

## Instructor Policies and Procedures

Thank you for volunteering your time and expertise to teach a course for OLLI at WVU. Our volunteer instructors are the backbone of the program. We appreciate the effort you put into your classes.

We have created the following policies and procedures to help provide the best possible experiences for both our members and instructors, but they can't necessarily answer everything. If you have any questions or concerns, please contact the OLLI office.

### 1. Marketing

Each term, the OLLI catalog is produced with a listing of all upcoming courses and special events. Because space is limited in the catalog, we also promote our courses on our Facebook site, Osher Lifelong Learning Institute at WVU. Please feel free to share with us additional information and materials to promote your courses on social media, such as links to websites, articles, photos, and/or more in-depth descriptions of your class.

Before the start of each term, OLLI hosts a virtual open house on Zoom during which you are invited to speak for 1 to 2 minutes with current and potential members about your class. We also host an in-person open house during which you are invited to attend to meet OLLI members and guests and answer questions.

### 2. Communications

If you are new to teaching for OLLI, an instructor account will be set up for you in OLLI registration software, AuguSoft Lumens ([wvusph-olli.augusoft.net](http://wvusph-olli.augusoft.net)). You will also receive an email from OLLI at West Virginia University ([olli@hsc.wvu.edu](mailto:olli@hsc.wvu.edu)) with your username and password for the software.

When your course is created in the software, you will receive an email notice with instructions on how to access AuguSoft Lumens, which contains your course roster and gives you the ability to send emails to the members enrolled in your course.

Please use this system for emails that you wish to send to the members enrolled in your course so that the OLLI office has access to the same information both for preparing for your class, and so we can pass it along to any members without email.

### 3. Class Structure

If your class is more than 90 minutes long, please schedule a 5-10-minute break halfway through. Please be aware of time as there may be another class scheduled immediately following yours.

OLLI members like to ask questions and share experiences, so you should take this into consideration when planning your presentation materials for class. Extended discussions after class should be moved outside of the classroom to accommodate any incoming class.

## 4. Classroom Technology

OLLI classes can be conducted in a variety of formats. Classes are offered in-person only, on Zoom only, and in a hybrid manner. If a class is held on Zoom (only or hybrid), our staff will set up the Zoom and email you the link. The link will also be emailed the morning of your class.

We have Windows laptops, microphones, and other audio-visual equipment available for use in the classrooms, with wired internet available to the instructor computer and wireless available throughout the classrooms for our members.

OLLI offers consultation with our professional technologist, Michelle Klishis, prior to the beginning of each term for anyone interested in learning how to operate the available classroom equipment. Contact the OLLI office at [olli@hsc.wvu.edu](mailto:olli@hsc.wvu.edu) to arrange a consultation.

Please try to arrive (or log in on Zoom) 10 to 15 minutes before your class starts to be sure your materials work seamlessly on our equipment. You can also come in the week prior to your class, at any time the classrooms are empty, to test your presentation and materials.

More information about equipment available in the OLLI classrooms at the Mountaineer Mall in Morgantown can be found at <https://olliatwvu.org/media/6408/instructor-policies-and-procedures.pdf>.

## 5. Copies of Handouts

Many OLLI members appreciate having some type of handout for classes so they don't have to worry about taking notes and missing parts of the presentation. If you are willing, we encourage to provide a syllabus, outline of materials covered, or a copy of a Powerpoint. Please note it is not mandatory.

In an effort to conserve paper and reduce waste, we ask that you email course materials to your students. Be sure to email a copy to the OLLI office as well. Electronic versions of handouts are useful to students who need larger print documents. Students may also choose to print handouts or follow along on a computer or tablet. Those who wish to have printed copies but cannot print at home can request them from the OLLI office. Please contact the OLLI office if you need assistance sending handouts to your class.

Please note that OLLI must obey copyright restrictions. If you have questions about how much is allowed, please call the office at 304-293-1793 for guidance.

## 6. Class Hosts

Each course has a volunteer host to welcome members, introduce the instructor, and generally help you out during your class.

## 7. Course Feedback

As a membership organization, the opinions of our members are important to us, so OLLI encourages members to provide feedback for courses in which they are enrolled. These feedback forms are distributed by class hosts during the final class session and are also available online. Completed forms are reviewed by the curriculum committee and can be sent to you at the end of the term.

## 8. Instructor Feedback

Your opinion is also important. We will email you a feedback form following your final class period, where you can give us feedback on your teaching experience. All feedback is reviewed by the OLLI staff and appropriate committees.

## 9. Instructor Compensation and Recognition

Although OLLI instructors are volunteers, you may be eligible for a discount on OLLI term fees. Contact the OLLI office for more information.

The OLLI Director and Director of the Board are also happy to write a letter of thanks/recognition upon request for an instructor for a personnel file.

### Honor Roll Members

The Honor Roll is for instructors who have taught at least 10 courses and 60 hours of classes. These instructors are awarded the status of Honor Roll Member. This membership is OLLI's opportunity to show appreciation for these instructors for the time and effort they give to our organization.

## 10. Cancellations

When Monongalia or Kanawha County schools are closed for inclement weather, there will be no in-person OLLI classes held in the respective area. The OLLI Director will contact you if your class is held on Zoom to determine if it should also be cancelled. Two-hour delays will not affect OLLI classes. OLLI will make every attempt to reschedule the course, however the final decision is between the instructor and the OLLI Director.

If you need to cancel a class, please call the office so that the office can inform those enrolled for the class. It may be possible to reschedule if you wish to do so.

## 11. Non-Solicitation Policy

As a volunteer organization, OLLI at WVU greatly appreciates the generous donation of time and talent by our instructors and respects their right to academic freedom in preparing their courses. OLLI courses are intended to be learning experiences for our members, offered for the sake of expanding their horizons. Courses are not intended to be commercial or client recruiting opportunities for business products and services.

Instructors will receive a list of OLLI members enrolled in their course prior to the first class. The list includes email addresses and phone numbers. It is provided to facilitate the exchange of information between the instructor and class members outside of the classroom directly related to the OLLI course. It is not to be used for purposes outside of OLLI without the expressed consent of the individual members.

If you have any questions, please call the office at 304-293-1793 or email at [olli@hsc.wvu.edu](mailto:olli@hsc.wvu.edu). You can also stop by the office at the Mountaineer Mall to get more information.