



## FY 2021-22 INSTRUCTOR HANDBOOK

2545 Research Blvd

Fort Collins, CO 80526

Phone: 970.491.7753

Email: [olli@colostate.edu](mailto:olli@colostate.edu)

[www.OSHER.COLOSTATE.EDU](http://www.OSHER.COLOSTATE.EDU)

*Welcome to the Osher Lifelong Learning program at Colorado State University. We are honored to have so many talented and passionate instructors willing to share their expertise and passion with our OLLI members. Thanks to people like you, OLLI can provide our members the opportunity to attend exciting and engaging classes taught by knowledgeable and professional instructors. The purpose of this handbook is to acquaint new instructors with our program and policies and to remind veteran instructors of available support and resources. We look forward to working with you this term, and as always, please do not hesitate to contact us with any questions or concerns.*

## **OLLI STAFF**

Patricia (Pat) Gannon, OLLI Director  
970.491.7320  
[Pat.gannon@colostate.edu](mailto:Pat.gannon@colostate.edu)

Julie Braswell, OLLI Administrative Assistant  
970.491.7753  
[Julie.braswell@colostate.edu](mailto:Julie.braswell@colostate.edu)

Lauren Jones, OLLI Support Services Assistant  
970.491.7753  
[Lauren.jones@colostate.edu](mailto:Lauren.jones@colostate.edu)

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## About the Osher Lifelong Learning Institute (OLLI)

The San Francisco–based Bernard Osher Foundation was started in 1977 by Bernard Osher, a respected businessman, and community leader. The Foundation seeks to improve quality of life through the support of higher education and the arts. In partnership with the Bernard Osher Foundation, Osher Lifelong Learning Institutes are found on 124 prestigious college and university campuses, from Maine and California to Hawaii and Alaska. Each provides a distinctive array of noncredit courses and activities specifically developed for intellectually curious adults of all ages, with particular attention to “seasoned adults” 50 or better.

Initially endowed by the Bernard Osher Foundation, the Osher Lifelong Learning Institute (OLLI) at Colorado State University was established in 2006 and is a membership-based, self-supporting program committed to fostering lifelong learning and enriching lives. Join us and take part in OLLI’s ever-evolving educational opportunities!

## Osher Lifelong Learning Institute Vision Statement

**OLLI** at Colorado State University aspires to create a stimulating social environment for older adults, nurturing a lifelong passion for learning through a combination of in-person and online educational opportunities.

## Osher Lifelong Learning Institute Mission Statement

**OLLI** fosters learning through courses and programs that engage the learner, provide social interaction, and enrich lives. The Institute’s faculty includes Colorado State University and other University professors, emeriti, and other experts from the community and beyond. They challenge participants to understand the cultural forces of today, interact socially and intellectually with one another, and live empowered lives.

## Osher Lifelong Learning Institute Members

Our members are people like you from all settings, professions, educational backgrounds, and places. We welcome adults of all ages – with special consideration of those 50 and better – with a desire to learn, engage, build new friendships, and take an active part in discovering more about the world around us.

## Course Proposals

Course proposals are emailed to established instructors approximately three months before classes begin. New, prospective instructors can obtain [course proposal forms](#) in the FAQ section of the [OLLI website](#). Proposal forms may also be requested by emailing [olli@colostate.edu](mailto:olli@colostate.edu).

The OLLI team and members of the OLLI Curriculum Committee review all submitted proposals. Established OLLI instructors are notified by email if their proposed course has been accepted. Potential instructors are invited to a Zoom or in-person meeting to discuss prospective course details.

Once a course has been approved, every effort will be made to accommodate scheduling preferences, but some flexibility may be required. Course titles and descriptions are subject to approval.

## OLLI Courses and OLLI Talk Lectures

OLLI offers an array of diverse in-person and online multi-session courses as well as single-session, OLLI Talks classes in: Art and Design, Cultural, Domestic, and Global Affairs, Health and Wellness, History, Psychology, and Philosophy, Literature and Communication, Music, Theatre, and Film, and Nature, Science, and Technology. Courses have no prerequisites, homework, exams, or grades – the intention is to offer learning opportunities simply for pleasure!

### OLLI Talks

OLLI Talks are one-time, two-hour lectures that offer a great way to introduce a topic and determine the potential interest for a longer course on the same subject matter. They are also a great way to introduce a new instructor to the OLLI membership. Instructor honorariums are not provided for OLLI Talks lectures.

