

# OLLI Mason



## OSHER LIFELONG LEARNING INSTITUTE

at

### George Mason University

If you have any questions or concerns, please contact the OLLI staff.

**TALLWOOD OFFICE: 703-503-3384** (leave a message)

#### STAFF EMAIL ADDRESSES:

**Jennifer Disano**, *Executive Director*  
[jdisano@gmu.edu](mailto:jdisano@gmu.edu)

**Susan Todenhoft**, *Administrator*  
[olli@gmu.edu](mailto:olli@gmu.edu)

**Karen Nash**, *Finance Associate*  
[knash2@gmu.edu](mailto:knash2@gmu.edu)

**Alice Slayton Clark**, *Communications/Program Associate*  
[aclark24@gmu.edu](mailto:aclark24@gmu.edu)

**Shannon Kim Morrow**, *Program Associate*  
[smorrow4@gmu.edu](mailto:smorrow4@gmu.edu)

**Susan Job**, *Registrar*  
[ollireg@gmu.edu](mailto:ollireg@gmu.edu)

**Mike Emery**, *Site Assistant*  
[olliFFX@gmu.edu](mailto:olliFFX@gmu.edu)

**Leigh Knox**, *Site Assistant*  
[olliLDN@gmu.edu](mailto:olliLDN@gmu.edu)

**Dallas Joder**, *Site Assistant*  
[olliRSTN@gmu.edu](mailto:olliRSTN@gmu.edu)

**Meg Przybylski**, *Site Assistant*  
[mprzyby@gmu.edu](mailto:mprzyby@gmu.edu)

**Nancy Klein**, *Site Assistant*  
[nklein4@gmu.edu](mailto:nklein4@gmu.edu)

## Introduction

Thank you for volunteering to teach a class at OLLI Mason! OLLI could not exist without its instructors. We appreciate your volunteerism!

Please review the following important information to help make your teaching experience at OLLI a success.

## Preparing Your Virtual Classroom

- **OLLI classes will be conducted online winter term using the Zoom virtual classroom platform.** Most classes will be accommodated in the meeting format.
- **You will need a computer with a camera and microphone to conduct a Zoom session.** These items are built into most laptops, but not all desktops. If your computer does not have both items, you can purchase cheaply a simple webcam with built-in microphone.
- **While Zoom adapts to tablets and smartphones, many Zoom functions are not easy to utilize from these devices.** If you use a tablet or smartphone to deliver your class, the device must be attached to a stand for stability.
- **You will need a strong internet connection to conduct your class.** A wired connection is best, but a strong Wi-Fi connection is fine.
- **Please identify a comfortable and quiet place to conduct your class and consider the background which will be seen behind you on screen.** Also consider lighting, which should be placed in front of your camera to keep your face evenly illuminated, and a camera angle that is slightly above or even with your sight line. Avoid distracting actions.
- **Three weeks before term, the OLLI Administrator will email you detailed information about how to use Zoom.**
- **The Administrator will assign an OLLI site assistant to your class to work with you individually on your specific classroom needs, including how to show PowerPoint presentations, audio files and short video clips.**
- **Your site assistant will be on hand as a tacit "participant" in every class, ready to assist you with any technical needs.**
- **If you are eager and would like to explore the Zoom technology on your own, visit: <https://zoom.us/>**
- **If you have any questions or concerns, particularly if your**



