



## OLLI Fact Sheet for Instructors

OLLI (the Osher Lifelong Learning Institute) 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's motto is "Curiosity never retires."

**OLLI Office Contact Information:** 402-472-6265 or [olli@unl.edu](mailto:olli@unl.edu)

### **Facilitators**

Volunteer facilitators (who are OLLI members) develop courses which are one- to six-sessions in length on a given topic. They find instructors and are likely the individual who contacted you to teach at least one of the sessions. They will:

- Work with you and the OLLI office to reserve the time and determine a location for the course. The facilitator will notify you once the location has been determined.
- Ask for your help to complete the **OLLI Course Description Worksheet** which provides the details needed to publish the course in the OLLI course catalog. We appreciate you providing all requested information and within the deadlines established by the OLLI office.
- Request a brief bio from you for their use to introduce you at the beginning of the first class.

### **Technology**

Please describe 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 (aka thumb drive, memory stick) unless your facilitator instructs you otherwise.

OLLI at UNL also has access to a "hybrid" room within the UNL East Campus College of Education and Human Sciences Building, 1650 N. 35<sup>th</sup> Street, Room HSB 137. This room accommodates in person and Zoom attendees simultaneously and has all the necessary equipment to do so smoothly. OLLI will provide a "Zoom Host" who will run the technology for you. In addition, OLLI provides parking on campus. The teaching process for you is very much the same... other than looking at the camera now and then to engage Zoom participants! Please work with your facilitator to determine if your course can be offered in this location. The OLLI office makes all final decisions on course location.

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 *least* 15 minutes before the class to test the AV equipment. If your course is located at the Southeast Community College-Continuing Education Center (SCC-CEC) and you need training on their AV equipment/media cart, reach out to the OLLI office and obtain SCC-CEC contact information.

OLLI has a portable microphone/speaker system (“Redcat”) available for check out if needed.

### ***Handouts***

Please email any handouts the OLLI office *at least one week* before the start date of the course, and copy your facilitator for their awareness. The OLLI office will email the handouts to the class and will send them in one package, to all students one week prior to the first class date.

### ***Contacting members of the class***

If you wish to contact all members of the class via email, please send your message to your facilitator and to the OLLI office. The OLLI staff will send the email.

### ***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 post information on the OLLI website ([olli.unl.edu](http://olli.unl.edu)). Or you may call the OLLI office after 8 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 are strongly encouraged to register online or can also register by completing and mailing paper registration forms. 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***

Offer a five-minute break near the middle of your presentation.

Ask in-person participants to hold their questions until the end. Repeat the question before responding. Zoom participants can ask questions via the Chat function at any point in the presentation.

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.