### OLLI Courses

Multi-week courses can be scheduled from two to eight weeks in length, or as arranged with the program director, meeting once each week for two hours. Courses and lectures are currently offered two terms each year – spring (mid-January through mid-May) and fall (mid-August through mid-December). Instructor honorariums are provided for multi-week courses.

## Schedule Options

Courses are offered Monday through Friday and are scheduled into the following time blocks:

- 10:00 AM – 12:00 PM
- 1:00 PM – 3:00 PM
- 4:00 PM – 6:00 PM

## Instructor Onboarding

### Non-CSU Employees

For new instructors currently not employed by CSU, several required onboarding documents must be completed to establish new instructors in the university payroll system. These documents will be emailed to you at the beginning of the term. Note: OLLI Talks are not compensated and do not require the following paperwork.

#### Required Documents:

- **Independent Contractor Questionnaire** – completed by OLLI staff.
- **W-9** – completed and signed by the new instructor. Complete the W9 according to the entity under which you want to be paid, either as an individual or business. Note: Complete all other paperwork according to the W-9 (as individual or business entity)
- **Vendor Size Self-Certification** – completed and signed by the new instructor based on information on W-9
- **PERA\* Disclosure of Compensation** – completed by PERA retirees only
- **Retiree Working for a PERA\* Employer** – completed by PERA retirees only. If you are receiving a PERA retirement payment. PERA will collect a compensation contribution to its retirement fund based on your service to OLLI
- **OLLI Contract** – provided and signed through Adobe Sign by the instructor and the OLLI Director.

### Current CSU Employees

**OLLI Instructors currently employed at Colorado State University** will be paid by Supplemental Pay through your home department. Please include the following on the Course Proposal form or email the Program Manager at [olli@colostate.edu](mailto:olli@colostate.edu):

#### Required Information:

- Your CSUID number
- Your Home Department
- The name of the department HR Liaison

### Current CSU Employees

All new instructors and any current instructors who have had a change in address will need to submit a new W-9. Please Email OLLI staff at [olli@colostate.edu](mailto:olli@colostate.edu) to update your address and for a new W9 form.

### Instructor Honorariums

Honorariums are paid after the conclusion of the class, based on course duration and minimum class enrollment. Honorariums are not paid for OLLI Talks lectures.

## Teaching Online

OLLI at CSU offers online courses using the Zoom platform. Training and support are available.

### Necessary Technology

A Zoom account is unnecessary to teach an online course since OLLI at CSU will be hosting your class. There are, however, several pieces of equipment necessary to successfully teach an online class through Zoom.

- A computer, PC, or Mac with internet capability is suggested. Chromebooks, smartphones, and pads are not recommended.
- A stable internet connection is required
- A video camera is necessary for your class members to see you. If you have a laptop, you probably have a built-in camera available
- A microphone is required for audio input. Again, if you have a laptop, you probably have a built-in microphone
- A set of earbuds or earphones is optional but may be necessary if you have trouble hearing the sound on your computer.
- A quiet space without distractions – this is not technology but is necessary

OLLI does have a few loaner items that are available for check out on a first-come-first-served basis.

- Laptop
- Microphone
- Earphones
- Video Camera

To reserve any of these items or for more information on using technology during Zoom meetings, please email [OLLI@colotate.edu](mailto:OLLI@colotate.edu).

### Zoom support

Do not let your lack of Zoom experience discourage you from teaching online. The OLLI team is here to support you before and during your class.

### Zoom Training Before Class

We offer free Zoom training and practice sessions for our instructors in the form of classes and one-on-one meetings.

### Zoom Support During Class

An OLLI Host, an OLLI staff member, is assigned to every online class and provides technical support for the instructor and the members, takes attendance, and helps manage the Q&A if desired. All you must do as the instructor is to show up and teach!

### Zoom Options

Zoom offers several options to enhance your teaching style. If you are interested in any of these, email [olli@colostate.edu](mailto:olli@colostate.edu) and we will set up a time to introduce you to these tools.

- Screenshare – Screensharing empowers you to share your PowerPoint presentation, a YouTube video, or any type of file from your computer.
- Polls – Polling allows you to gather information from your class and see the results immediately.
- Breakout rooms – These are good if you would like to divide your class into small discussion groups or if you would like to create a space to work with participants on a one-on-one basis.
- Document camera – With Zoom, it is easy to turn your smartphone into a document camera.

