OLLI Orientation

LEARN HOW TO BE AN INSTRUCTOR AT OLLI SEDONA-VERDE VALLEY

MISSION STATEMENT

▶ OLLI Sedona/Verde Valley is a member led / member driven organization

▶ OLLI provides diverse opportunities for anyone over the age of 50 to share interests, information and insights

▶ Through collaborative and life-enhancing intellectual and social activities.

OLLI Nationwide

- **Bernard Osher, businessman, founded 1977**

- **125 programs embedded in colleges**
  - **Interest of the original trust**
  - **Membership & class fees**
  - **Donations**
  - **Charter requires annual membership by students**

- **Staff paid by funding!**
  - **Provides marketing, membership management, class scheduling, coordination**
  - **Current recovery from "Covid-reduced" funding & membership**

OLLI VV STAFF - The Best!

- ▶ Linda Shook, Assistant Dean of Lifelong Learning
- ▶ Katie Knipper-DLL Lead Administrative Assistant
- ▶ Solaris Walsh- Assistant II
- ▶ Jen Theroux-Assistant II

OLLI OFFICE & CONTACT INFO

▶ **Sedona Center Office**

  ▶ 928-649-4275 (x4275)

  ▶ Staffed M-F but can vary w/ terms

▶ **Clarkdale YCC Campus**

  ▶ 928-649-5550

  ▶ By appointment; front desk can help

▶ ollisv@yc.edu

▶ https://www.yc.edu/v6/lifelong-learning/olli.html

A Community of Older Learners

- ▶ Instructors are part of the Whole
- ▶ Instructors learn by doing; network
- ▶ OLLI connects individuals to each other
  - ▶ Combats isolation
  - ▶ Instructors are part of our community
- ▶ Experience joy of learning by Teaching

Who Can Teach

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▶ Anyone with passion and knowledge
  ▶ Credentials not vetted
▶ Step-out of your field of expertise
▶ Entrepreneurial --- no guaranteed attendance
▶ All are volunteer teachers

Code of Conduct

- Exchange lively and even passionate views.
- Observe common courtesy.
- Respect opposing viewpoints.
- Maintain dignity for yourself and class.
- No personal attacks.
- Remove violators from premises.

Business Solicitation

▶ Deliver relevant OLLI course content.

▶ Do not sell products or services on the premises

   ▶ Demo but do not require use as course material.

▶ Sharing credentials for teaching this class IS acceptable.

▶ Supporting your content with experience IS acceptable.

▶ Leave flyers or business cards in room if desired.

Delivery –It's a Hybrid World

- ▶ Student preference:
  - ▶ OLLI VV – 50 to 70% like in-person
  - ▶ Some will only Zoom; some only in-person
  - ▶ Instructors tend to prefer in-person
- ▶ Instructors have options!
  - ▶ Zoom
  - ▶ In-person
  - ▶ Combo
  - ▶ Off-site (field trips, hikes, etc.)

Process

1. Submit proposal; receive confirmation
   ➢ New instructor information email
2. Receive date/time email
3. Receive roster and room confirmation
4. Receive copy of email sent to students
5. New instructors receive additional emails
   ➢ mentor assignment
6. Orientation & A/V training new instructors
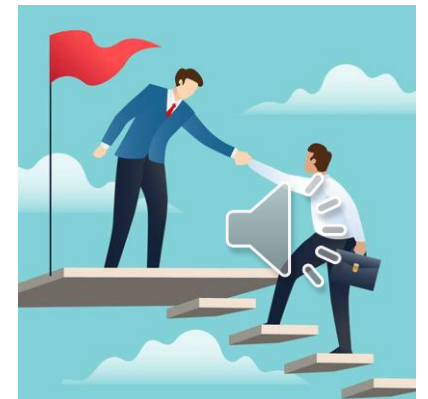
Build your Class

- Organize
- Outline
- Session by session planning
- Work with your mentor or experienced instructor
- Create handouts one week advance
- Package to fit time available

Practise!
Have Fun!

Working the Roster Info

- https://www.campusce.net/ycadmin/SignInStandard.aspx

- Send a welcome email
  - Inform on special requirements
  - Class location information if needed
  - Encourages interest and attendance
- Get attendance for class

Handouts

- Send digital content to participants
  - Get emails from roster
- Submit your handout to OLLI (optional)
  - *Must* send a week before
  - Will be double sided, black & white
- Be mindful of copyright laws

Low Enrollment? - Teach anyway?

- Learn what works.
- Build a following.
- Get last minute enrollments.
- Word of mouth may bring in students.

Need to Cancel?

▶ Inform OLLI office or email OLLISV@yc.edu

▶ Reach out to your sign-ups.

