



**OSHER LIFELONG LEARNING INSTITUTE
AT THE UNIVERSITY OF MIAMI
OLLI @UM**

INSTRUCTOR HANDBOOK

**OLLI @ UM
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Mission of the University of Miami

The University of Miami's mission is to educate and nurture students, to create knowledge, and to provide service to our community and beyond. Committed to excellence and proud of the diversity of our University family, we strive to develop future leaders of our nation and the world.

Mission of the Osher Lifelong Learning Institute at the University of Miami

Our mission, as part of the University of Miami, is to provide for adults 50 years old and older, intellectual stimulation, social interaction, service opportunities, and outreach to the university and to the greater community.

Vision: It is our vision to be a world-class, member-driven learning community, accessible to and meeting the needs of a diverse and growing population of older adults.

Values: As part of our mission and vision, we encourage:

- Supportive peer-group interaction
- Appreciation of life experience
- Lifelong stimulation and growth
 - Physical activity
 - Social interaction
 - Creative expression
- The satisfaction of learning, teaching, and volunteering within OLLI
 - Opportunities for community service

Welcome

Welcome to the University of Miami Division of Continuing and International Education (DCIE) and the Osher Lifelong Learning Institute at the University of Miami. This handbook contains information for instructors who teach in any of the programs within the DCIE, with specific information for those who teach in the Osher Lifelong Learning Institute.

Location

OLLI at UM holds classes in a variety of locations: Lau Founders Hall, the Casa Bacardi building (across the street from Lau Founders Hall), or one of the Palace locations (Kendall or Coral Gables). Most of our classes take place at our Founders Hall location. Lau Founders Hall, on the Coral Gables campus is a one-story building with classrooms, a computer lab, a lounge/kitchen, and an interior patio with plants and picnic tables. There are restrooms available in the front and back of the building. Accessible restrooms are available in the building.

General Expectations

It is expected you will act professionally at all times, dress appropriately at all times, address students appropriately at all times, and be a reflection of the professionalism and world-class education offered by the University of Miami.

Unless offered as a political course, classes should be free of any personal bias. Many OLLI students grew up during a time when the use of four-letter or curse words was not acceptable; the use of such language remains distasteful to most. All presentations must be free of improper language.

If you have a private business or teach at another institute, it is *strictly forbidden* for you to promote any goods or services in your OLLI@UM classroom. Any type of marketing or recruiting for outside companies or institutes is prohibited while on the UM campuses or teaching at OLLI at UM. Courses must not be used to promote commercial interests, whether to sell a book, promote a service, or to publicize a business or profession. You may state your background, including business affiliation, at the start of the first session, but should not do so thereafter. Promotional materials may not be distributed in OLLI courses.

OLLI courses should not include medically therapeutic, nutritional, nutritional supplement, dietary or diagnostic advice in either oral or written form.

We may ask you to make occasional announcements to the class about upcoming OLLI events.

Communicating with your students

We will supply class email lists to all teachers and facilitators. Student email lists that are provided by OLLI are to be used only for instructional purposes within OLLI guidelines. If you send your students a mass email, use the BCC feature of your email program to prevent students from seeing each other's email addresses when they get your email. This helps preserve students' privacy.

Code of Conduct

OLLI at the University of Miami is a community of intellectually active mature adults. Membership entails mutual respect among members and instructors as they pursue knowledge and explore individual interests. Failure to treat ideas, viewpoints, the classroom environment and interests of other members of the community with respect and civility compromises the intellectual climate at OLLI, and will not be tolerated. The OLLI administration and volunteer leadership are responsible for ensuring that the Code of Conduct is followed in all OLLI sponsored classes and programming. This OLLI at University of Miami Code of Conduct is congruent with that for students at the University in promoting behavior that enables enlightened discourse among individuals.

Promptness = arrive 10-15 minutes before your class starts

Be prompt to your classes. If you expect your students to be on time -- and we do -- then you should be *early*. Arrive at the building 15 minutes before your class time. Plan to be *in your classroom* five minutes before class starts. If you plan to use technology or write information on the board, arrive even earlier. When using technology in teaching, you should always have a "plan B" in case the equipment is not cooperating.

