

OLLI AT DUKE

INSTRUCTOR QUICK REFERENCE GUIDE – FALL 2020

This guide is intended to put useful instructor information in one spot for ready reference. You can also find answers to many of your questions on the OLLI Instructor website (www.olliatdukeinstructors.pbworks.com). If you have additional questions, please contact the OLLI Director, Chris McLeod at chris.mcleod@duke.edu, or the Assistant to the Director, Kathy Parrish at kathy.parrish@duke.edu.

This guide applies to the 2020 Fall Term when all classes are being conducted online

Best Practices	OLLI's Instructor Relations Committee is documenting Teaching Best Practices for OLLI courses. A series of "Tip Sheets" have been developed to capture the practices used by OLLI's very best instructors, ranging from pre-course topics (e.g., Using a Course Outline or Syllabus) to practices used during OLLI courses (e.g., Inviting Student Participation). Tip Sheets are posted on the Instructor Website (www.olliatdukeinstructors.pbworks.com).
Canceling or Rescheduling a Class	If you need to cancel a class for any reason (e.g., illness, family emergency, etc.), please email your students using the Instructor Portal (see below) and advise Chris McLeod (chris.mcleod@duke.edu). Chris will help you determine if your class can be rescheduled at a suitable time.
"Coffee & Conversation"	OLLI conducts periodic "Coffee & Conversation" events for OLLI instructors. These online events are an excellent opportunity to discuss issues of interest and to interact with other OLLI instructors. Watch your email for an invitation.
Course Website Service	Course websites are a great way to reduce the number of handouts for your course and to make supplemental materials available to your students. OLLI offers a service that will build a website for interested instructors using "Weebly" technology and then show them how to maintain it. If you are interested in learning more about this service, please contact Dan Kuntzman (dankuntzman@me.com).
Disruptive Students	OLLI students, instructors, and staff are expected to engage respectfully and constructively. If you have a student who is disrespectful or disruptive, please contact OLLI Director Chris McLeod (chris.mcleod@duke.edu). She will help you get this situation resolved.
Emailing Your Students	<p><i>Beginning one week before your first class, you can send emails to your students using the Instructor Portal on OLLI's Online Registration System. These messages can include attachments (PDFs recommended). Follow these steps:</i></p> <ul style="list-style-type: none"> - Go to www.learnmore.duke.edu - Click "Instructor Login" - Enter your <u>instructor</u> user name and password. (Note: This is different from your <u>member</u> user name and password). <p><i>If you don't know your user name or password, click the "Forgot User Name" or "Forgot Password" links as appropriate.</i></p>

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<p>Feedback - Real Time</p>	<p>OLLI recommends that you ask for student feedback after 2 or 3 class sessions to allow for “mid-course corrections” if needed. Answers to a few simple questions can be valuable:</p> <ul style="list-style-type: none"> - The pace of the course (too fast, just right, too slow), - The depth of instruction (too deep, just right, not deep enough), - Things the Instructor could do to improve the course. <p>You can use Zoom’s Polling or Chat features, or ask for student feedback via email. You can also ask your Moderator how it’s going.</p>
<p>Feedback - End of Course</p>	<p>OLLI instructors are encouraged to solicit feedback from their students at the end of their course.</p> <p>Courses taught by <i>first-time</i> OLLI instructors will be part of our Electronic Course Feedback System. Students in these classes will receive an email from the Director, inviting them to participate after the term is over. Summary data will be shared with instructors shortly afterward.</p> <p>In subsequent terms, a standard paper feedback form is available from the OLLI staff, or instructors may use one of their own design.</p>
<p>Incidental Expenses</p>	<p>Instructors may incur modest out-of-pocket expenses in connection with OLLI courses that they are teaching. Reasonable expenses will be reimbursed by OLLI upon receipt of documentation. <i>Expenses exceeding \$25 per term must be approved in advance by the Director.</i></p>
<p>Instructor Coaching</p>	<p>OLLI instructors may request assistance from an experienced Instructor Coach. Instructor Coaches are veteran instructors who have a wealth of experience in OLLI classrooms. They can be asked for pre-course guidance or can sit in on a class and provide feedback and suggestions. Contact Alan Teasley (alanteasley@yahoo.com) for more information.</p>
<p>Instructor Electronic Newsletter</p>	<p><i>The OLLI Instructor News</i> is published periodically throughout the year. This electronic newsletter contains information about a variety of topics of interest to instructors, such as...</p> <ul style="list-style-type: none"> ... notices of upcoming instructor events, ... information about workshops and instructor-oriented courses, and ... key dates for instructors such as deadlines for course proposals.
<p>Instructor Networking Lunches</p>	<p>Instructor Networking Lunches are scheduled periodically throughout the school year when OLLI classes are meeting in-person. <i>These events have been temporarily suspended due to the COVID-19 pandemic.</i></p>

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Instructor Website	<p>Our instructor website is located at www.olliatdukeinstructors.pbworks.com. You can use this website to...</p> <ul style="list-style-type: none"> ... Access information on resources available to OLLI Instructors, ... Access information on OLLI policies, ... Access key dates for instructors, ... Get answers to Frequently Asked Questions (FAQ's), ... Link to other useful websites. <p>This website is updated frequently, and no password is required.</p>
Instructor Workshops	<p>Workshops on a variety of topics are offered periodically. A recent topic was <i>Succeeding in the Classroom</i>. Check the OLLI Instructor website for more information.</p>
Moderators	<p>A Moderator will generally be named for large lecture courses (50+ students) and some medium-sized (25 - 50) lecture and discussion courses.</p> <p>Moderator duties include:</p> <ul style="list-style-type: none"> • Assisting with Instructor and student interactions <ul style="list-style-type: none"> - Engaging students in conversation before class starts - Assisting Instructor in managing student questions using Chat or Raise Hand features • Attending training and rehearsals with Instructor before the first class • Sharing observations about class sessions with Instructor
Photocopies	<p>The OLLI staff is currently working remotely and does not have the capability to make and distribute paper copies. We recommend that instructors use the Instructor Portal to send documents to their students, <u>or</u> that they create a course website (see above).</p>
Severe Weather	<p>Since we are operating online during the 2020 Fall Term, we do not anticipate needing to cancel or delay classes due to severe weather.</p> <p>In the unlikely event that severe weather does affect your class, you will be directly contacted by a member of the OLLI staff.</p>
Waitlists	<p>Many OLLI courses are waitlisted. The OLLI Office manages these waitlists and assists students when openings occur. Waitlisted students are admitted based on the order in which they registered.</p> <p><i>Instructors are asked to refer all student questions about waitlists to the OLLI office. Please <u>do not</u> permit unregistered students to attend your course.</i></p>
Zoom Training	<p>Zoom training for OLLI instructors will be scheduled before the start of each term.</p>

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Key Dates

- **September 1 & 2, 2020** – Start of Registration for the Fall Term
 - **September 14, 2020** – Fall Term classes begin
 - **September 28, 2020** – Yom Kippur – No classes
 - **October 5, 2020** – Tentative deadline for 2021 Winter Intent-to-Teach Proposals
 - **November 23, 2020** – Last day for most Fall Term classes
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Key Contacts

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Curriculum Committee Chair: Beth Anderson, 919-260-2466, beaadvocate@gmail.com

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