



Instructor Handbook

OLLI at Ringling College
1001 S. Tamiami Trail, Sarasota, FL 34236
www.olliatringlingcollege.org
941-309-5111

Instructor Handbook

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I. Welcome

Thank you for offering your time and knowledge as an instructor at the Osher Lifelong Learning Institute (OLLI) at Ringling College. OLLI instructors are the foundation of our organization. They are experts in their fields and they teach because they enjoy sharing their knowledge and participating in exchanges with highly engaged students. OLLI proudly offers up to 300 courses each year. The year-round curriculum includes popular, ongoing classes and an ever-changing array of new and special courses and educational events. Our goal is to deliver a broad range of educational experiences to appeal to our students' diverse interests.

This Instructor Handbook provides valuable information to assist you as an OLLI instructor. You will find contact information, the proposal and interview process, technology and equipment training, privileges and policies along with other helpful tips. The OLLI staff and advisory council are always available to answer your questions to help you succeed. We look forward to working together to make OLLI the best it can be!

Our Mission

OLLI's mission is to enrich the lives of mature adults in Sarasota and Manatee counties by providing affordable and outstanding educational programs that cover a broad spectrum of topics and are rich in intellectual stimulation and social interaction, often interactive in scope, and worthy of academic consideration.

The Organization

Established in 1999, OLLI began as a 501-c-3 nonprofit organization, governed by a volunteer board of directors and supported by course fees and individual donors. In 2016 we merged with Ringling College of Art and Design and became the Ringling College Lifelong Learning Academy (RCLLA) and in 2017 Pierian Spring Academy merged with RCLLA. In 2018 we were chosen by Bernard Osher Foundation to become an Osher Lifelong Learning Institute. The advisory council of OLLI at Ringling College is comprised of individuals who represent the communities that we serve and include instructors, members of the curriculum committee and community members with particular expertise in marketing, financial management and education. OLLI's professional staff is a team of professionals dedicated to providing customer centered lifelong learning services. The success that OLLI has achieved is a credit to its strong and growing corps of staff and volunteers who offer countless hours and energy in many capacities to direct and support the services of the organization.

Locations

The OLLI main campus is located at 1001 S. Tamiami Trail, Sarasota, FL 34236.

Additional OLLI courses are offered at:

- Anna Maria Island Community Center, 47 Magnolia Avenue, Holmes Beach
- OLLI East at SCF-LWR, 7131 Professional Parkway East, Lakewood Ranch,
- Westminster Point Pleasant, 1533 4th Ave. West, Bradenton

II. Overview

Contact Information

General office contact information:

Phone: 941-309-5111

Email: olli@ringling.edu

Website: www.olliatringlingcollege.org

Office hours: 8am-4pm Mon-Fri

OLLI

Janna Overstreet, Director

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Sheila Reed, OLLI Educational Program Coordinator

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Diane Zorn, SDA Educational Program Coordinator

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Melinda Whitson, Records and Account Specialist

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rstaplet@ringling.edu

Ringling College Continuing Studies

Mona Callies, Assistant Vice President

mcallies@ringling.edu

Danielle La Senna, Business Operations Manager

dlasenna@ringling.edu

Advisory Council, Chair, Sam Samelson

samsam3942@gmail.com

Calendar Information

Upcoming Term Dates:

Are always listed on the website and provided at Instructor Orientation.

When are courses held and how long is each session?

The OLLI operates year round. The majority of courses are held Monday - Friday with three sessions per day, beginning at 9:00 am, 11:00 am, and 1:00 pm. Most class sessions are 1 hour and 20 minutes.

Courses consist of between 2 and 8 sessions.

Workshops are half day or full day, half-day workshops are 3 hours, full day workshops are >3 hours.

Observed Holidays when no classes are held and the office is closed are as follows:

New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Ringling College President's Commencement Day, Independence Day, Labor Day, Thanksgiving Day and that Friday, and Christmas Day. Additionally, The office is closed for the Ringling College break from the Friday before Christmas until the Monday following New Year's Day.