Promptness, Part 2 = be considerate of the next class after yours

OLLI students often want to continue speaking with the instructor or with classmates after class. This is a great sign that your classes are engaging and intriguing for students! Our classes meet back-to-back in the classrooms; in other words, there will often be a class meeting in your classroom following your class. If this is the case, please do not linger in the classroom with your students once your class is over. Be respectful of the next instructor and group of students who will need to set up, get settled in, and use the classroom. We welcome you and your students to 'spill out' into our comfortable member lounge/coffee room, the lobby area, or the patio for your post-class discussions.

Breaks

Our classes at OLLI@UM meet for 1 hour and 45 minutes with **no breaks**. Some classes meet for one hour (e.g., Chair Yoga, Tai Chi) and some meet for 55 minutes (lunchtime clubs).

Classrooms

Please ask your students to leave the classrooms neat. Ask them to pick up stray paper, bottles, cups, or glasses from desks, chairs, or floors. Erase the boards when you have finished your class. If you are teaching in a classroom with a laptop or TV on the wall, turn off the equipment before leaving the classroom. **In the large lecture room in Founders Hall it is required that instructors/presenters use the microphone.** This is out of respect and consideration for our members who have compromised hearing.

Class Rosters & Student Sign-in

Class rosters, lists of students, will be supplied to you by the OLLI office. This is an important part of our record keeping at OLLI at UM. Each time you have class, have your students check their name on the roster and then return the roster for that class to the office. Each time you have class, students must check in on the roster and you must turn it in. If you would like to maintain a separate class attendance sheet for your own purposes, you are welcome to do so. When you arrive to teach each day, please check in with the front desk staff. **It is your responsibility to send students whose names are not on the roster to the OLLI office immediately.**

Technology

In the lecture room in Founders Hall it is **required that instructors/presenters use the microphone**. Our classrooms have large screen TV's mounted on the walls; we use them to project laptops (we do not use them as TV's). If your class will require technology such as a laptop, please include that information on your course proposal, so we can plan accordingly. We have a limited number of PC laptops for use in our OLLI classes. If you use an Apple/Mac to prepare your presentations, please plan to put your presentations and materials onto a USB flash drive which can be connected to a PC laptop. **We do not offer technical assistance with Mac products.** Unless you are teaching a film class (e.g., Broadway Musicals, Documentary Films, Indian films, etc) please refrain from using your class time to show movies.

Wi-Fi is available on the University campus. Please choose "Canes Guest" and follow the prompts on your device to connect through that Wi-Fi option.

Parking

The parking lots in front of and next to Founders Hall require parking permits from Monday to Friday, 8:00am to 4:00pm. If you teach during those hours, you will need a RESERVED parking permit for your car in order to park in the spaces marked RESERVED. Permits are available at the OLLI@UM office for presenters, facilitators, and instructors during the times they are teaching. Be sure to arrive at least 15 minutes before your class start time in order to ask for a permit from the OLLI@UM staff, hang it in your car, and get to your class early. You must return the parking permit to the OLLI@UM office when you finish teaching each day. The Reserved parking permits are costly and are a convenience and benefit OLLI provides to our instructors. Return the permit each day before you leave campus. No parking permits are required for evenings (after 4:00pm) or weekends.

Photocopying

The University of Miami is deeply committed to reducing its impact on the environment. Green U is educating its community to be better stewards of the environment. Every step the University community takes to reduce waste and recycle will truly make a difference. As part of the UM [Green U](#) efforts, OLLI@UM plans to 'go green' by severely reducing our printing. Did you know that discarded paper makes up more than 35% of all waste in U.S. landfills? Scanning and sending class handouts to your class participants reduces paper waste and overall CO2 generated from landfill methane. ***With this in mind, OLLI@UM will no longer be photocopying handouts or instructional materials for OLLI classes.***

What will we do?

1. ***We will*** supply class email lists to all teachers and facilitators. With these lists, you can send materials and handouts ***directly*** to your students by email. This saves paper!
2. ***We will*** assist you with projecting your handouts/classroom materials. We have wall-mounted TV's in each classroom where materials / handouts can be projected! Save your handouts as PDF's or Microsoft Word documents onto a USB drive. Bring the USB to class. Plug it into an OLLI laptop connected to the TV in your classroom. Your handouts will be projected and viewable by your students.
3. ***We will*** remind you that you only need ONE copy of a handout and the whole class can see it on the TV or projection screen. You can zoom in on the image displayed to make it highly visible. The benefits are enormous!

