



Class Instructor Handbook

Thank you for volunteering your time and knowledge as an instructor for the Osher Lifelong Learning Institute (OLLI) at Bradley University!

This go-to guide is a valuable resource you can use to make your experience as an instructor a rewarding one for both you and your students.

About OLLI at Bradley

[The Osher Lifelong Learning Institute at Bradley University \(OLLI\)](#) is an organization of 1,200 Peoria-area residents, ages 50+, whose members share a common goal: to remain vital and active in their late career and post-career lives.

For 24 years, Bradley University has sponsored educational programs for lifelong learners. The Institute for Learning in Retirement (ILR), Bradley's first program, began in 1994 with 84 participants and 10 classes. In 2019, more than 1,200 individuals will participate in approximately 325 programs, including classes, study groups, educational travel, and special events.

In 2008, The Bernard Osher Foundation awarded Bradley University's Continuing Education Division a grant to further support the ILR. This distinction resulted in a new name, The Osher Lifelong Learning Institute at Bradley University. In both 2010 and 2014, The Osher Foundation awarded Bradley with a \$1 million endowment gift.

Today, **OLLI at Bradley is recognized as by The Osher Foundation as a national program of distinction** that provides its members a diverse collection of year-round programs, including classes, educational travel, study groups, and co-sponsored programs. To learn more about OLLI, please visit our website, bradley.edu/olli.

Continuing Education Office and Staff

The [Division of Continuing Education and Professional Development at Bradley University](#) connects the University with the community through educational programs and services for

youth, professionals, and lifelong learners. **Our staff is proud to provide outstanding customer service.**

The following staff members are your primary contacts for OLLI programming. Please contact us with any questions or requests.



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About The Bernard Osher Foundation

[The Bernard Osher Foundation](#), headquartered in San Francisco, was founded in 1977 by Bernard Osher, a patron of education and the arts known as “the quiet philanthropist.” Osher is a respected businessman and community leader whose namesake Foundation seeks to improve the quality of life through support for higher education and the arts.

There are 122 [Osher Lifelong Learning Institutes](#) (OLLIs) spanning all 50 states and the District of Columbia. Each is an independently operated lifelong learning initiative of its host college or university and is supported in part by The Bernard Osher Foundation.

The Curriculum Process

OLLI classes meet in Winter, Spring, and Fall. The Winter term is held the second week of January for four consecutive days, Spring is held on four consecutive Wednesdays in April, and Fall is held on four consecutive Wednesdays in October. Each class is comprised of four 1-hour sessions (a few classes are comprised of four 1.5-hour sessions).

The Curriculum Committee meets approximately 4-5 months before the start of each term, during which volunteers brainstorm class ideas and recruit instructors. Potential instructors are asked to complete a worksheet ([via Word, Adobe pdf, or online](#)), which is the document staff uses to schedule your class and prepare audio visual equipment.

When describing your class, please remember the key is to explain why someone should take your class, rather than listing what you'll do during the class. At the end of the planning session, a volunteer category coordinator will notify you that your worksheet has been accepted and your class is on the schedule for the upcoming season.

After that notification, there will be “radio silence” from the staff for approximately six weeks as we work to complete the season’s brochure. **You will then receive an email from the office confirming your class time and audio visual needs, inviting you to the season’s luncheon, and offering you the choice of a free class, study group, or gift card.** That email will also have the season’s brochure attached in pdf format. (Please note: only those instructors who teach two or more of the four sessions receive the option for a free program or gift card).

Finally, two weeks before the start of the season, you will receive a letter via USPS with a final reminder about your class, a class roster, parking instructions, and a copy of this handbook

Your Role in Our Learning Community

Since its inception in 1994, our lifelong learning program has relied on the volunteer efforts of our instructors. Although you do not receive monetary compensation, **many instructors have found working with our members to be a rich and rewarding experience – enough so to ask to repeat a class.** The topic selected may reflect either vocational expertise or an avocational passion; invariably, our instructors report that the teaching process depends on their own knowledge of the subject matter.

OLLI subscribes to an environment of thoughtful discussion and mutual respect which is at the heart of a university-based experience. **We value our participants and those who volunteer to share their time, talent, and organizations with us.** These ideals enable us to enjoy the constructive exchange of ideas and remain informed and excited as lifelong learners. We embrace these ideals as a commitment to civility and academic freedom.

Our members’ personal information (addresses, phone numbers, emails) is not shared, sold, or used for non-OLLI related activities. In addition, classes may not support or oppose political parties, candidates, or political issues; they may not be used to sell or promote products or

services; they may not be used to generate client lists, nor may they be used to promote sectarian points of view.

Preparing for Your Class

Each OLLI class provides a total of four (sometimes six) hours of instruction. Expect an informal, friendly atmosphere. The members dress casually and interact easily among themselves. Many OLLI members are highly engaged learners who are either retired or soon to be retired from accomplished careers. They bring their own expertise and life experiences to the classroom, which makes for lively exchanges in many classes. **We are confident you will find it a pleasure to work with them.**

Classes are held in the Bradley University Michel Student Center, 915 N. Elmwood Avenue, Peoria. Classes can have a minimum of 7 and maximum of 140 participants; the average class size is 25. The average age of our students is 65-75, and, as noted above, the majority are extremely inquisitive. As an instructor, **it is your prerogative as to how you handle questions** during class; you may choose to answer as they are asked, or wait until the end of your session to do a Q-and-A.