III. The Course Proposal

Course Proposals are required for each term in which you would like to teach. The Curriculum Committee reviews every course proposal that is submitted. Please be aware of the deadlines and term dates, posted on www.olliatringlingcollege.org on the “Submit a Course Proposal” page. Please note: First-time instructors cannot teach in the next immediate term following their first term of teaching. A review of the course feedback forms will take place prior to being given the opportunity to teach a second term.

Classes are held at Ringling College Museum Campus year-round. They are held at State College of Florida /Lakewood Ranch, Westminster Point Pleasant in Bradenton, and the Center of Anna Maria Island during the Fall, Winter and Spring terms.

Submitting a Course Proposal

1. Go to the website: www.olliatringlingcollege.org
2. Click on “Submit a Course Proposal”
3. The form that appears is interactive, so fill in the requested information. You’ll be asked for your contact information, course title, day, time and location preferences, class style (lecture or discussion (seminar), number of class sessions and audio-visual requirements. The final sections ask you to enter a Course Description (100 word maximum) and Biography (50 word maximum).
4. When finished entering information on the form, click the “Submit” button. You will receive a notification of confirmation.
5. Proposals submitted online are received by the Curriculum Chairperson and Operations Assistant who will contact you as soon as possible to verify receipt. All new instructors will subsequently be contacted by a member of the Curriculum Committee to schedule an interview.

Tips on Proposal Writing

We suggest that you compose the course description and biography offline and then keyboard or copy and paste it onto the form. (This prevents the site from timing out, which may happen after about 25 minutes.) To get an idea of how a course description is written, check out current course offerings on the website. Course title should clearly identify the topic and make it attractive to the reader.

Course descriptions should be no more than 100 words in length, entice the reader, clearly state what will be covered in the class, how the class will be presented....lecture, discussion, required or recommended readings etc. It is also important, especially in technology courses, to indicate if a prerequisite or type of equipment is necessary. Your Biography should cite relevant credentials and experience, especially as they pertain to the subject matter of the proposed course and be no more than 50 words in length.

Note: All instructors must submit a new proposal for each semester. If you intend to teach the same course, the proposal can simply say “see prior semester course proposal”, but if there are any changes, please indicate. When completing the form you may also indicate if you wish to teach the same course in subsequent semesters so that you do not have to resubmit for each term. Do not offer the same course for more than two terms consecutively unless prior discussion has led to an agreement for you to do so.

For additional information or questions, please email: olli@ringling.edu

IV. The Course Selection Process

The Curriculum Committee is at the heart of the process, which identifies, reviews and selects the courses which will be offered at the OLLI. All approved courses must fall within the OLLI's mission statement and are selected each term with an eye to presenting a balanced program of choices. The committee is actively involved in identifying potential new courses as well as encouraging new instructors and supporting our valued established instructors. Among the committee's membership are current and former OLLI Advisory Council Members, current and former course instructors, and students, all of whom volunteer their time. Additionally, the Director sits on the Committee and makes the final determination of courses offered each term.

Instructor Interview

After the course proposal has been received, one or more members of the Curriculum Committee will schedule an interview with the prospective instructor. Generally, these meetings are held in person, prior to a Curriculum Committee meeting, but due to vacations and part-time residents, an interview may be conducted by phone or email. The interview includes the following:

1. **Proposal discussion** covering questions and clarifications for the Curriculum Committee members who will be presenting the new course proposal to the entire committee for consideration. Typical questions include:

Do you have past experience teaching classes or conducting workshops?

Is your course designed as predominantly lecture, open-class discussion, a combination of both, or some other format?

Have you taught the material in your proposal previously?

Review of your brief syllabus highlighting your main topic/focus for each of the sessions?

Are you using a text or other required material which students will be expected to purchase? If so, do you want the campus bookstore to make it available? Is the text available online? Are you the author or editor of this text?

