Where Mature Minds Bloom

INSTRUCTOR HANDBOOK

Be prepared
Encourage participation
Have fun
WELCOME

The goal of OLLI at UNLV is to challenge the minds and stimulate the spirits of our members by offering learning activities designed to enhance their understanding and experience of the world. The Curriculum Committee appreciates your willingness to share your passions with your fellow members by offering your time, talents, and expertise to lead an OLLI at UNLV course. You, as our dedicated instructors, are the reason we have such a large and diverse course offering.

This document is intended to provide a few ideas and information which may be helpful in answering some of your questions. The OLLI at UNLV Curriculum Committee, Board of Directors, and Administrative Team are ready to help and to support your efforts.

Have a great semester and many thanks for your commitment as an OLLI at UNLV instructor!

OLLI at UNLV ORGANIZATIONAL STRUCTURE

OLLI at UNLV is a member-driven, member-governed organization. The Board of Directors is nominated and subsequently elected by the membership at large each spring. Duties and responsibilities of the Board of Directors, its officers, and committees are set forth in the OLLI at UNLV By-Laws. Board meetings are held monthly or at the call of the President, and all OLLI at UNLV members are invited to attend.

ROLE OF THE CURRICULUM COMMITTEE — The OLLI at UNLV Curriculum Committee is a standing committee consisting of members who are responsible for the review and approval of courses and instructors. This committee is responsible for recruitment and training of instructors, course selection and evaluation, and identification and recommendation of solutions for issues pertaining to the OLLI at UNLV curriculum and course offerings.
YOUR ROLE AS AN INSTRUCTOR — You, as one of our spirited instructors, are the most essential part of the OLLI at UNLV learning experience. Instructors create and administer all OLLI at UNLV classes. The plans you have developed for your class will set the capacity and objectives encompassing how members will learn and interact. You act as guide, moderator, teacher, listener, facilitator, and more for the OLLI at UNLV program.

The two cornerstones of OLLI are peer learning and active participation. Leadership styles vary and can include research and reports by member volunteers, class discussions, assigned readings, debates, and DVDs/CDs to reinforce lectures and discussions, or complement presentations.

Instructors and members share and contribute to the learning experience of OLLI at UNLV.

Class participation is a commitment to regular attendance. Instructors are encouraged to take attendance to assist OLLI at UNLV with accumulating data on class size and attrition. If a member will not be attending due to illness, vacation, travel or emergency, it can be marked on the attendance sheet as excused.

OLLI classes encourage participation. There are many class participation methods to draw from that fit comfortably with varied styles of teaching and group learning. Several methods of encouraging participation are group discussion, Q&A, small group exercises/activities, individuals reading to the class, surveys, and games. Sometimes you may find the group, with your leadership, wishes to change direction and you can facilitate that. Instructors invite everyone’s participation and ensure discussion is not confined to a select few members of the group.
Courtesy is a keynote of OLLI at UNLV membership. Courtesy is extended to other members, OLLI at UNLV staff, and guest speakers. We recognize opinions and philosophies differ, however we respect everyone’s right to be treated fairly and courteously.

Instructors agree to conduct each session in a courteous and professional manner. Instructors welcome diverse points of view to enrich discussion, however agreement of all those in the class is not an expectation. Profanity, blue language, off-color jokes and comments are discouraged. Comments indicating racial, gender, ethnic, or religious biases have no place in OLLI at UNLV. Instructors will acknowledge all questions in a respectful manner, answering whenever possible. All instructors will be required to complete on-line sexual harassment training as prescribed by UNLV.

