fee be collected at registration. This fee will be subject to approval by the Executive Committee and Director.

- OLLI will purchase affordable DVDs for classes. The DVD remains OLLI property.

- The OLLI office is able to carry out small copying jobs for approximately 30 people or fewer, of approximately 2 pages in length, on a weekly basis, when needed. If class is larger, or handouts are longer, email it to the office a week in advance and it will be posted on the internet, or discuss your unique needs with the Director.

- An instructor may not change the day of the week, the time of the class, or the room without first consulting the Director.

- No classes (with exception of hands-on art classes and films) may be scheduled between 11:30 a.m. and 1:00 p.m., except on Wednesdays. Art classes and films may be started before 1:00 so they end at a reasonable time.

- The maximum number of people in a classroom must be strictly observed. No members or guests may sit on windowsills in the classrooms. No members or guests may bring extra chairs from other rooms into classrooms.
• It is helpful to OLLI members if instructors send the topic of their next class to the OLLI office for inclusion in OLLI This Week. Please send the notice by Wednesday of the preceding week.

• Instructors must bring an attendance sheet to each class (sheets are on top of a file cabinet immediately to the right, as you enter the OLLI office), have students sign in, and then return it to the office.

• All important notices for OLLI instructors are inserted in the faculty folders in the OLLI office. Check with Adam and Martina if you are unclear where the folders are.

• If by chance you have a student who interferes with your ability to teach the class effectively, first try to handle the situation yourself either in the moment or by speaking with the student after class. If for any reason you are not successful or want assistance, please bring it to the attention of the OLLI director and he will be glad to help.

Emergencies in Class

In the event of a health emergency in your classroom, call 911 and send someone to the OLLI office to notify the staff person on duty.

Overcrowding on the First 2-3 Weeks of Classes

Only 25% of our classes require pre-registration. All of the others, you can just “show up” to. As we have grown, some of the more popular classes that do not require registration can become overcrowded in the first 2-3 weeks of the semester. This problem can be ameliorated by moving the class to a larger
classroom (if one is available) or switching rooms with a less-popular class. This is not always possible.

We have developed a new system to handle overcrowding that we tested for the first time in spring 2013. Classroom monitors visit the more popular classes and once the seats full, they post a sign indicating that no one else can enter, and they graciously redirect the students to an alternative class offered at the same time.

Please be patient and understanding with these volunteers. They are performing the difficult job of ensuring that OLLI can continue to use Temple space. If we violate the fire code and pack more people in the classroom than there are chairs, we could lose the ability to hold our program on this campus.

Other options that we could consider together are:

- Splitting the class into two sections that meet every other week
- Asking the instructor to teach a second section of the same class a different day of the week.

However, be aware that this problem generally resolves itself after the first few weeks of classes.

**OLLI’s Website**

OLLI’s internet address is: [www.temple.edu/olli](http://www.temple.edu/olli)

**Use of Duplicating Equipment**

From time to time you may need materials duplicated for your class. The simplest strategy is to complete a “copy request form” that is located on top of the file cabinet opposite Martina’s desk. The more notice you give, the easier it will be for our office to comply.

We hope you appreciate that duplication at OLLI is not free. We pay for every piece of paper we copy.
For this reason, we are offering an alternative. If you have a handout that is two pages or longer, and can get it to us four days before class, we can post it on Windows Live and your students can either read it on their computer monitor at home or print it from home. This process saves OLLI significant money and prevents environmental waste. Think of how many handouts end up in the trash.

If you are copying a quantity of material or a book for your students, you may want to consider charging them a small fee. We’ve found that people are more conscientious about holding onto things they have paid for. Any money received from students for copying costs, please turn in to the OLLI director in the form of a check (made out to Temple University). If you don’t know how much to charge, check with the Director.

There are two copiers that are available for OLLI faculty use. One copier is on the 2nd floor, west side of the building. See the OLLI office for our copier code. The second copier available to OLLI faculty is the first copier you see as you enter the OLLI office. It stands directly behind our student worker’s desk.

**Do not use** the large copier in front of Martina’s desk. This is our newest copier and we are reserving it for staff use only to ensure its longevity.

**Posting Handouts on Windows Live**

The steps for posting handouts on Windows Live:

1. In the beginning of semester, poll your students to find out how many do not have access to the Internet, communicate that number to the OLLI office and we will make that number of hard copies of the handouts for each week.
2. Send us an electronic version of handout the week before each class to abrunner@temple.edu or olli@temple.edu and indicate in your email how many hard copies should be made.
3. We will post the handout on Windows Live soon after it is received.
4. We will list the Windows Live website with your course listing in OLLI This Week, so people know where to read or download the handout.
5. Our Windows Live address is:  **www.tinyurl.com/ollitemple**
Weekly Announcements

Every Friday, we send out a schedule for all the classes being offered in the coming week. Many instructors like to indicate the topic they plan to cover in the next week’s class. They find that it prepares the students, and also helps to attract more students. If you would like your topic listed in the “OLLI This Week” bulletin, send it to Jennie by Wednesday night, the week before the class is held.

Classroom Equipment

All equipment that is needed for teaching your class should be ordered in advance by completing the “OLLI Instructor Media Request Form,” also located on top of the file cabinet opposite Martina’s desk.