Are you planning to distribute hand-out materials?

Do you plan to use classroom audiovisual equipment or to utilize the Internet?

What are your expectations for this proposed course?

2. **Policy review of absolutes:**

Absolutely no solicitation of students of the OLLI for any purpose

Absolutely no use of student emails for any purpose other than to share class related news or materials.

Absolutely no sharing of your personal perspective in a course that you are leading, your responsibility is to be the moderator or to share factual information.

3. **Explanation of instructor benefits and privileges**

Honorarium: OLLI instructors are volunteers and are paid an honorarium of \$25 per class session. Half Day workshop instructors are paid \$100 and full day workshop instructors are paid \$200.

Privileges: The instructor (and spouse or significant other) may enroll in OLLI classes free for the quarter in which he/she is teaching plus the three subsequent quarters on a space-available basis; free parking and copying of handout materials by OLLI office staff are also provided to the instructor during the quarter(s) in which he/she is teaching.

Curriculum Committee Meeting

All proposals, new and continuing, for each of the terms, are presented, discussed and voted on by the Curriculum Committee. Following the meeting the Director will send a letter regarding the approval/disapproval of the proposal.

If approved, the instructor will be contacted by the Topic Area Chair of the Curriculum Committee to advise of next steps, including three subsequent contacts by program staff:

- A member of the catalog editing team will contact the instructor by email to review and confirm the content of the course description and biographical information as well as the scheduling information.
- All new instructors will be invited to attend an Orientation held the Thursday before the start of the term. At this orientation staff will provide training and orientation on policies and procedures regarding: required paperwork, audio-visual equipment, copying of materials, library accessibility, textbook purchase process, etc.

V. Preparing for Your Class

Orientation

An orientation meeting will be scheduled for all new instructors on the Thursday prior to the start of term. All new instructors are encouraged and expected to attend the orientation. Current instructors are also invited to attend. At this meeting you will have an opportunity to meet your colleagues and the staff of OLLI and to have any questions answered about OLLI and your prospective class. Catalogs will be made available for you to distribute to assist in OLLI outreach efforts.

During orientation a review of AV equipment will be provided. If you cannot attend orientation, you will need to call the office and arrange to have an IT staff member provide you an orientation at a mutually convenient time prior to the start of the term.

Classroom set-up

You will be assigned to a classroom that best meets your teaching needs, including size for the maximum number of students who register for the class, and whether the class is primarily lecture or discussion. It is imperative for you to indicate in the course proposal the style of your course as lecture or seminar.

Communications with students

Until registration is closed, you will only know the number of students in your class, but not who they are. If there are required materials for the first class, you should coordinate with the office staff regarding distribution of such information to students. The office may post material on the website or email it to students. The office may also prepare copies for the first and subsequent classes. It is up to the instructor to communicate his/her distribution preferences with the office in a timely manner and to provide the documents in the proper format at least one week prior to the scheduled class. See Course Materials for additional information.

Purchasing books

If you are requiring a particular text for your course please include the title and author in your course syllabus and INFORM the office and catalog editor. The text will be mentioned in the course description and posted on the website.

VI. The Classroom Experience:

Your File Folder

All OLLI faculty are provided a file folder in the office lateral file cabinet. They are filed by day of week and course. This folder should be checked weekly prior to going up to your classroom as it will include notices to be shared with students, notices to you and any copies that you have requested.

On your first day, an attendance sheet and a form to confirm a student's contact information should be distributed to all students. Please return the form to the envelope and the envelope to the office.

Course Materials

We encourage you to provide any handouts in electronic format to staff so that they may be posted on our website. If it is necessary to have copies in the classroom, office staff will copy them if they receive the copy request at least one week prior to the class session and will place them in your file folder in the office. The "Copy Request" form that must accompany the materials can be found in the office or on the Instructor Resources section on the website.

