



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 the class participants

If you have any question or need help in any way, please reach out to us:

OLLI Curriculum co-chairs:

John Amdall john.amdall@gmail.com and Bev Ketel b.ketel434@comcast.net

OLLI Program liaison Bonnie Davis/OLLI Administrative support Bonni Whalen **(309) 677-3900**.

During OLLI Class Wednesdays the quickest way to reach staff is via our OLLI cell OLLI cell phone, **(309) 258-4142**.

OLLI Classes and the Curriculum Process

OLLI Classes meet in person in the Spring and Fall. They are held four consecutive Wednesdays in April and four consecutive Wednesdays in October. Each **class** is comprised of four 1-hour sessions starting at 9:00 a.m., 10:30 a.m., 12:30 p.m., or 2:00 p.m.

We are currently piloting a Zoom only Winter Class format. The January classes will be held 3 consecutive Wednesdays (Jan. 10, 17, 24) and the February classes will be held 4 consecutive Wednesdays (Feb. 7, 14, 21, 28). Winter Class sessions are held for 1 hour each Wednesday at 9:00 a.m., 11:00 a.m., 1:00 p.m., or 3:00 p.m.

The Curriculum Committee meets approximately 4-5 months before the start of each season, 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, it's important to have a catchy yet accurate title and please remember the key is to explain why someone should take your class, rather than listing what you'll do during the class.

What to Expect

Once all the classes have been selected, the staff will notify you to let you know what time your class is on the schedule for the upcoming season.

After that notification, there will be “radio silence” from the staff for approximately two months as they work to complete the season’s brochure.

Please be sure to watch your email for the following:

- About six weeks before classes start you will receive an email from the office confirming your class time, technology needs, and the deadline for getting any handouts to the staff that you may want copied. Attached to that email will a description of your class in the season’s brochure attached in pdf format.
- Approximately two weeks before the start of classes, you will receive an email with a final reminder about your class time, location, number of participants, and parking reminders. At this time your class host will also reach out to you asking for your bio so they can introduce you to the class.
- Once classes have begun staff will check in with you to make sure everything is running smoothly. For those of you teaching all 4 weeks, we offer you the choice of a free class, study group, or a \$25 gift card from Barnes & Noble.
- Usually a month after classes staff will send you an email with a feedback summary from the class evaluations.

Preparing for Your Class

Expect an informal, friendly atmosphere. Our 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 group, which makes for lively exchanges. We are confident you will find it a pleasure to work with them.

- **Most classes are held in the Bradley University Michel Student Center, 915 N. Elmwood Avenue, Peoria.** Classes can have a minimum of 6 and maximum of 150 participants; the average class size is 25. 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.
- Each OLLI class provides a total of four hours of instruction. You may find it helpful to write an outline to share with your class as it can help participants anticipate the flow of the class. In addition, easy-to-read handouts are always appreciated by the members.
- 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.

Technology Considerations

As noted on your class proposal worksheet, the technology available to facilitators includes laptops, projectors and screens, internet access, clickers, 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. It is extremely important to have a backup of any material – please consider emailing the OLLI staff your materials.

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.

As we know, because of high demand, our internet may be slow or occasionally unavailable, leading to frustrating instructional delays. Facilitators, especially those using video and music files, are advised to download web-based materials to that flash drive before group meetings to avoid potential problems or delays.

For 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 remote clicker to advance the slides 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 group. In an effort to save paper, we do ask each facilitator to **carefully consider the format and number of handouts** necessary. We recommend electronic versions of all handouts vs. paper. 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.

Class Hosts

Each instructor is paired with an OLLI Class Host, who will introduce your class, ensure you have the equipment as requested, and announce the email evaluation process on the last day of class. **Your host should make contact with you approximately ten days 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. OLLI has four shuttles that run throughout the day. If you do not see an OLLI shuttle call the OLLI cell phone, (309) 258-4142. 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. Staff will be located at the registration desk on the second floor of the Michel Student Center, in front of the ballrooms.**

You are welcome to partake in refreshments during class breaks, and 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 announce evaluations will be sent via email (you will also 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 approximately a month or so after classes have wrapped up.

Your Role in Our Learning Community

Since its inception at Bradley University in 1994, our lifelong learning program has relied on the volunteer efforts of our facilitators. Although instructors 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 teach again. Instructors who teach all 4 weeks do receive a free OLLI program (class or study group worth up to \$45) for their time. If they do not wish to take an upcoming OLLI program they may choose to receive a \$25 gift certificate as a token of appreciation. Those who teach one week of a class, do not receive the free upcoming program but they are considered “enrolled” in the class they are helping instruct for no cost.

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 and talent 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.

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 class programming. Please contact us with any questions or requests at **309-677-3900**.

Bonnie Davis
Program Director

bdavis@bradley.edu



Bonni Whalen
Office Support

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Catherine Lawless
OLLI Director

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About OLLI at Bradley

[The Osher Lifelong Learning Institute at Bradley University \(OLLI\)](#) is an organization with programs designed by and for those reaching retirement and beyond, whose members share a common goal: to remain connected and active in their late-career and post career lives.

For close to 30 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. We now have more than 1,000 individuals participating in hundreds of 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 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.

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 125 [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.