▶ If single session, consider a make-up

Campus Closures

▶ Sign up for text alerts College closings & info: https://www.yc.edu/alertyc

▶ Prescott campus closing also closes Verde Valley

  ▶ Prescott provides support staff

▶ Consider a make-up class if class cancelled

Classroom Access

- There may be a course before yours same room
  - Check beforehand
- 15 minutes guaranteed
- Set up earlier if classroom open
- Special needs can be added to proposal or talk to staff

Classroom Preparation

1. Know where your class is offered
2. Know if there is a class before yours
3. Understand room layout & lecture podium
4. Understand relevant room technology
5. Bring media on thumb drive, not a PC
   ➢ PowerPoint – know how to use a remote
6. Obtain a microphone if needed
7. Vet previous course materials if a repeat course

Room Layout

- Proposal submission – indicate needs
- Come early to modify
- Students can help!
- Options:
  - V shaped
  - Circular
  - Move chairs and tables to suit!
- Return the way you found it!

Rows and Columns Classroom Layout

Group Classroom Layout
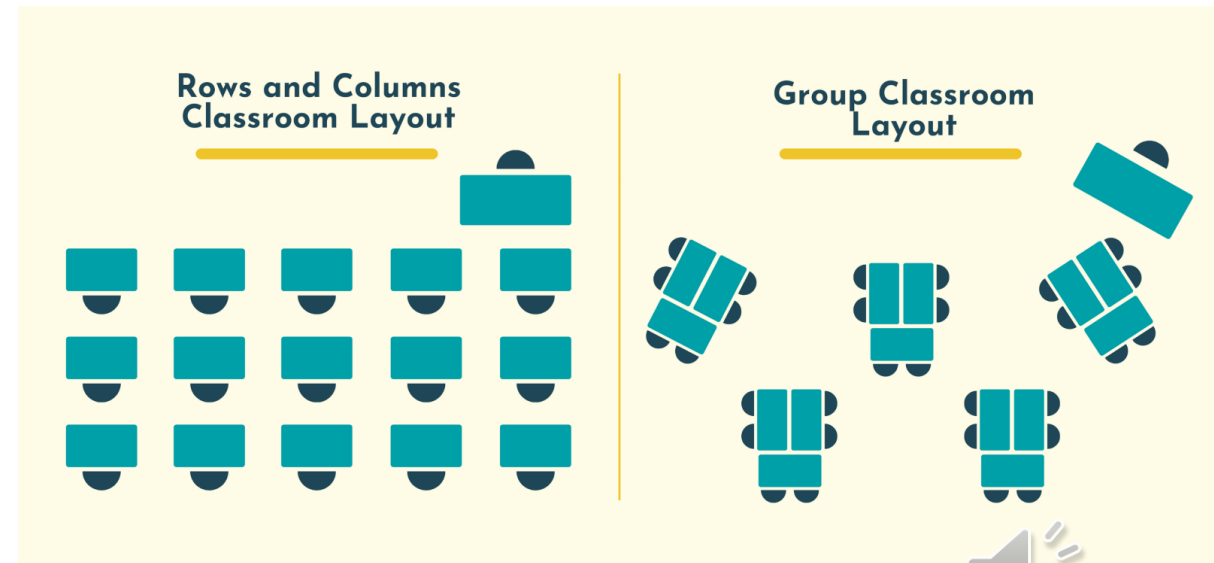
Available From Office

- **Supplies** like white board markers.
- **Handouts** (if applicable).
- **PowerPoint** advancer (remote) or Mic
  - Borrow OLLI with Personal ID or Keys
- **Paper Name Tents** & Markers (optional)
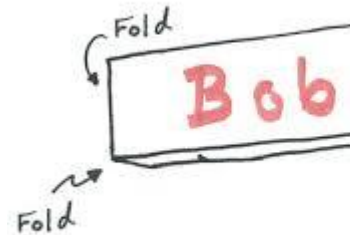
Instructor Name Tags

1. Two consecutive terms (or consistent contributor)
2. OLLI will order
3. Contact Olli or go to office

CUSTOM NAME TAG

CUSTOM NAME TAG

black badge + magnet

Before Class Begins

- Arrive 15 minutes early
  - Check equipment
  - Students 5 to 10 minutes early
  - Some earlier – some late!
- Greet
- Take roll first class (print roster)
- Encourage name tents or personal name tags
- Wear the OLLI instructor name tag (have)
- Adjust temperature (if possible)

Potential Problems

Procedures

1. Students must go to OLLI office class change
   - Refunds submitted in writing or by email.
   - Limited time period for refund.
2. Unexpected room assignments/conflicts – contact Office

Student Not Enrolled?