What can you do?

1. ***You can encourage your students*** to bring a paper notebook to take notes/write during class.
2. ***You can encourage your students*** to bring electronic devices to class. Many of our OLLI members bring tablets or e-readers to classes; encourage them to use them to view and take notes in classes (rather than relying on handouts).
3. ***You can bring copies of handouts.*** If you feel strongly that you need handouts for your classes, you can certainly print them outside of OLLI and bring them with you.
4. ***You can send us your PowerPoint slides at least 7 days before your class*** meets, and we will convert them to PDFs and send them to your students.
5. ***You can*** require a textbook! If you have been making copies from textbooks for 'educational use,' you can require that your students purchase the textbook. Be sure to notify the OLLI Director if you plan to require a textbook, so that we can notify the students who register for your classes.

Above are just a few of the possible ways that we can participate in reducing waste and our use of paper and printing. I am confident that you can think of additional ways to accommodate the lifelong learners in your classes without the use of paper photocopies.

Copyright

At UM, we strictly adhere to Copyright Law. Please visit the following website for further information on this issue:

http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,33818-1;7194-3,00.html

Cancellation of Class/Subbing

If you are have an emergency and will be late or absent from your OLLI@UM class, please notify OLLI by doing the following:

- Call OLLI office: 305-284-6554 to inform OLLI staff
- Call Dr. Julia Cayuso (director) at 305-284-1326 to inform her
- Email Dr. Julia Cayuso at jcayuso@miami.edu and osher@miami.edu
- If the absence is planned, arrange for a substitute, a DVD, or schedule a make-up class with OLLI staff.

Can Everyone in Your Class Hear You?

Being able to hear presenters properly is a high priority. For a positive learning experience, our members must clearly hear the words spoken in classes. Because some OLLI members experience hearing loss, instructors should project their voices and “speak up,” enunciate clearly, and even slow down their speech a bit to avoid speaking too rapidly, mumbling, or dropping their voice at the end of phrases. **If you are teaching in the large lecture room (Room 102), you are required to use the lapel microphone.** Since it is difficult for the rest of the class to hear student questions, please repeat questions that are asked by class members during class.

Email Communication

OLLI at UM uses electronic communication (email) as our default method of communicating with instructors. Important information, such as class schedules, notices, announcements are communicated to you exclusively through email. As an instructor or facilitator at OLLI, you must check your email at least daily when classes are in session and in the month or two prior to class start dates when you will be teaching.

Have a question about	Please contact.....
Your teaching schedule	Julia Cayuso; jcayuso@miami.edu
Your classroom assignment & arrangement	Maki Burgess; osher@miami.edu
Instructional Technology	Maki Burgess; osher@miami.edu
Class lists/rosters of students in your classes	Maki Burgess; osher@miami.edu

Thank you for teaching @ OLLI!

Important Information for Facilitators/Instructors

- Instructors play a key role in setting the tone of the class.
- Create a community of learners where students feel free to share information, provide feedback and make suggestions. Do this by coming to consensus on goals and expectations, on commitment, and on confidentiality in order to create a safe space for students.
- Create a classroom that is friendly, supportive, and non-threatening.
- Create and adhere to respect for all members at all times. Refrain from unnecessary criticism, or any comments that could be construed as bullying or alienating. Be inclusive. Build community in your classroom. If you cannot, reach out to the Director for assistance immediately.
- Promote respectful, civil interactions among and with all group members.
- Promote participation in the classroom and a network of support among students. Decide with the group whether 'guests' are allowed; remember that a new person might cause others to feel uncomfortable in certain classes.
- Establish and enforce limits regarding information shared in writing or orally within the class group.
- Instructors shall not use or share information gained through their classes at OLLI for their own purposes, in their own writing/narrative/memoirs, or in interactions. Writing about the group, or about the group members themselves, even with names and details changed, is absolutely prohibited and unacceptable.
- Actively protect each class member's personal information. While class members may not be legally bound to preserve as confidential the personal information disclosed in the group, agreement should be reached in the group regarding the sharing of personal or confidential information/memoirs/writing/narrative.
- For writing classes: Be aware that a memoir, while it is written and thus external, is very personal. Be sensitive to this when guiding feedback from group members and when giving feedback as the group leader/facilitator.