### Recordings

Currently, we are not recording any of our classes. Please do not record your OLLI course for either private or class distribution.

### Handouts

We are happy to send handouts to your class. At least 24 hours before your class, send an email to [olli@colostate.edu](mailto:olli@colostate.edu) with the handout attached, and we will email it out to your class members.

### Class Expectations

A Zoom link will be sent to you a week before your class begins. Please log in to your Zoom meeting 15 minutes before the start of your class. Logging in early will provide time to deal with unexpected technical challenges, check sound and lighting, and set up any materials you may be

screen sharing. Please let the OLLI staff know in advance if you would like to log into your class earlier than 15 minutes before the start time.

As members log into your class, they will be placed in a waiting room. Once you are ready, the OLLI Host will let members into the meeting. During the first class meeting, the assistant will introduce herself, make a few announcements concerning Zoom etiquette, and introduce you. At the beginning of subsequent meetings, she will open the meeting and make necessary announcements before turning the microphone over to you.

About halfway through the class, you will want to take a five-minute break.

The OLLI Host will end the meeting at the end of the class after most participants have left. Many members will take a minute after class to chat or ask questions, so it is a good idea to hang around after class for just a bit if you are able.

### The OLLI Host

The OLLI Host is there to support you for the duration of your class. She will open the meeting early and help you check your sound and lighting, and set up any presentation documents you may have. When you are ready, she will open the waiting room and let the members into your class. As mentioned above, she will make any necessary introductions and announcements before you begin your presentation. During class, she will take attendance, let latecomers into the meeting, and assist members through private chat with technical issues they may be experiencing. She can help you monitor the questions coming into the chat box or track raised hands if you like.

### Feedback

At the end of your course, we will invite participants to complete a feedback survey. We will send the compiled results of this survey to you as soon as they are available. The purpose of these evaluations is to help instructors prepare and improve course offerings.

An instructor survey will be sent to you, inviting you to communicate what worked and what needs improvement.

### Class Capacity

Online lecture classes have a capacity of 50-75, while hands-on or studio art courses have an enrollment capacity of 20-25. The minimum enrollment of all courses and lectures is 13, and instructors are encouraged to promote their OLLI classes. OLLI will offer the instructor a prorated honorarium to avoid canceling a course if the enrollment minimum is not met.

### Personal Information and Privacy Policy

It is our practice not to give out instructor or member contact information. If you want the participants in your class to contact you, please provide your contact information to your class on a handout. **Please do not use class membership lists for professional or personal marketing purposes.**

## Teaching at Drake Hall

### Available Technology

- Classrooms are equipped with a computer, digital projector, wireless microphone, and a whiteboard.
- Plan to bring your course presentation documents on a flash drive rather than a laptop.
- The use of classroom microphones is strongly recommended.
- Additional audio support is available for individuals who request it.
- Other classroom equipment needs should be noted on the course proposal form and discussed with OLLI staff before the term begins.
- Training sessions may be scheduled periodically or by individual request to orient instructors on equipment usage.
- Equipment is available for set-up approximately 30 minutes before your class session begins.
- Campus Wi-Fi CSU Guest – no password required

### Class Expectations

Please arrive at least 30 minutes before the class start time and begin the class promptly at the designated time. Please direct participants to sign in on the attendance sheet placed in the back of the room. Ask members to check in with the OLLI staff if they do not see their names on the list. Registration is required for all attendees, and members should not send others in their place if they cannot attend a class meeting. Encourage members to use the name tents and provide time at the beginning of the first class for people to introduce themselves.

**OLLI staff and instructors are not allowed to inquire about vaccination status or ask members to wear masks unless CSU has a currently issued mask mandate.**

Members will appreciate a short five-minute break somewhere at about the mid-point of each class. Coffee, tea, and water, but no food is allowed. Due to COVID restrictions, chairs and tables cannot be rearranged. If two classes are meeting in Drake Hall simultaneously, breaks must be staggered to avoid overcrowding the reception area.

### Class Capacity

OLLI has two classrooms at CSU's Drake Hall that can each accommodate a maximum of 40 participants. When opened, a moveable divider combines the classroom space to accommodate up to 100 members. OLLI staff will work with instructors if course demand exceeds classroom capacity. Options would include opening the dividing wall if the second Drake Hall classroom is available or offering a second section on an additional date.

