

OLLI Mason



OSHER LIFELONG LEARNING INSTITUTE
at
George Mason University

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

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Introduction

Thank you for volunteering to teach a class at OLLI Mason!

OLLI Mason classes will be conducted in a variety of formats: in-person, online, or hybrid (in-person with an online component).

If you are teaching an in-person class, you must comply with the health and safety protocols found at: <https://olli.gmu.edu/health-and-safety/>

Class Changes/Cancellations

If you are sick or otherwise unable to teach your class, notify OLLI Mason staff immediately at: olli@gmu.edu or call 703-503-3384.

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 Mason administrator at: olli@gmu.edu or 703-503-3384. The administrator will subsequently notify your class of approved changes or cancellations.

Preparing Your In-person Classroom

- Each OLLI classroom is equipped with a Windows based computer, large display screen, digital projector, and DVD/CD player. All locations have MS Office 2019. Easels and white boards are available in most classrooms by request.
- You can download your presentation from any file share service (ex: Google Drive) or bring your presentation to OLLI on a USB flash drive. Use of personal devices is discouraged due to potential compatibility issues.
- Most classrooms utilize wired internet. All OLLI classrooms have WiFi. You are strongly encouraged, however, to download and save ahead of time any materials from the Internet.
- Email your assigned site assistant or the OLLI office (olli@gmu.edu) if you would like to schedule a site visit to test your audiovisual materials.
- Classroom set-up is theater style facing the display. Some classrooms can be rearranged. Please notify your site assistant in advance if you would like to request an alternative arrangement.
- An optional course feedback survey is available from OLLI staff. Please email your site assistant if you would like to distribute copies.
- Documents can be shared with your students as described under "preparing your materials."



In-person Classroom Teaching Tips

- Please arrive **at least** 20 minutes before class so OLLI staff can assist with any last minute needs or AV help.
- At the start of class, announce your preference for handling questions: 1) hold questions until the end; 2) ask anytime; or 3) short clarifying questions are OK, but hold long ones until the end. Repeat questions asked so all students can hear. If needed, you can redirect a question to the end of class.
- Please end your class on time to allow members 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.
- In compliance with ADA federal regulations, please use the head-worn wireless or handheld microphone provided in each classroom so all can fully hear. Wear clothing with a belt or pocket for attaching the wireless microphone transmitter.

Preparing Your Virtual Classroom

- You will need a computer with a camera and microphone to conduct a Zoom session.
- 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, your device must be attached to a stand for stability.
- A wired connection is strongly encouraged.
- Before each term, the OLLI Mason administrator will email you detailed information about how to use Zoom.
- You will be assigned an OLLI Mason site assistant to work with you on your specific classroom needs.
- If you have any questions or concerns, email olli@gmu.edu.

Virtual Classroom Teaching Tips

- We ask that you log into your Zoom classroom **at least 20 minutes before** the class start time so your site assistant can assist with any last minute needs or AV help.
- Visual aids should be easy to read, with large fonts (e.g., black text on a white/light background is much easier to read than white text on a light gray background).
- You can manage questions on your own or ask your site assistant to assist.
- End your class on time to allow members and staff sufficient time to prepare for their next classes.
- Documents can be shared with your students as described under “preparing your materials.”
- Be prepared for serious questions; many members were experts in their field. Repeat questions as needed so all students hear the query before you answer. Strive for balanced participation to prevent a member from dominating the discussion.
- An optional survey is available if you would like course feedback from your students. Please email the OLLI Mason administrator (olli@gmu.edu) if you would like a copy of the survey emailed to you. You can share it with your students as described under “preparing your materials.” Please provide students with your mailing address so they can mail the survey directly back to you.

Preparing Your Materials (In-person and Virtual)

- **Instructor Resources.** OLLI Mason maintains an instructor resources page on its website found at: <https://olli.gmu.edu/for-our-instructors/>. It includes extensive information on how to maximize your teaching experience at OLLI Mason.
- **Use of PowerPoint.** 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=iKERw9u3CeQ>. If you want to link to online videos, images, or documents in your PowerPoint presentation, **do not simply cut and paste**. Use the “insert audio/video” option or embed a hyperlink.

- **Course Materials.** Instructors are in charge of putting together their own course materials. **Instructors are strongly encouraged to email course materials to their classes.** Visit the member portal (olligmu.augusoft.net) and sign in using your instructor username and password. If you need your password or username, please email program@gmu.edu. On the left hand toolbar, click "future classes" to see a list of your upcoming classes; they will be listed under "current classes" once class starts. To email your class, 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 Mason member portal. Please send all attachments in PDF format, as PDF files are easier for most to open.
- **Mason Libraries.** Consult the George Mason Libraries if you would like to supplement your course materials. All OLLI instructors are authorized during term to: 1) check out up to ten books at once (for a three week period with one renewal); 2) request books from other Mason campuses (except the Arlington Law Library); 3) borrow audiovisual materials (videos, DVDs) from the Johnson Center Media library for one week.
- **Copyright Material.** When preparing materials, be mindful of copyright laws, use proper citations, and provide links to original source materials. Copyright rules may vary for online streaming. For help, see George Mason University's policy on the use and reproduction of copyrighted material: <https://universitypolicy.gmu.edu/policies/use-and-reproduction-of-copyrighted-materials/>
- **Class Recordings.** Recorded classes and events may be displayed on the OLLI Mason website. All material appearing on the website is the property of OLLI Mason. Recordings are accessible to members only. You may not reproduce, distribute, publish, transmit, or in any way exploit any such content, nor may you distribute any part of this content over any network, sell or offer it for sale, or use such content to construct any kind of database. Copying or storing any content is expressly prohibited without the prior written permission of OLLI Mason. For permission to use any content on the website, or to request removal of a recording, please contact olli@gmu.edu.

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, and 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 Mason 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 programming 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