Remember that you are responsible for the equipment. If you do not know how to use it, don’t guess, just ask.

The Computer Services department does not like to leave equipment unattended in classrooms. Hence they sometimes set up equipment shortly before the class begins unless otherwise requested by you.

The types of equipment available to you in every classroom are a PC-based desktop computer, LCD projector, screen, DVD player, VHS player, and attending remote controls. If there is additional equipment you need, please request it in advance.

If you need certain items available at every class, please let Martina know at the outset of the semester so she can make this a running order.

It’s easier to cancel equipment than to request it late.

PLEASE REPORT ANY EQUIPMENT FAILURE OF MALFUNCTIONS TO THE OLLI OFFICE IMMEDIATELY.

Other equipment/supplies that are available for faculty use include portable easels that use erasable markers (although most classrooms have whiteboards.
that use erasable markers), films that can be ordered from Netflix (OLLI has its own subscription), and occasionally we can purchase Teaching Company DVD’s for instructors who have knowledge in the specific subject area, but want to use the DVD as a springboard for their own thoughts and for classroom discussion.

Faculty Folders

All faculty folders are in the filing cabinets that are located on the Market Street side, immediately to your right, as you enter the OLLI office. Faculty folders are listed alphabetically. It can’t hurt to check your folder once a week, for important messages from OLLI, special mail, or notes from fellow faculty or students.

Room Temperatures

Report classroom temperature problems to the OLLI office and we will do our best to alleviate the problem. It might be a good idea to dress in layers (and suggest to your students that they do so) because this is a relatively old building and the temperature is rarely perfect.

Guest Policy

No one may attend an OLLI class without being a member or having a guest pass. Guest passes are available in the OLLI office and are good for two full days of classes.

Members may invite a guest, or a visitor may request a guest pass to attend two days of OLLI classes. They may sit-in on a morning, lunchtime (if available) and afternoon class, all in the same day. They could use that same guest pass to attend another day of classes, the next day, week, or month from now. Once they’ve attended two days, they must decide to join or not.
Classroom Procedures

Syllabus
Your class will appreciate it and it will make it easier for the office to answer questions from members if you can provide a syllabus for your class. This would include the topic to be discussed each week, reading assignments or reading suggestions, guest speakers, videotapes, audiotapes or other multimedia presentations you will show and any classes you expect to miss.

Check Your Classroom Assignments
At the beginning of each semester be sure to check the Class Schedule to determine which room has been assigned to your class. Remember that there are dozens of other academic activities at TUCC, and therefore we must work within the scheduling system of the whole Center City campus to find accommodations for our classes and seminars.

If your class requires something unusual, explain your needs to the OLLI office well in advance and we’ll do our best to meet your requirements. Please do not make “special arrangements” with some other department of the University without going through our office. Remember to allow sufficient time between your request and the event.

Do not change rooms without first contacting the OLLI office. Many other classes or departments at TUCC may already have firm commitments on the space.

Attendance Sheets
It is your responsibility to be sure the attendance is taken in every class that you teach. Attendance sheets are important as we track our members attendance and figure out what works and doesn’t work in terms of times and dates. Temple University wants reports on program usage so we need to be able to provide that information.
Room Changes
On rare occasions, we may find it necessary to move a class to a different room. Please check for notices to this effect, which will be on the bulletin board. We will post signs on the door to the room you usually use and on the door of the room you are to use that day. If you are moved, please assist your students in a smooth transition and start a little late to allow your students time to find the room. We are sorry this has to happen but because Temple must rent rooms whenever possible, some room changes are bound to happen.

Class Schedules
OLLI classes are scheduled to run as follows:

- **Mornings**: 10:30 a.m. – 12:00 Noon
- **Lunch time**: 12:00 p.m. – 1:00 p.m.
- **Afternoon**: 1:00 p.m. – 2:30 p.m.

Through the years we have tried other times; at one time we even experimented with three class hours each day instead of the two we now have. Our decisions have been based solely on the desires and needs of the majority of the members.

This may mean, however, that some students will come a little late or leave a little early to make the train schedule. Please ask these students to be considerate and sit in the row nearest the door so they can come and go without major disruptions to other members.

You will note that in a few instances we have agreed to change the times for a class to accommodate a unique circumstance. Changes in the basic schedule can cause much confusion on the part of the students, and we attempt to avoid this unless the need is truly important to the whole organization.
**Guest Lecturers**

Please inform the OLLI office of any guest speakers before their scheduled class. This should include the name and title of the guest speaker, topic of lecture, and any other pertinent information.

No guest speaker may address an OLLI class (or any combination of classes) more than 4 times in a year without becoming an OLLI member.

**NOTE:** No funds are available to pay honoraria or travel expenses for guest speakers. However, speakers who use the parking lots on Ranstead Street can receive a discount ticket from the OLLI office.

Every guest lecturer should be given a catalog and other pertinent information about OLLI.

**Clear Expectations**

Be clear with your class what your expectations are. If there will be homework, or members will be expected to give presentations during the semester, it is best to announce this the first week. Let your class know what you expect of them...

- To be on time and to stay until the end of the class.
- Turn off their cell phones.
- Not to talk and whisper to their neighbors during class or talk over the speaker with questions, comments, etc.
- Not to read the newspaper during class.
- To participate in class discussions with respect to different opinions.