When a class has reached its maximum capacity, a waitlist will be established, and members on that waitlist will have priority if space becomes available. Please do not allow unregistered guests to join your class. The enrollment minimum for all courses and lectures is 13, and instructors are encouraged to promote their OLLI classes. To avoid a course cancellation, OLLI will offer the instructor a prorated honorarium if the enrollment minimum is not met.

- Class capacities are set as follows:
  - Lectures 40-45 members
  - Hands-on or studio art courses 20-25 members

### Evaluations

At the end of your class, OLLI will send each participant a feedback survey. We will send the compiled results to you as soon as they are available. The purpose of these evaluations is to help instructors prepare and improve course offerings.

An instructor survey will be sent to you, inviting you to communicate what worked and what needs improvement.

### Personal Information and Privacy Policy

It is our practice not to give out instructor or member contact information. If you want the participants in your class to contact you, please provide your contact information in a handout.

### Events and Field Trips

Instructors may opt to offer lectures, courses, special events, tours, or field trips during any term. All persons attending OLLI-sponsored activities away from the premises must sign a *Release from Responsibility, Assumption of Risk, and Waiver* form. Please ask the OLLI staff for the form if you plan to hold off-campus activities.

### OLLI Incident Report

If you or a member has taken a fall or experienced any medical/safety incident while in class, on a field trip, or in the parking lot, please let OLLI staff know as quickly as possible. Both instructor and member will need to complete a brief incident report form. Each incident report will include:

- Name of the instructor completing the report
- Name and contact information for the person involved in the incident
- Date and time the incident occurred
- Description of the incident
- Whether the injured person required medical attention or transportation to a medical facility

To prevent accidents, please remind members that both the classroom tables and chairs roll. If you have rearranged the classroom, please make sure that all table castor wheels are locked. Each table has one or two castor wheels with a locking tab that must be pushed down to prevent the tables from rolling.

### Weather Closures and Makeup Sessions

If you need to cancel or change a scheduled class session for any reason, please email OLLI staff as soon as possible to determine a makeup date. Please be aware that changes in dates will affect member schedules and may result in loss of enrollment. Staff will reach out to the class roster and schedule the makeup date.

OLLI follows Colorado State University's severe weather policy regarding canceling classes due to weather. Our OLLI program will be closed if CSU is closed, and no on-site or online OLLI classes will be held. In the rare event that OLLI cancels classes due to weather and CSU is open, we will send an email two hours before the class starts to all participants who will be affected. In either situation, our office will work with the instructors to schedule a makeup class and notify members of that date.

### Supply Lists and Recommended Reading

If applicable, please provide recommended reading and supply lists with your proposal. We will include this information on our website with your course description. For recommended reading, please include the ISBN and source. If supplies not listed in your course description are required, please email a comprehensive list before the first day of class to [olli@colostate.edu](mailto:olli@colostate.edu).

## Membership Information

### An invitation

We encourage all our instructors to become OLLI members. OLLI at Colorado State University is a member-based, member-driven organization providing lifelong learning opportunities for curious minds of all ages with particular attention to those ages 50 and better. Membership is vital to support the growth and sustainability of the OLLI program.

The membership fee is \$25 per term and includes registration access to all courses, OLLI Talks, Special Programs, and other social events. Visit: [the OLLI website](#) to become a member and to register for classes online.

We hope to see you in the classroom on both sides of the podium as an instructor and member!

### Course Fee Structure

Course fees are based on a charge of \$5 per course hour. For example, a 6-week course meeting for two hours per week is \$60; likewise, an 8-week course meeting for two hours per week is \$80. OLLI Talks are \$10 per lecture. OLLI reserves the right to modify the fee structure for courses, special programs, or special events according to their unique costs.

### OLLI Refund and Transfer Policy

OLLI membership fees and tuition are critical to our Institute's sustainability and are nonrefundable. A refund request will be considered case-by-case after a written refund appeal request has been submitted to [OLLI@colostate.edu](mailto:OLLI@colostate.edu). Members may not offer their seats to another person.

If OLLI cancels a course, members will be notified by email or phone and have 48 hours to request a transfer to another class. After 48 hours, a full refund will be processed.

### Oltjenbruns Tuition Assistance

The Oltjenbruns Tuition Assistance Fund has been established for those who need financial assistance to participate in OLLI classes at Colorado State University. Please refer all inquiries to OLLI staff, who will provide the application to anyone requiring financial help. The applicant is responsible for the annual membership fee, which the fund does not cover, and must submit the application form and a brief statement outlining the necessity of assistance. The tuition assistance is limited to \$125 per calendar year.