- Advance enrollment preferred
- Send to office, telephone or online to enroll
- Invite to return to class
- Instructors sometimes "surf" –
  - They may not know to enroll
  - They have credits from teaching or must be members
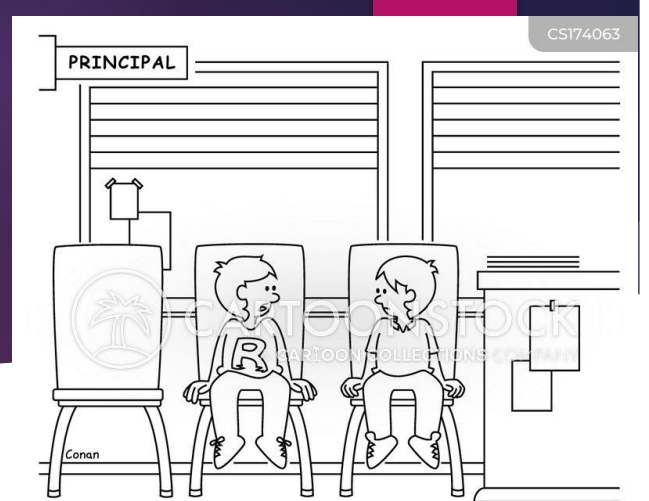
"You'd think a teacher shortage would make it easier to get away with stuff."
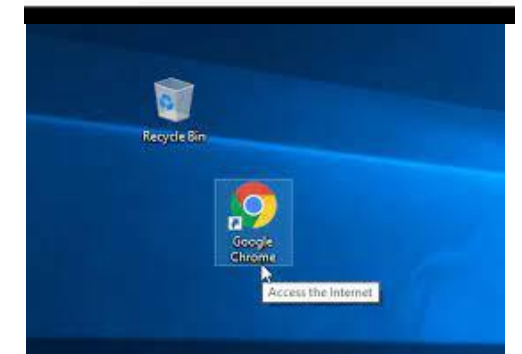
Room Computer Login

- ▶ Keyboard: Ctrl-Alt-Delete

- ▶ Username: **t-ollisv**

- ▶ Password: **Learn@xxxx**

  - ▶ Changes with each session

- ▶ Call Olli x4275 if problems!

Internet Connectivity

▶ Access Wi-Fi, Select "YCRoughAir"

  ▶ Avoid any others – they are for staff

▶ Open browser & accept terms

▶ Test

▶ No password needed – public use

Technical Problems

- ▶ Computer 15-minutes inactivity:
  - ▶ Goes to "Sleep"
  - ▶ Login again
- ▶ Technical problems (projector, Internet, hardware)
  - ▶ Simple issues – contact staff
  - ▶ Serious problems, call x2168 IT support
    - ▶ On white boards
    - ▶ On room instructions

Tech Issue Examples:

- Simple:
  - Trouble using two monitor systems
  - Getting sound to work (VLC Media Player)
  - Trouble logging into Wi-fi from other device
- IT Help:
  - Screen does not drop down (no projector)
  - Creston panel in 34 frozen

Begin Your Class:

- Introduce yourself
- Ask students to introduce themselves
- Give course overview & goals
- Mention housekeeping like washrooms / cafe
- Explain how questions are to be handled
  - (Tip: Repeat Questions)

Be a Sport!

- OLLI Announcements on podium
- Share upcoming events!
- Encourage volunteering
- Encourage donations

Encourage Discussion

▶ Learn good question-asking techniques.

▶ Use **short** Power Point slides.

▶ Use **short** videos.

▶ Repeat questions.

▶ Offer breaks.

Disturbances

- Verbal abuse or violent behavior is not tolerated
- Ask problem child to leave room
- Call 911
- First Aid Kit available office

Students Evaluation Form

▶ Get specific feedback

  ▶ Use comments to self-promote ☺

▶ Use to fine-tune your class

▶ Feedback helps develop OLLI curriculum

▶ If truly aversive, you may opt out

Improve Your Skills

- ▶ Come to facilitator mixers and online meetings
- ▶ Take free instructor trainings pre-session
- ▶ Enjoy free OLLI classes for skill building, e.g.:
  - ▶ PowerPoint
  - ▶ Zoom
- ▶ Coming: Enhanced Facilitator Webpage
  - ▶ Document Repository

Pitch your Class before Sessions

- Attend pre-session "Mixers"
- Facilitators have two minutes
- Pitch your class
- Hear other facilitator class descriptions

Growing your Following

- Not too late to ask for a mentor

- Encourage evaluations and keep the good ones!

- Build several classes and alternate offerings

- Post on your social media pages

- Tell and email your friends and affiliates!

Submit New Proposal

- Copy into browser: https://yc.jotform.com/221455495887875

- 5 sessions per year (Fall 1, Fall 2, Winter, Spring, Summer

- Opens 2 to 3 months before session

- 4 weeks to submit after Opening

- Time preferences honored as submitted

SUBMIT EARLY

SUBMIT OFTEN

Take OLLI Classes

▶ Workshop or learning class credit each offering

▶ Thank you for your service!

▶ Learn something new & see other styles!

▶ Become a member & take classes.

OSHER
LIFELONG
LEARNING
INSTITUTE

OLLI
AT YAVAPAI COLLEGE
PRESCOTT | SEDONA | VERDE VALLEY

Stay Curious! Stay Engaged! Join OLLI

Winter Registration opens Tuesday, December 13

Participate OLLI

▶ Become a mentor and help others

▶ Become an OLLI member – get free class vouchers

▶ Volunteer for events or committees – meet others

Thank you for teaching!

SHARON SHERMAN

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