

OLLI Fact Sheet for Instructors

OLLI is a member-driven group that offers non-credit courses and other activities for lifelong learners, primarily those 50 years of age and older. (OLLI stands for Osher Lifelong Learning Institute.) OLLI's motto is "Because curiosity never retires."

Facilitators

Courses are planned by volunteer facilitators who develop from one- to six-session courses on a given topic. The facilitator is the person who contacted you and asked you to teach at least one of those sessions.

Once you have agreed to a date(s) and time to teach an OLLI class, the facilitator will work with the OLLI office to determine a location for the course and will notify you once the decision is made.

The facilitator will ask you to provide a few sentences describing the focus of your session(s). That information will be included in a brief syllabus that goes to everyone enrolled in the course.

The facilitator will also ask you for a brief bio that he or she will use to introduce you before your presentation.

Technology

Please indicate your equipment needs to the facilitator when you agree to teach a class.

Virtually all the rooms OLLI uses for classes are equipped with computers with internet access, projectors, CD/DVD and VHS players and microphones. You are encouraged to bring your presentations on a flash drive unless your facilitator instructs you otherwise.

If you need other audio or visual equipment, please contact the OLLI office at 402-472-6265.

If you are planning to play video or music files from the internet, you are advised to burn a CD/DVD or download content to a flash drive to avoid potential problems and delays.

PLEASE arrive at last 15 minutes before the class to test the AV equipment. A technology assistant will be available to help you.

PLEASE plan to use a microphone provided by OLLI when you teach.

Handouts

If you would like OLLI to copy handouts for your class, please send them to the OLLI office (olli@unl.edu) at least three days before your presentation. Please copy your facilitator on the request so that he or she can pick up the handouts.

Contacting members of the class

If you wish to contact all members of the class via email, please send your message to your facilitator or to the OLLI office (olli@unl.edu). The OLLI staff will forward the message.

Changes in date or schedule

If you must cancel a class or change a date or time for any reason, please contact your facilitator and/or the OLLI office as soon as possible. OLLI will notify the students.

In the event of bad weather, OLLI will cancel classes and will post information on the OLLI website (olli.unl.edu). Or you may call the OLLI office, 402-472-6265 after 7 a.m.

If Lincoln Public Schools or UNL is closed or starts late due to weather conditions, OLLI cancels its courses and events. Rarely, OLLI may cancel its courses or events even if the schools are open.

Registering for an OLLI class

Students may register online (olli.unl.edu) or by calling the OLLI office (402-472-6265). Classes are filled on a first-come, first-served basis. If your course is full, please do not grant a space to someone who approaches you personally with the request.

Students pay a modest fee for the courses; the money is used to cover space rental and other programming costs.

Tips for engaging adult learners

Please build in a five-minute break near the middle of your presentation.

Announce at the start of your presentation whether you would like people to hold their questions until the end or raise their hands as you go along. We encourage you to encourage the class to hold questions until the end of the presentation.

Be sure to use a microphone in an auditorium or large classroom. Older adults often have difficulty hearing, and the microphone can be the difference between a satisfying and a frustrating student experience.

Please be sure that text in PowerPoint and other projected presentations is at least 22-point type (in a large room).

When a student asks a question or makes a comment, *please repeat it* before responding.

If you are speaking about a controversial topic, please remind people at the start that comments must be respectful of others and that no one should monopolize class time. If the latter happens, suggest tactfully that the student may wish to continue the conversation with you after class.