



OSHER LIFELONG LEARNING INSTITUTE

at the University of Arkansas

479-575-4545 • olli@uark.edu • olli.uark.edu

The Students

OLLI students may be different from others you have taught--they are older, have specific reasons for taking your class, and may have life experiences relevant to your subject. You are encouraged to ask students to briefly introduce themselves and describe what they hope to learn from the class. This helps the instructor understand his/her audience and gives students a chance to participate in their learning.

Enrollments

We have a standard minimum enrollment for each class and monitor registrations daily. Approximately 2 weeks prior to your class start date, if we see your class enrollments is below the minimum, we will reach out to determine whether to hold it, postpone or cancel. Enrollment reports are included in the OLLI weekly email blast or you can contact us directly (olli@uark.edu).

Class Rosters

You will receive a class roster approximately three days before your first class session. Students may enroll in courses up until the day of the first session. Will attempt to check enrollment on the day of and update the roster accordingly.

The roster will include student names and emails. You are welcome to send an introductory email or any course related materials before the first class. Students' email addresses are considered confidential information and may not be used for solicitation for business purposes or shared with others without permission from the student.

Class Ambassadors

Since OLLI is primarily a volunteer driven program and has a small, but dedicated, staff, each course is assigned an ambassador or online moderator. These roles act as the primary connection between the instructor and the OLLI office. The ambassador will assist you on the day of the course, assisting with A/V equipment, greeting students and introducing you to the class. They will be your go to person for solving problems and answering questions.

Classroom Set-up and A/V Equipment

All classrooms come equipped audio/visual technology. If you plan to use the A/V equipment, you are encouraged to make an appointment through the office with a staff member. This will ensure that the equipment is compatible with your needs. Classroom tables and chairs are present to accommodate the majority of our class needs. If you decide to change the layout of the furniture, please return it to the original setup at the end of your class session.

Handouts

If you require photocopies of handouts or materials, PLEASE submit them by email to olli@uark.edu, at least two weeks in advance of your first class session. All instructors are encouraged to email handouts to students in advance to help reduce paper usage and printing expenses. This also allows students to study your material according to their needs. **We do ask that you share articles and websites with students via email whenever possible.**

Business Affiliation Disclosure

OLLI courses are intended for the purpose of educating and informing lifelong learners, not to facilitate financial gain of the instructors, other individuals or organizations, either directly or by increasing business or contribution opportunities.

- **No Self-Promotion** – Information presented in OLLI classes must be factual and unbiased. OLLI instructors are expected to present information that fairly discusses all reasonable sides of an issue or topic.
- **No Distribution of Promotional Materials** –Materials that promote a product or service during a class. Instructors can have a reasonable amount of these materials available for participants at the end of the class (first or last session), if those materials relate to the subject matter. Items may not be sold during or after the class without prior approval from OLLI staff.

Inclement Weather Policy

OLLI – U of A follows the University of Arkansas inclement weather policy. You may find this policy on the U of A website under Fayetteville Policies and Procedures 210.0. If the U of A is closed, has a delayed start or mid-day closing, OLLI will mimic those closing. U of A closings are announced on the www.uark.edu website, on all local television stations and KUAF radio.

Personal Emergencies

If an emergency arises that may affect your ability to facilitate your course, whether it is a time delay, day/date change, etc. PLEASE contact the OLLI office as far in advance as possible.

Course Evaluations

The OLLI Curriculum Committee, and you, to assist with development of future courses, review course evaluations. Online evaluations are sent to students at the end of the final class. Students are given 2 weeks to submit their evaluation. A summary of all the evaluations will be compiled and sent to the instructor of the class.

Future Courses

Ideas and proposals for new courses are encouraged. Course proposals are accepted for the fall and spring terms. You may submit course proposals online through our online proposal form by visiting <https://olli.uark.edu/participate/teach/>. The deadline for the fall term is April 30th, and Oct. 30th for the spring term. If you have, questions about the course proposal process or teaching a future course please contact the OLLI office.

Class Visits

Throughout the term, staff members or volunteers may visit a class session(s). This allows us an opportunity to meet instructors, take photos and visit with you and students about your experience. Photos, videos or statements may be used in promotional materials. If you have any concerns or questions about classroom, visits please contact the office in advance.

THANK YOU for instructing a class for the Osher Lifelong Learning Institute at the University of Arkansas!