After you have defined your learning objectives, **you may find it helpful to write an outline to share with your class.** Instructors are not required to prepare a syllabus, but staff does recommend an overall outline, as it can help members anticipate the flow of the class. In addition, easy-to-read handouts are helpful and always appreciated by the members.

OLLI members are a sophisticated audience and it is incumbent upon the instructor to check and double-check resources. It may be beneficial to have a housekeeping/recap time to answer questions from previous meetings.

OLLI classes are part of our non-credit lifelong learning program, so **there are no required assignments, tests, or grades.** Some of our members, however, enjoy the opportunity to do optional work outside of class to delve deeper into their learning. If you have the resources (such as a reading suggestions or websites to visit), we encourage you to offer it to your class. Please also provide a copy of this material to staff for our records.

Audio-Visual Considerations

As noted on your class proposal worksheet, the technology and audio visual equipment available to instructors include laptops, projectors and screens, internet access, clickers, CD players, VCRs, podiums, and microphones. OLLI hires technicians to be on site for assistance on class days.

We highly encourage instructors to use OLLI laptop computers for classes. We provide free jump drives upon request so you can save presentations and simply plug the drive into our computer during class.

If you are bringing your own laptop (ESPECIALLY MACs) to use with our projector, please be sure to bring adapters, power cords, and set your laptop resolution to 1024 x 768.

Because of high demand, internet on campus may be slow or occasionally unavailable, leading to frustrating instructional delays. **Instructors, especially those using video and music files, are advised to burn a CD/DVD (also supplied by OLLI) OR download web-based materials to that flash drive before class to avoid potential problems or delays.**

It is extremely important to have a backup of any material – please email the OLLI Director your materials or contact her to set up a Google Drive shared folder.

For classroom presentations, we recommend use of PowerPoint. **Here are some quick tips for effective PowerPoint presentations:**

- Select a single sans-serif font such as Arial or Helvetica with at least 24-point size
- Use a maximum of 6-8 words per line.
- Use dark text on light background.
- Consider converting it to a PDF for consistency across PowerPoint versions.
- Avoid reading the slides.
- Use a clicker so you can move around as you speak.
- Face your audience as often as possible.

Handouts

The Continuing Education office is happy to make photocopies for your class. In an effort to save paper, we do ask each instructor to **carefully consider the format and amount of handouts** necessary. For example, for PowerPoint presentation copies, we recommend three slides per page and double-sided printing. Anything above three slides per page is often difficult to read, even for those of us with reading glasses.

It is preferable to receive your handout in electronic form so that we may save it to our files; however, you may also drop off hard copies at our office.

Email is the most common method of communication between our instructors and members. Please note: members' email addresses are private and may not be used or shared without permission. **If you wish to email your class as a group, please use the bcc (blind carbon copy) address block.**

OLLI also uses Google Drive as a backup for class instructor material and to file seasonal class outlines and handouts. We can set up folders for you to share information with your class on the Drive, such as links to content on the web, handouts, and PowerPoints. Please contact the OLLI Director for more information about this resource.

Class Hosts

Each instructor is paired with an OLLI Class Host, who will introduce your class, ensure you have the equipment as requested, and assist in the evaluation process on the last day of class. **Your host should make contact with you approximately two weeks before the start of classes** to request a short bio and ask if you have any questions about parking or other procedures.

Parking

In order to provide our instructors with quick and accessible parking, we have reserved a designated area in CampusTown (1200 W. Main Street, Peoria). Please park near Main Street west of the Shell station.

If you prefer, you may use OLLI's **free park-and-ride service** from Westminster Church, 1420 W. Moss Avenue, or Shea Stadium, 1523 W. Nebraska. To request a drop-off or pick-up, call the OLLI cell phone, (309) 258-4142. The gated Bradley University Visitor's Center parking lot is reserved for short-term visitors only. Limited space may be available; a quarter is needed to exit.

If you wish to deliver supplies to your classroom, you may make a brief stop along the curb in front of the Michel Student Center.

Class Day Procedures

Each day, please go directly to your classroom to meet your host, who will provide your name badge, any handouts you requested, and assistance with audio visual needs. **Please plan to arrive at least 20 minutes prior to the start of your class.**

You are welcome to partake in refreshments during class breaks, and buffet lunches are available for purchase at the Registration Desk. You may also purchase lunch at the Student Center Marketplace on the first floor.

On the last day of class, the host will distribute class evaluations (you will receive one via email). All evaluations are reviewed by staff and volunteers at the next Curriculum Committee meeting, usually a few weeks after the season. Staff will email you a summary of your evaluations at that time as well.

Thank you for volunteering your time for our learning community!