



# OLLI Instructor Handbook

---

Osher Lifelong Learning Institute at University Center  
(Sioux Falls, Brookings, Vermillion and Chamberlain)  
Learning for the joy of it!

On behalf of the Osher Lifelong Learning Institute members and staff, thank you for your willingness to share your knowledge! OLLI was established in 2006 in South Dakota and continues to grow, and you are vital to the success of this lifelong learning program in our state. I hope you will enjoy the experience of facilitating the learning process of mature learners who choose to continue their education simply for the joy of learning.

If you have questions or ideas about how we can improve the instructor-institute interface, the handbook, or the program in general, please let us know.

Warm Regards,

A handwritten signature in purple ink that reads "Nancy".

Nancy Wehrkamp, OLLI Director

## **OLLI'S MISSION**

The mission of OLLI is to provide intellectually stimulating lifelong learning and personal growth opportunities geared toward people age 50 and up. OLLI is affiliated with the South Dakota Public Universities and Research Center and currently serves the communities of Sioux Falls, Brookings, Chamberlain and Vermillion.

## **WHO ARE OSHER LIFELONG LEARNERS?**

Osher Lifelong Learners are a diverse group of outstanding individuals that come from a wide variety of backgrounds. The average age of our members is 65-70, and approximately 2/3 of them are women. Below are some ideas for best approaches to instruction with this group and some additional important information about teaching for OLLI.

## **ADULT LEARNERS JOIN IN THE DISCUSSION**

Mature, adult learners are unique in their approach to learning. They are patient and engaged while listening, but also desire discussion based on their rich history of experience and wisdom. We highly recommend that you provide ample time for interactive discussion throughout the class session. The biggest mistake that new OLLI instructors make is not allowing enough time for discussion. In general, adult learners approach learning differently than younger learners in the following ways:

- They are more self-guided in their learning
- They bring more to a learning situation because of their wider experience—and often take more away from the experience than younger learners

- They require learning to make sense
- They will not perform a learning activity just because the instructor said to do it
- They enjoy a variety of learning activities, including hands-on, but only if adequate time is allowed
- OLLI members are not shy about asking questions. Please set ground rules. You might find it helpful to announce that participants should raise their hands when they have a question, and that each member limits him/herself to one question unless time permits. This is at your discretion, but there have been occasions where one or two class members dominated discussion and therefore the rest of the class were not able to ask questions or contribute their thoughts.
- Most times, OLLI members appreciate a break about halfway through class. Ten or fifteen minutes should suffice.

### **BOOKS AND HANDOUTS**

While most OLLI classes do not require texts or materials provided by the student, it is acceptable to require a book. Please keep the total cost of required book(s) to no more than \$30. We recommend no more than 2 books for a 4-week class. Learners regularly express appreciation for class handouts. Let us know if you need copies of instructional materials. Please limit your copies to no more than 15 pages per class member, and make your request two weeks prior to the date you will need the copies. All copies will be made double-sided and in black and white to save paper and printing costs. You may send your documents electronically for printing to [info@olliuc.org](mailto:info@olliuc.org) (Sioux Falls) or [kasandra.williams-ponto@sdstate.edu](mailto:kasandra.williams-ponto@sdstate.edu) (Brookings). OLLI cannot provide information about copyright for the use of any printed materials.

### **HARD OF HEARING MEMBERS**

Some OLLI members have a degree of hearing loss, so please project your voice. We can arrange a microphone for larger classrooms at University Center. Also, since it is sometimes difficult for the rest of the class to hear student questions, please repeat questions. Ask your students to let you know if they cannot hear you, and let us know if a microphone is needed.

### **CANCELLING CLASSES**

OLLI makes every effort to market your class to its members and the general public. However, if your class is cancelled due to low enrollment, OLLI will not compensate you. Class cancellation due to low enrollment is at the discretion of the Director of OLLI, who will do her best to inform you of the cancellation in a timely manner.

### **GIFTING YOUR TIME TO OLLI**

You will be invited to gift all or a portion of your compensation back to OLLI, but are under no obligation to do so. If you wish to donate all or part your teaching time, please indicate this on the Course Proposal Form. If you wish to discuss this first, contact us at 605-274-9528 or 605-274-9528. For purposes of IRS compliance, OLLI cannot make third-party donations in lieu of instructor pay. We recommend that you instead accept payment and make the charitable donation in your own name.

### **LEAD INSTRUCTOR**

For classes with multiple presenters, only the lead instructor will be compensated. Any co-instructors or

guest speakers will be paid by the lead instructor out of the compensation given to the lead instructor, as s/he deems appropriate.