Course materials may also be posted on the password protected website if provided to staff electronically. All files must be sent to olli@ringling.edu 10 days before they are need to be posted on the website. All files must be sent in a PDF format. *Files should be named for the specific course:

Example: W18-01 (course #) Advanced Investment Analysis (course title), week 1
(class session)

*(If files are not correctly named, or sent as PDF's the uploading process will not occur)

To access posted course materials, on the OLLI homepage Click on Course Materials to enter the password: lifelong (space) learning

If you would like name tents for your students, please inform the office staff who will place them in your folder before the next session.

Attendance: Please ask that all students sign in on the course roster for the first two sessions of your course. Also, please announce that if any student does not find their name on the roster that they add their name and signature to the roster and immediately after class go to the office to speak with a staff member.

Absences: In the event that you cannot teach on a scheduled day, please notify the office as soon as possible. The office will discuss with you the options for re-scheduling the class session(s) to make-up for the missed class or reducing the number of course sessions and will also notify the students.

Classroom Assistant: Some of our instructors ask a student to volunteer as classroom assistant on the first day of classes. These volunteers are individuals who have signed up for your class and agree to assist you throughout the term. Their responsibilities may include, attendance taking, distribution and collection of name cards, distribution and collection of course evaluations.

Classroom hours: Please remain cognizant and considerate of other instructors using the room by exiting the room as soon as possible after your session has ended. Leave the computers logged on and reset room to previous arrangement if your class moved the chairs.

Curriculum Committee: A member of this committee attends each of the courses of first-time teachers for purposes of support and evaluation.

Instructor Feedback forms should be distributed at the second to last session of your class. (The forms will be provided to you in your instructor folders.) The forms should be distributed at the beginning of the class session, give students a few minutes to complete the form, collect and return them to the office. For one session classes, distribute at the end of class and collect

Guest speakers: If you are inviting a guest speaker to your class the instructor is responsible to make arrangements in person or by email with the office staff.

Guest students: Guests are welcome to visit an OLLI class one time on a space-available basis. When classes are closed (all seats filled), guests cannot be accommodated. A guest cannot “bump” a registered student from any class. Guests must register in the OLLI office prior to going to the class.

Student privacy: Student address and email information is available to you on our registration system online, but it is reserved for class use only, it cannot be used to solicit students to purchase goods or services. When sending an email to more than one student at a time, use the blind copy field “bcc” on the email form, so you are not giving email addresses to all recipients. Solicitation of any business, referrals or use of student information is strictly prohibited in or outside of the classroom.

Instructor Privacy: Instructor email addresses will not be provided to students by office staff. If you wish your students to have any personal information about you, you must provide it to them personally.

Tech Support

If you experience AV issues while teaching, please follow the instructions posted on the teacher desk or send a student to ask staff for assistance. The IT department of Ringling College is available to help instructors during class time if a malfunction occurs using the Help function on the computer screen they will assist you remotely..

Connecting to Wi-Fi

Students and Faculty may access Wi-Fi.

Resources for Teaching Adult Students: The attached handbook is provided with permission from OLLI at Furman University, Greenville, South Carolina. [Teaching our Teachers Handbook for Instructors](#)

VII. General Policies and Procedures

Emergencies: If the situation is life threatening call 911 and then send a student to inform office staff and security immediately. Learn your nearest exit in case of fire.

Emergency Information: For all life-threatening fire or medical emergencies, please dial 911.

Building evacuation procedures: Building maps are in each room. If the alarm sounds, everyone should exit in the direction specified on the map. Individuals needing assistance should remain in the stairwell until emergency personnel reach you. No one should exit using the elevators.

Grievance Policy and Procedure

- Instructors may bring grievances to the Curriculum Committee. If not resolved at that level, they may be appealed to the Director.
- Students may bring grievances to the staff. If not resolved at that level, they may be appealed to the Director.
- Volunteers may bring grievances to the Volunteer Coordinator. If not resolved at that level, they may be appealed to the Director.

