



# OLLI AT DUKE

## TEACHING BEST PRACTICES GUIDE



<b>Topic</b>	Pre-Course Communications	
<b>Applies to</b>	All Class Formats	In-Person & Online
<b>Source</b>	Ginny Knight, <a href="mailto:knightvew@gmail.com">knightvew@gmail.com</a>	
<b>Background</b>	OLLI suggests that you welcome and create a relationship with your students before you actually meet them. Perhaps, via e-mail you can deal with classroom policies and issues that would take time from your getting right into the subject matter in your first class. Some instructors like to send their students the outline or syllabus before the first class.	
<b>Benefits</b>	<ol style="list-style-type: none"><li>1. To remind students of required materials or books and what (if anything) they should bring to the first class.</li><li>2. To let students know what they need to do or prepare (if anything) before the first class.</li><li>3. To let students know any changes you have made in the course since you filled out your Course Proposal Form or since the catalog was published.</li><li>4. If you send your syllabus, the students will come to class knowing more about what to expect.</li><li>5. Contact your Class Assistant or Moderator, if any, learn what they have been told they will be doing for you and tell them what you need in the way of assistance.</li></ol>	
<b>Key Elements</b>	<p><u><a href="#">Access the OLLI Instructor Portal</a></u> If you are a new instructor, obtain your instructor user name and password for the “learnmore” web site. Go to <a href="http://www.learnmore.duke.edu">www.learnmore.duke.edu</a> and logon as an instructor. Enter your instructor user name and password. (These are not the same as your student user name and password.) <i>If you don’t know these or have not taught for OLLI before, click “Forgot User Name” or “Forgot Password” as appropriate.</i></p> <p><u><a href="#">Obtain Your Class List</a></u> Your class list can be obtained after registration and one week before your first class. Go to <a href="http://www.learnmore.duke.edu">www.learnmore.duke.edu</a> and enter your instructor user name and password. Go to your class list. From this page you can e-mail all (or some) of your students all during the term.</p> <p><u><a href="#">Send an Introductory Message to Your Students</a></u></p> <ol style="list-style-type: none"><li>1. Welcome students to your class.</li><li>2. Reinforce any class requirements (e.g., materials to bring to class, any required books, etc.).</li><li>3. Highlight any pre-course assignments (e.g., read a poem to be discussed in the first class, read the syllabus, etc.).</li><li>4. Highlight relevant policies or procedures (e.g., OLLI at Duke Code of Conduct) and any procedures students should know about your</li></ol>	



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	class. That is to say, if this is a lecture class, will you take questions at the end or do you want to answer questions as you go along? Will there be “homework” assignments and are they required or optional?
<b>References and Examples</b>	1. OLLI at Duke Code of Conduct (see below) Other OLLI policies can be found on the Instructor website ( <a href="http://www.olliatdukeinstructors.pbworks.com">www.olliatdukeinstructors.pbworks.com</a> ). Scroll down to Policies.

### **OLLI at Duke Code of Conduct**

OLLI at Duke endeavors to create a positive and affirming environment that fosters learning and social connection. Members, instructors and staff are expected to demonstrate mutual respect, personal and academic integrity, kindness, and civil discourse. Ensuring OLLI at Duke is a welcoming and affirming learning community is a responsibility we all share.

These principles particularly apply to our courses that offer a forum for the lively and passionate exchange of views. Opposing viewpoints are welcomed and appreciated. Instructors are responsible for leading and moderating classroom discussion. They have the prerogative of inviting/allowing questions throughout the class or asking members to hold their questions to the end of class or other designated time.

Members, instructors and staff of the OLLI at Duke Community are encouraged to contact the Director if they observe behavior that is a significant violation of this code of conduct. The Director shall investigate and if there is a problem, address it directly with the alleged violator and determine the consequences, which may include suspension or termination of membership / teaching privileges or a disciplinary warning / termination of employment of a staff member.

Please contact Chris McLeod (919-684-2703) if you have questions regarding this policy.