As an instructor, it is recommended you attend at least one designated development opportunity each calendar year. This may include orientation sessions, retreats, or a specially-arranged training session. New instructors will be expected to attend an orientation session the first time they are on the schedule, and returning instructors are also encouraged to attend to learn new procedures. Individual appointments with the Facilities and Technology Chair can be scheduled throughout the semester as needed for further assistance.
BEST PRACTICES

At the first class session — Set the tone for your class. For instance, you may want to:

- Introduce yourself (your background, topics of interest, etc.)
- If the class is small, you can have members introduce themselves. If it is a larger class, you can have each member introduce themselves to a member sitting near them.
- Welcome new OLLI at UNLV members.
- Remind everyone that members and guests should wear badges at all times.
- Discuss any ground rules for the course.
- Have syllabus ready for distribution.
- Be yourself, and have fun!

Ground rules, established at the first session, can set the tone for the semester. Examples might include, but are not limited to:

- Confirm the timeframe for the class.
- Establish if and when breaks will occur (a 10-15 minute break about half-way through class is recommended).
- Request cell phones be turned off during class.
- Determine whether or not participants should raise their hands for questions and comments.
- Introduce your optional class host and outline their role (i.e., taking attendance, distributing hand-outs).
- Reaffirm that the class will be interactive and all members are invited to participate.

    Ask that your students respect fellow members by not entering classrooms before the previous class has ended, and by exiting the room promptly at the end of the class period.

You should manage your time in order to leave promptly at the end of class, to give the instructor of the next class time to set up.
GENERAL INFORMATION

Classrooms will be assigned following the Individual Class Selection period to ensure the best use of classroom space.

OPEN HOUSES are held twice a year for the upcoming fall and spring semesters. Members who come to Open House will meet instructors, pick up the new catalog, and be provided with other information pertaining to classes, events, and the OLLI at UNLV program. Instructors are seated at tables around the room in alphabetical order by class name. Participants will be given a list of classes and encouraged to discuss their questions with instructors. The information (syllabus, expanded description, or other information about the class) you as an instructor give will encourage individuals to join your class for the coming semester.

Instructors must pre-register for the Open House to ensure distribution materials are prepared and enough space is available.

Registration information will be sent to instructors in advance. The OLLI at UNLV Curriculum Committee will establish a deadline prior to Open House for submission of the required course syllabus. This syllabus must be submitted to the Administrative Team to confirm participation in Open House.

Although some courses may not lend themselves to providing a detailed weekly syllabus, a document which includes the following will be helpful to the members and encourage them to return each week to your class. Example syllabus format is available on page 10.

Content of syllabus:

- Name of the course and when class meets
- The instructor name, phone number, and email
- An outline of topics to be covered with dates by week
ADMINISTRATIVE INFORMATION

ANNOUNCEMENTS — The Curriculum Committee requests you allow any announcements to be made before class concerning general information, evaluations, or OLLI at UNLV events.

CANCELLATION OF CLASSES — *It is the responsibility of the instructor to notify OLLI at UNLV Administrative Team of any cancellations.* If you plan on being out of town, please email olliatunlv@unlv.edu or call 702-774-6554 at least 24 hours in advance to allow this information to be relayed to the class in a timely manner. Substitute teachers may be utilized.

CLASS EXTENSIONS — The Board has continued the policy, approved in 2010, that no extension days will be granted to make up for holidays occurring during the academic semester (*i.e.*, 13 weeks for Fall and Spring or 10 weeks for Summer).

FURNITURE — You are welcome to move the furniture around to suit your class, but please return it to its original configuration after your class is completed for the day.

GUEST POLICY — Guests are welcome to attend two different classes, but must receive a GUEST PASS from the Information Desk in Building 100. After visiting, they must pay their membership fees to continue taking OLLI at UNLV classes. Guests who register at the office are covered by the UNLV umbrella insurance policy; persons attending without registering are not.

Please announce at your first class that OLLI at UNLV is a membership program, any guests attending are one-time visitors. We encourage members to bring guests. The OLLI at UNLV Administrative Team will follow up with guests to help them become registered members.

GUEST SPEAKERS — You are requested to notify the OLLI at UNLV Administrative Team with guest names and topic to be discussed at least one week in advance.