Instructor Review Procedure

Purpose: To provide guidelines for the maintenance of a quality level of instruction for all students of the OLLI and to ensure due process and uniformity in dealing with unsatisfactory instructor performance.

Scope: This policy applies to all OLLI instructors.

Process

1. Evaluation forms will be distributed each semester in all classes during the final two sessions of the course in order to capture all students. The forms should be distributed to all students by either yourself or your classroom assistant (if you have one) also providing the envelope for the completed forms to be placed into by the students.
2. You will then return the completed evaluation forms envelope to the office staff who will distribute them to members of the curriculum committee.
3. The curriculum committee member will review the evaluations, develop a summary and present the results to the full committee for discussion.
4. If you are a new instructor to the OLLI the committee member will make an appointment to sit down and discuss your first semester of teaching and the evaluations in order to provide you support.
5. If you are a veteran instructor your evaluations will be made available for pick-up in the office.
6. Staff will notify instructors when evaluations are available for pick-up.
7. Upon receipt of significant ongoing complaints and/or poor student evaluations, representatives of the curriculum committee will:
 - a. Review and research complaints and
 - b. Observe the class and report back to the committee and the Director
8. If determined to be necessary, the Topic Area Chairperson and or the Chair of Instructor Relations will meet with the instructor to discuss concerns and to provide feedback and or peer assistance for improvement.
9. In the absence of improvement or negative response from instructor:

- a. Instructor Relations Chair and the Curriculum Committee Chair will make a recommendation to the Director who may cancel class and offer students refund or selection of an alternative class, and
- b. Curriculum Committee will not accept further classes from the individual.

10. All actions will be conducted and held in the strictest confidence.

Lifelong Learning OLLI Student Behavior Policy

Note to Instructors from the Director:

Above all else, our ultimate goal is to provide you and your students with a stimulating and thoughtful learning experience. We are committed to creating an intellectually nurturing environment that encourages a collegial exchange of ideas and concepts and enables us to broaden our perspectives and hone our opinions. Sometimes we agree with others viewpoints, and sometimes we question them and feel the need to present an alternative view. This honest “give and take” of scholastic discourse, tempered with mutual respect and an open mind, make for a rare and memorable learning experience. We all play a role in maintaining this balance of civility and academic freedom. The following is the student behavior policy of the OLLI. You may share this with and expect this level of behavior from your students. If at any time you feel a student is out of line, you may ask them to leave your classroom; you may also send another student to the office and request the Director or other staff intervene. If there is an immediate threat of danger or anyone becomes ill during class send another student to the office for help. If the situation is life threatening call 911. If any incident escalates and requires your intervention in your classroom, please inform the Director by email so that she is aware of the circumstances. Many times such an intervention will lead to other students calling the office to voice a complaint, concern and /or support. The Director needs to be fully aware of such classroom instances and will inform the Curriculum Chair so that support may be provided to the instructor as needed.

Student behavior policy:

“Civility is all of our business”.

Here’s how you can do your part:

- Allow** others to have their say.
- Respect** the rights of others to express their views.
- Listen** quietly while instructors or other students are speaking.
- Refrain** from quarrelsome interruptions to an instructor’s presentation.
- Ensure** cell phones are switched off during the class.
- Comply** with staff and instructor requests.

Disruption Policy:

If you choose to dominate or disrupt class the instructor has the responsibility to ask you to refrain from disrupting class. If you choose to persist after being asked to refrain from the disruptive behavior the instructor has the responsibility to ask you to leave class and the building and return only if you can refrain from disruptive behavior. If you refuse to do so, security will be called and you will be forcibly removed.

The definition of disruptive behavior includes not complying with the above suggestions for being a considerate student. It also includes any behavior that is considered threatening, abusive or inconsiderate of other students. The instructor has final say over the classroom and who can participate. The Director will be notified if an incident occurs where a student is asked to leave the classroom.