



# INSTRUCTOR HANDBOOK

## 2024-2025

WELCOME TO OLLI AT UM





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# Mission of the University of Miami

The mission of the University of Miami is to transform lives through education, research, innovation, and service. We are committed to freedom of inquiry—the freedom to think, to question, to criticize, and to dissent. We will pursue excellence in our research and educational missions with the single-mindedness that marks great commitments

## Mission of the Osher Lifelong Learning Institute at UM

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Our mission, as part of the University of Miami, is to provide for adults aged 50 years or better, intellectual stimulation, social interaction, service opportunities, and outreach to the university and to the greater community.

**Vision:** It is our vision to be a world-class, member driven learning community, accessible to and meeting the needs of a diverse and growing population of older adults.

**Values:** As part of our mission and vision, we encourage:

- Supportive peer-group interaction
- Appreciation of life experience Lifelong stimulation and growth
- Physical activity
- Social Interaction
- Creative expression
- The satisfaction of learning, teaching, and volunteering within OLLI Opportunities for community service

# Welcome to OLLI

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Welcome to the Osher Lifelong Learning Institute (OLLI) at the University of Miami. You have been selected as an instructor and we are delighted that you have joined this dynamic and intellectually stimulating program. This handbook contains information for instructors who teach in any of the programs within OLLI. If you have any questions after reading this material, please direct them to the appropriate staff member listed below.

## OLLI STAFF

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<b>NAME</b>	<b>TITLE</b>	<b>EMAIL</b>
Michelle Alvarez	Executive Director	malvarez@miami.edu
Caroline Carlson	Program Coordinator	cmn40@miami.edu
Melissa Gonzalez	Program Coordinator	mxg2733@miami.edu

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## LAU FOUNDERS HALL

1550 Brescia Ave, Coral Gables, FL 33146  
Monday - Friday, 9 a.m. to 4:30 p.m.

Osher@miami.edu

Miami.edu/OLLI

OLLI is located in Founders Hall at the University of Miami. Other classes are held at our partner locations (Key Biscayne Community Center, Mirabelle, and the Palace in Kendall, and Coral Gables). Most classes take place at the Founder's Hall location.



## PROMPTNESS

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Be prompt to your classes. If you expect your students to be on time – and we do – then you should be *early*. Please be sure to *be in your classroom or logged on* at least 5 minutes before class and if you are planning on using technology or writing information on the board, arrive even earlier.

## COURSE STRUCTURE

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**3 Course terms, each with two, 6-week sessions:**

- **Spring:** January through April
- **Summer:** April through July
- **Fall:** August through December

Classes at OLLI at UM meet for 1 hour and 45 minutes with no breaks scheduled during the classes. Some classes meet for one hour (e.g., Chair Yoga, Tai Chi, and lunchtime Special Interest Group classes). Each class is 1 day a week.

Classes are offered Monday through Friday. Classes start at 10 am, 12pm, 1pm with the last block of classes starting at 3pm.


## CLASS MODALITIES

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Classes are currently being offered via Zoom only, Hybrid – in person and via zoom, taught simultaneously, or In-person only.

Instructors teaching via zoom and hybrid must provide the members with the zoom meeting link at least 48 hours prior to the start of the class. The member emails will be found on the class rosters that the OLLI staff provide to the instructors the Friday before classes begin.





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Best practices in creating community and class engagement suggest that all participant cameras be on, and clear guidelines be provided as to muting and unmuting when participating in class. At OLLI, it is in the instructors' discretion whether students are muted and have cameras off. Recording the class and offering the recordings to students is also in the instructors' discretion. Please be sure to notify your class and the OLLI office staff of your recording policy.

If you are not familiar with Zoom or the features of Zoom for teaching, such as screen sharing and the white board option, please contact a member of staff to schedule a time to receive the required training.

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## **CLASSES**

Class size varies based on the topic and modality. Classes can be cancelled by the OLLI administration up to 7 days in advance of the class start date if there are not enough students enrolled.

This is a last resort; thus, we encourage promotion of your class. Classrooms are prepared by OLLI staff before the class begins. If you need additional assistance setting up, please do not hesitate to request help from staff members.

Please ask your students to leave the classrooms neat. Erase the boards when you finish class. If you are using a TV, room computer, projector, or laptop, please make sure any equipment is turned off before leaving.