MEMBERSHIP FEE WAIVERS — a membership fee is established by the Board of Directors, and subject to approval by UNLV. Membership fee waivers are granted to an instructor for the semester in which they are actively instructing a class.
PROCEDURAL GUIDELINES

EMERGENCIES - Should an emergency occur, call 911 AND the campus police at 702-895-3669. For non-emergency situations, please call UNLV police dispatch at 702-895-3668 and notify the OLLI at UNLV Administrative Team. It is important to notify the campus police and OLLI at UNLV Administrative Team, so any incident can be logged into campus records.

In case of a fire, the alarm will sound. Please calmly escort your class across campus to the designated meeting area across the Paradise Campus parking lot. Please be sure to bring your attendance roster. The Fire Department will automatically be alerted. There is a fire extinguisher in each classroom.

In the case of an active shooter situation anywhere on campus, a lock-down will be put into effect. The lock-down will result in all campus doors automatically locking. Once the doors are locked, no one is allowed in or out of the building. Once the campus has been given the all clear, you will be notified by university staff or first responders.

To receive these notifications directly to your phone, please go to www.unlv.edu/safety/ens and register your phone number.

BADGES — Member and Guest badges should be worn at all times while on campus and attending classes. If someone in your class is not wearing a name badge, please have them obtain a guest or temporary member badge from Building 100.

EQUIPMENT — Request forms are to be completed at the beginning of each semester so your classroom is ready for you when you arrive on the day of your class. If necessary, schedule an individual meeting with the OLLI at UNLV Facilities and Technology Chair for a lesson before the semester begins. If your equipment requirements change during the semester, please alert the OLLI at UNLV Administrative Team at least one week in advance.

Please keep in mind, requesting technical assistance after your class period has begun can result in losing valuable instructional time. We suggest you arrive at least 15 minutes before class time.

In the event of equipment problems, contact the OLLI at UNLV Administrative Team in Building 500 or call 702-774-6554 for assistance.

MATERIALS — All material purchases are handled by the OLLI at UNLV Administrative Team and are property of the university. There are material
requests forms available in the OLLI office, Building 500. Please plan ahead to allow **two weeks minimum** for purchases to be completed. Once classes are approved by the Curriculum Committee for the coming semester, you can fill out the Material Request Form and turn it in to Building 500. **Any materials purchased by individual instructors will not be reimbursed.** Examples of materials include DVDs, CDs, textbooks, etc. Some books, CDs and DVDs may be available at the UNLV Lied Library or the OLLI at UNLV Multimedia Library, and you can arrange to check out items for the term.

**SATELLITE LOCATION INFORMATION — Please communicate any concerns directly to OLLI at UNLV Administrative Team.** We are guests at our satellite locations, which are generous enough to donate their space and other resources to our program. If there are issues at your satellite, please be sure that they are sent directly to the OLLI at UNLV Administrative Team—**not to any on-site satellite staff.** Although the sites have agreed to host us, the on-site staff has no obligation to assist the OLLI at UNLV program.

Member and Guest badges should be worn at all times while attending classes at any OLLI at UNLV satellite location. If someone in your class is not wearing a name badge, please remind them to bring it the following week. Any guests can write their name and information on the sign-in attendance sheet. If a member did not receive their badge, or needs a replacement, have them call 702-895-3394.

**EVALUATIONS —** During each semester, members are given the opportunity to provide feedback on your class and the OLLI at UNLV program. Instructors must administer evaluations after the half-way point of the class according to the timeline established by the OLLI at UNLV Curriculum Committee. After the data from the evaluations has been aggregated using the Qualtrics Survey System, results will be shared with instructors via email at the end of the semester (paper copies are available upon request).
Example Syllabus Format

Syllabus
Class Name
Day and Time
Instructor Name
Instructor Contact Information

Class 1 – Date  Title of Topic for Class 1
Class 2 – Date  Title of Topic for Class 2
Class 3 – Date  Title of Topic for Class 3
Class 4 – Date  Title of Topic for Class 4
Class 5 – Date  Title of Topic for Class 5
Class 6 – Date  Title of Topic for Class 6