## Preparing Your Materials

- Instructors are in charge of putting together their own course materials.
- OLLI maintains an instructor resources page on its website found at: <https://olli.gmu.edu/for-our-instructors/> It includes extensive information on how to prepare materials and to maximize your teaching experience at OLLI Mason.
- Interested in tips on creating an effective PowerPoint? The following links take you to TED talks on “How to Avoid Death by PowerPoint:” <https://www.youtube.com/watch?v=lwpi1Lm6dFo> and <https://www.youtube.com/watch?v=jKERw9u3CeQ>
- If you would like to supplement your course materials, you can do so at the George Mason Libraries. All OLLI instructors are authorized during the course term to: 1) check out up to ten books at one time (for a three week period with one renewal); 2) request books from other Mason campuses (except from Arlington Law Library); 3) borrow audiovisual materials (videos, DVDs) from the Johnson Center Media library for one week. Be aware: in-person library access may be restricted by Mason during the pandemic.
- With OLLI campuses closed during the pandemic, instructors are encouraged to email course materials to their classes. To do this, log into the member portal ([olligmu.augusoft.net](http://olligmu.augusoft.net)) and sign in using your instructor username and password. (If you need your password or username, please email [program@gmu.edu](mailto:program@gmu.edu).) On the left hand toolbar, click “future classes” and you will see a list of your upcoming classes; they will be listed under “current classes” once class starts. To email your class, you can choose “email roster” from the drop down menu found to the left of the class name. 20MB is the biggest attachment that can be sent through the OLLI member portal. Please send out all attachments in PDF format, as PDF documents are easier for most to open.
- When preparing your materials, be mindful of copyright laws, use proper citations, and provide links to the original source material. Copyright rules may vary for online streaming. For help in this regard, see George Mason University’s policy on the use and reproduction of copyrighted material, found at: <https://universitypolicy.gmu.edu/policies/use-and-reproduction-of-copyrighted-materials/>.
- An optional survey is available if you would like feedback from your students about your course. Please email the OLLI administrator ([olli@gmu.edu](mailto:olli@gmu.edu)) if you would like her to email you a copy of the survey. You can dispatch it to your students as detailed in the fifth bullet above. Please provide your students with a mailing address so the forms can be mailed directly back to you.

## Classroom Teaching Tips

- Please log into your Zoom classroom at least 20 minutes before the class start time so OLLI staff can assist with any last minute needs or AV help. The Zoom classroom opens to students ten minutes before the class start time.
- Do not be alarmed if attendance falls short of registration numbers; our demographic is more prone to skip a class due to health or other reasons.
- You can ask your site assistant to assist in managing chat questions for you. At the start of class, your site assistant will announce your preference for handling questions.
- Mason has recordings of seminars they provide their professors on how to use Zoom effectively. They can be found at: <https://stearnscenter.gmu.edu/programs/trainings/>
- Repeat questions asked so all students hear the query before you answer it.
- Please end your class on time to allow members sufficient time to get to their next class and staff time to set up the next class.
- In order to maximize comprehension, it helps to maintain a measured speed of delivery.
- You can communicate about upcoming classes or share information with your students via the OLLI member portal ([olligmu.augusoft.net](http://olligmu.augusoft.net)) as described under “preparing your materials.”



## Class Changes/Cancellations

- If you are sick or otherwise unable to teach your class, notify OLLI staff immediately: olli@gmu.edu or text or call 703-688-2642. Generally, we reserve the week after term ends to schedule any needed make-up classes.
- Any time or date changes to your class schedule must first be confirmed with the OLLI administrator: olli@gmu.edu or 703-503-3384 (leave a message and your call will be returned as soon as possible). The administrator will subsequently notify your class of approved changes or cancellations.
- As all classes will be provided via Zoom, we do not anticipate any weather related closings during winter term.

## Miscellaneous

- **Mason Affiliation.** If you wish to indicate your OLLI/Mason affiliation in your e-mail, CV, or other communications, the appropriate wording is:

Your Name  
Volunteer Instructor,  
Osher Lifelong Learning Institute at George Mason University

or, in text, "Your Name is/has been a volunteer instructor for the Osher Lifelong Learning Institute at George Mason University."

Please do not indicate a direct connection with GMU or academic rank such as "instructor" or "professor."

- **Soliciting Your Services.** If you wish, you may provide purchasing information about books, CDs, DVDs you hope to sell to our members. Please **DO NOT** promote your services (directly or through brochures) during your presentation or use your OLLI class roster for solicitation purposes.

*Dear OLLI Mason Instructor,*

*Thank you so much for volunteering your time, energy and expertise in support of academic, cultural and social programing at OLLI Mason.*

*Your contribution to OLLI Mason is precious and we are grateful.*

*Best of luck in the new term,*



Jennifer L. Disano  
Executive Director  
OLLI Mason