### **AUDIO/VIDEO EQUIPMENT REQUESTS**

The course proposal form asks about technology needs, and the information you provide will dictate where we schedule classes. We do our best to schedule classes at the site that best fits the class format. If you did not submit a course proposal form and you require A/V equipment, please contact the appropriate staff (Sioux Falls) [info@olliuc.org](mailto:info@olliuc.org) phone: 605-274-9528; or Kasey Williams (Brookings) [kasandra.williams-ponto@sdsstate.edu](mailto:kasandra.williams-ponto@sdsstate.edu), phone 605-688-4077. Classrooms at University Center have state-of-the-art audio/video technology that includes web access. Other classroom locations that OLLI uses may have limited technology.

### **CLASSROOM ASSISTANCE WITH AUDIO VISUAL EQUIPMENT**

As a non-profit operation, OLLI operates with minimal staffing. We will not always be available to assist you in the classroom, especially if your class is not at University Center, but are very happy to answer questions and provide information about equipment in advance of your class starting. You can schedule an appointment before classes begin if you wish to come in for a trial run on your audiovisual equipment.

**CLASS ROSTER, TAKING ATTENDANCE, MAKING ANNOUNCEMENTS** OLLI can provide contact information for the class (emails, phone numbers) in case you need to get a message to the class on a timely basis. We strongly suggest you provide your email address to your class, or whatever other contact information you deem appropriate. We will send you a list of attendees via email a few days before your class start date. Please pass an attendance sheet around for each session and return the completed sheet to us after classes have finished if no host has been identified to perform this function for you. We may ask you to make occasional announcements to the class.

### **CLASS EVALUATIONS AND EVALUATION PROCESS**

OLLI evaluates most of its classes via electronic request. Please let us know if you wish to view the results. Evaluation data is collected in order to help assess the instructor, the course, and the venue. Analysis of this information helps with future planning.

### **CLASSROOM EMERGENCIES**

Have someone call 911 and follow the instructions. Keep the class members calm and out of the way of emergency personnel. Have someone from the class go to the nearest exit to direct rescue personnel to the location. Call the OLLI South Dakota office at **605-274-9529 or 605-274-9529**. (M-F, 9am-5pm).

### **CANCELLATION OF CLASSES**

- **Illness or Emergency**

In case of instructor illness or emergency requiring the cancellation of a Sioux Falls class, call us at **274-9529 and 274-9528**. If you are instructing an OLLI class in Brookings, call Kasey at 688-4077. Feel free to call us also if you have questions about weather related cancellation.

- **Weather Emergency**

If the Sioux Falls public school system cancels classes due to weather, OLLI classes will also be cancelled

at all Sioux Falls sites. The same goes for Brookings and Vermillion classes: if the public school cancels classes, all OLLI classes in those locations will also be cancelled. The public schools may also have late start or early dismissal due to weather. OLLI will generally follow what the public schools do in the event of bad weather. On occasion, however, the public schools may elect to finish classes for the day but we determine that the weather poses a risk to our members. In that event, OLLI may decide to cancel classes anyway. We will try to contact you, most likely by email, but advise you to check our website as well.

#### **FUTURE PROGRAMMING**

Just as we ask our members for their ideas about future course programming, we request your ideas as well. You are our most important resource. If you have recommendations for future courses, please let us know.

#### **ASK A COLLEAGUE. TELL A FRIEND.**

*If you know someone who might be interested in teaching an OLLI course, ask them to contact us, or give us their contact information. And please tell a friend about the Osher Lifelong Learning Institute. Increased awareness of OLLI in the community is the key for our sustained growth.*

Osher Lifelong Learning Institute at University Center

Nancy Wehrkamp, OLLI Director

4801 N Career Ave

Sioux Falls, SD 57107

**PHONE # 605-274-9529**

[nancy.wehrkamp@sduniversitycenter.org](mailto:nancy.wehrkamp@sduniversitycenter.org)

Website: [www.olliuc.org](http://www.olliuc.org)

Lora Fejfar, Program Assistant

4801 N Career Ave

Sioux Falls, SD 57107

**PHONE # 605-274-9528**

[info@olliuc.org](mailto:info@olliuc.org)

Kasey Williams, Brookings Program Assistant

SDSU Continuing & Extended Education

Wecota Hall 221, Box 506

605-688-4077

[kassandra.williams-ponto@sdstate.edu](mailto:kassandra.williams-ponto@sdstate.edu)