# **CLASS ROSTERS & STUDENT SIGN-IN**

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Class rosters (lists of students) will be supplied to you by OLLI staff the Friday before the start of the class. Each week, have your students check their name off on the roster and return the roster to the front desk. If you would like to maintain a separate class attendance sheet for your own purposes, please do so. If students attend your classes and their names are not on the roster, it is your responsibility to send those students to OLLI staff immediately. If you are teaching the class via Zoom, attendance must also be taken before each class.

## **YOUR AUDIENCE**

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These are not your typical students! Our students have a wide background and a broad range of career experience. They are enthusiastic and eager to participate. OLLI students expect their instructors to be prepared, and to stay on topic. OLLI instructors should not express their political or religious opinions or allow class participants to commandeer the class.

In addition, some members are hard of hearing or have some degree of hearing loss, so please speak clearly, project and be ready to repeat, or rephrase questions.

## **SAFETY PRECAUTIONS**

There are different levels of vulnerability. Individuals who wish to wear a mask for their protection are encouraged to do so, and that decision should be respected by all members of our community

## TERMS OF USE

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Class contact lists are provided for your responsible use. You are prohibited from using them for purposes of solicitation, mass mailings, commercial gain, or from using them in a way that would violate federal, state, local, and/or university regulations and/or policies. You are also prohibited from misrepresenting, concealing, or falsifying your identity, or sending communications that would be disruptive to the receiving systems or offensive to the receiving party. Misuse of this information could result in disciplinary action up to and including termination (for employees), dismissal from the university (for students), or legal action (for those outside the university).

## TECHNOLOGY

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Our classrooms have large TV screens, mounted on the walls that are used to project laptops, they are not used as TV's. If your class will require technology, such as a laptop, please include that information on your course proposal so we may plan accordingly. If you use an Apple/Mac to prepare your presentations, we suggest that you use a USB flash drive that can be connected to a PC laptop. ***We do not offer technical assistance with Mac products.*** Unless you are teaching a film class (e.g. Broadway musicals, documentary films, Indian films, etc) please refrain from using portions of your class time to show movies.

The main classroom, room A, has a room computer connected to a projector with cameras installed to operate a hybrid class (in person and via Zoom). Please plan to use the room computer for best compatibility and for all students to hear and see the class. It is recommended that you bring your presentation on a USB drive.



# PARKING

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Instructors are provided reserved parking spaces during their class time. Please be sure to notify OLLI staff to receive your permit. Be prepared to provide the make and model of your vehicle as well as your license plate number.



# PHOTOCOPYING

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Photocopying services are not provided at OLLI; please see available options below.

1. **You can** encourage your students to bring a paper notebook to take notes/write during class.
2. **You can** encourage your students to bring electronic devices to class. Many OLLI members bring tablets or kindles to class; encourage them to take notes rather than relying on handouts.
3. **You can** send us your PowerPoint slides at least 7 days before your class meets, and we will convert them to PDFs and send them to your students.
4. **You can** require a textbook! If you have been making copies from textbooks for educational use, you can require that your students purchase the textbook.

Above are just a few of the possible ways that we can participate in reducing waste and our use of paper and printing.

# CANCELLATION OF CLASS/SUBBING

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Call OLLI office: 305-284-6554 to inform OLLI staff

Call Michelle Alvarez (Executive Director) at 305-284-6554

Email Michelle at malvarez@miami.edu and osher@miami.edu

Arrange for a substitute, or schedule a make-up class with OLLI staff **during the designated make-up week**

If you have an emergency and will be late or absent from your OLLI@UM class, please notify us ahead of time by doing the following.

## GENERAL EXPECTATIONS

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It is expected that you always act professionally, dress appropriately at all times, address students appropriately at all times, and be a reflection of the professionalism and world-class education offered by the University of Miami. If you have a private business or teach at another institute, it is *strictly forbidden* for you to promote that in your OLLI@UM classroom. By participating in the OLLI program, we expect mutual respect and professionalism among the instructors and students.







## CONTACT US

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305-284-6554



[osher@miami.edu](mailto:osher@miami.edu)



[Miami.edu/OLLI](https://miami.edu/OLLI)



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**STAY CURIOUS. STAY CONNECTED.**