## Final Details

### OLLI Open House

Each spring in January and fall in August, OLLI holds an Open House event. All instructors are highly encouraged to participate as it provides members an opportunity to meet you and find out more about your class – and OLLI. It also allows you to promote your course.

Word of mouth is one of OLLI’s best recruitment tools. We hope you will help us promote your scheduled class and continue sharing information about OLLI with acquaintances, neighbors, friends, and colleagues who may be interested in joining or teaching for OLLI.

### Course Promotion and Email Updates

Our registration system allows staff to communicate with all individuals enrolled in a specific class. If you need assistance communicating with members, please let us know. We can email the entire roster on your behalf.

### A Safe Place for the Free Exchange of Ideas

OLLI is committed to ensuring that all participants in our community are equally welcomed, respected, and affirmed without regard to race, ethnicity, national origin, gender, gender identity, ability, disability, age, or level of education. The mission of the OLLI program is to promote and protect the intellectual, personal, social, and ethical development of the individual, ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all participants. OLLI encourages our instructors and members to balance the rights and needs of others with an awareness of behaviors that may interfere with the group learning experience. We ask for instructor assistance with maintaining a respectful flow of free ideas.

### Interested in Investing in OLLI?

Please consider making a tax-deductible contribution in support of OLLI. Your tax-deductible donation will be invested to help keep tuition and membership costs low for participants and assure the program’s long-term viability. There are four ways for you to give to OLLI at CSU:

1. Visit: <https://advancing.colostate.edu/OSHER>
2. Call: (970) 491-3403
3. Ask OLLI staff for a donation form and envelope
4. Use the designated signature line on the OLLI contract to donate your honorarium

## Locations

### Office and Classroom Location :

Most of our in-person courses are held at Drake Hall, which is handicapped accessible and offers limited but free parking.

#### **CSU Extended Campus**

##### **Drake Hall**

2545 Research Blvd.

Fort Collins CO 80523-1040

### Community Partner Locations

#### **Community Foundation of**

##### **Northern Colorado**

4745 Wheaton Dr.

Fort Collins CO 80525

#### **First Presbyterian Church**

531 S College Ave.

Fort Collins CO 80524

#### **The Lyric**

1209 N College Ave

Fort Collins CO 80521

#### **Global Village Museum**

200 W Mountain Ave #C

Fort Collins CO 80521

#### **Denver Museum of Nature and Science Museum**

2001 Colorado Blvd

Denver, CO 80205

#### **Denver Zoo**

2300 Steele St.

Denver Colorado 80205

#### **Denver Art Museum**

1001 W 14<sup>th</sup> Ave Pkwy

Denver, CO 80204

### Important Links:

<https://courses.online.colostate.edu/>

<https://courses.online.colostate.edu/osher/join.jsp>

<https://courses.online.colostate.edu/osher/faqs.jsp>

<https://courses.online.colostate.edu/osher/locations.jsp>

## Contact Information

### OLLI Staff

Patricia (Pat) Gannon, Director  
 970-491-7753  
[Pat.Gannon@colostate.edu](mailto:Pat.Gannon@colostate.edu)

Julie Braswell, Administrative Assistant  
 970-491-7753  
[Julie.Braswell@colostate.edu](mailto:Julie.Braswell@colostate.edu)

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[Lauren.Jones@colostate.edu](mailto:Lauren.Jones@colostate.edu)

OLLI at CSU  
 Website: [www.osher.colostate.edu](http://www.osher.colostate.edu)  
 Email: [olli@colostate.edu](mailto:olli@colostate.edu)

### Mailing Address:

Osher Lifelong Learning Institute at CSU (OLLI at CSU)  
 2545 Research Blvd  
 Fort Collins, CO 80523-1040

## Office Hours

### Office Hours

Currently Closed until further notice

### University Holiday Observances – Offices Closed:

#### Spring

January 1 – per calendar year  
 January 20 – per calendar year

#### Summer

Memorial Day – per calendar year  
 Independence Day – per calendar year

#### Fall

Labor Day – per calendar year

Fall Break – third week in November per calendar year

Winter Break – third week in December per calendar year.



Thank you for being an  
integral part of The OSHER  
Lifelong Learning Program at  
Colorado State University!



