



## FALL 2022 INSTRUCTOR HANDBOOK

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*W*elcome to the Osher Lifelong Learning Institute (OLLI) at Colorado State University. We are honored to have many talented and passionate instructors willing to share their expertise and passion with our OLLI members. Thanks to people like you, OLLI offers our members 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.*

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## Table of Contents

About the Osher Lifelong Learning Institute (OLLI) .....	5
Osher Lifelong Learning Institute Vision Statement .....	5
Osher Lifelong Learning Institute Mission Statement .....	5
Osher Lifelong Learning Institute Members .....	5
Course Proposals .....	6
OLLI Courses and OLLI Talk Lectures.....	6
<b>OLLI Talks</b> .....	6
<b>OLLI Courses</b> .....	6
<b>Schedule Options</b> .....	7
Instructor Onboarding .....	7
<b>Non-CSU Employees</b> .....	7
Required Documents: .....	7
<b>Current CSU Employees</b> .....	7
<b>Retired CSU Employees</b> .....	7
<b>Instructor Honorariums</b> .....	8
Teaching Online .....	8
<b>Necessary Technology</b> .....	8
<b>Zoom support</b> .....	8
Zoom Training Before Class .....	9
Zoom Support During Class.....	9
<b>Zoom Options</b> .....	9
<b>Recordings</b> .....	9
<b>Handouts</b> .....	9
<b>Class Expectations</b> .....	9
<b>The OLLI Host</b> .....	10
<b>Feedback</b> .....	10
<b>Class Capacity</b> .....	10
<b>Personal Information and Privacy Policy</b> .....	10
Teaching at Drake Hall .....	11

**Available Technology** ..... 11

**Class Expectations** ..... 11

**Class Capacity** ..... 11

**Evaluations** ..... 12

**Personal Information and Privacy Policy**..... 12

**Events and Field Trips** ..... 12

**OLLI Incident Report**..... 12

**Weather Closures and Make-Up Sessions** ..... 13

**Supply Lists and Recommended Reading**..... 13

Membership Information ..... 13

**An invitation** ..... 13

**Course Fee Structure**..... 14

**OLLI Refund and Transfer Policy**..... 14

**Oltjenbruns Tuition Assistance**..... 14

Final Details..... 14

**OLLI Open House** ..... 14

**Member Email Communication** ..... 15

**A Safe Place for the Free Exchange of Ideas**..... 15

**Interested in Investing in OLLI?** ..... 15

Locations ..... 15

**Office and Classroom Location:** ..... 15

**Community Partner Locations** ..... 16

Contact Information ..... 16

    OLLI Staff..... 16

    Mailing Address: ..... 16

    Office Hours ..... 16

    Social Media ..... 16

## 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 the quality of life by supporting higher education and the arts. In partnership with the Bernard Osher Foundation, Osher Lifelong Learning Institutes are found on 125 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, particularly for "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.

## Osher Lifelong Learning Institute Vision Statement

OLLI at Colorado State University aspires to create a stimulating social environment for older adults while 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 various experts from the community and beyond. They challenge participants to understand the cultural forces of today, and to interact socially and intellectually with one another, and to 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 particular consideration for those 50 and better – with a desire to learn, engage, build new friendships, and actively discover 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 a [Spring 2023 Proposal Form](#) 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 the OLLI Curriculum Committee members 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 six 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:

- **W-9** – completed and signed by all new instructors. 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 an individual or business entity)
- **Vendor Size Self-Certification** – completed and signed by new instructors 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. If you recently changed your address, please email [OLLI@colostate.edu](mailto:OLLI@colostate.edu) to request a W-9 form.

### Retired CSU Employees

There must be a nine-month waiting period between your CSU separation date and your OLLI class date.

## 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. However, several pieces of equipment are essential to successfully conduct 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 has a few loaner items 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@colostate.edu](mailto:OLLI@colostate.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 is assigned to every online class, provides technical support for the instructor and the members, takes attendance, and helps manage the Q&A if necessary. 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 participants. At least 24 hours before your class, email [olli@colostate.edu](mailto:olli@colostate.edu) with the handout attached, and we will email it 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.

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 OLLI Host 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.

You will want to take a five-minute break about halfway through the class.

Once the class has concluded, the OLLI Host will end the meeting after most participants have left. Many members will take a minute to chat or ask questions after class, so it is a good idea to hang around after class for a bit if you can. Please start and end your classes on time.

### 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 in 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.

### Class Capacity

Online lecture classes have a capacity of 50, while hands-on or studio art courses have an enrollment limit of 20-25. The minimum enrollment for all courses and lectures is 15. 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 15 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. It is an excellent idea to provide time at the beginning of the first class for people to introduce themselves.

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

Members will appreciate a five to ten-minute break at about the mid-point of each class. Coffee, tea, and water are provided. If outside food is brought into the classroom, please ensure everything is neatly in order after class.

### Class Capacity

OLLI has two classrooms at CSU's Drake Hall that can each accommodate a maximum of 50 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 15. Instructors are encouraged to promote their OLLI classes. OLLI will offer the instructor a prorated honorarium to avoid a course cancellation if the enrollment minimum is not met.

- Class capacities are set as follows:
  - Lectures 50 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 deliver 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.

### 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 ensure 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 Make-Up 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 close 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, particularly those 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. Members are invited to participate in four to five complimentary Bonus Activities each term. 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. 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 and must submit the application form and a brief statement outlining the necessity of assistance. The tuition assistance is limited to \$70 per academic term.

## Final Details

### OLLI Open House

OLLI holds an Open House event each spring in January and fall in September. All instructors are highly encouraged to participate as it allows members to meet you and learn 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 by sharing information about OLLI with acquaintances, neighbors, friends, and colleagues who may be interested in joining or teaching for OLLI.

### Member Email Communication

Our registration system allows staff to communicate with all individuals enrolled in a 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 regardless of 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 individual's intellectual, personal, social, and ethical development. Classes are 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**

**CSU Powerhouse Campus**

430 N College Ave  
Fort Collins, CO 80524

**The Lyric Theatre**

1209 N College Ave  
Fort Collins, CO 80521

**Contact Information**

**OLLI Staff**

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**Lauren Jones**

OLLI Administrative Coordinator  
[Lauren.jones@colostate.edu](mailto:Lauren.jones@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**

Office hours vary according to class schedule. Please email before dropping by to ensure we are in the office

**Social Media**

Consider following us on Facebook

Find us on 

**2022/2023 University Holiday Observances – Offices Closed:**

**Fall Term**

- Monday, September 5, 2022
- Friday, November 25, 2022
- Wednesday, Dec. 21, 2022
- Thursday, Dec. 22, 2022
- Friday, Dec. 23, 2022

**Spring Term**

- Monday, Jan 2, 2023
- Monday, Jan 16, 2023

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