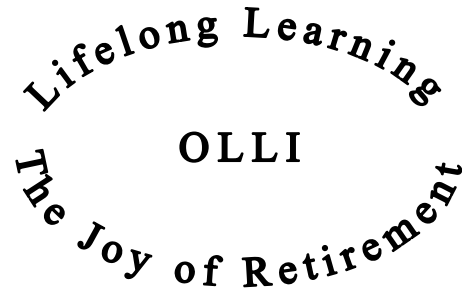


OSHER LIFELONG LEARNING INSTITUTE AT TEMPLE UNIVERSITY CENTER CITY



Faculty Handbook

Updated: 9/9/2015

1515 Market Street, Suite 525

Philadelphia, PA 19102

215 204-1505

Office Hours:

Mon – Fri

9 AM – 3:30 PM

(Office closed between 1:30-2:00)

noncredit.temple.edu/olli

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Welcome To All OLLI Instructors

Welcome to a new semester at OLLI at Temple. We are looking forward to an exciting year and hope that you are as well. We take great pride in the dedication and talent of our instructors, the energy and ideas of the membership, the quality of courses offered and the history of this fine organization.

The instructors are the foundation of the program. Without high-quality instructors and appealing classes, we would not be the respected academy of learning that we are today. We offer everything from academic courses to hands-on art classes -- an ideal organization in which to enhance one's retirement.

The OLLI instructor's handbook is designed to make your teaching experience as pleasant and productive as possible. Inside this booklet you will find useful information about the many services and support systems that are available to you. You will also find a review of the policies and practices that have evolved at OLLI over the years. These policies enable the OLLI program to be administered efficiently and effectively, and are intended to make it easier for you to enjoy the work that you do to the highest degree possible.

The Osher Lifelong Learning Institute is a recognized part of Temple University Center City and has the active support of the administration on this campus and at Main Campus. We are subject to the rules and regulations of the University.

If you have further questions or ideas concerning any aspect of OLLI, please stop by my office or call me at (215) 204-1511 or speak to Ron Fischer and we will be happy to speak with you.

Adam Brunner, Director

Administrative Staff

Director – Adam Brunner, PhD (215) 204-1511

Business Manager – Sakinah Hill (215) 204-1505

Department Coordinator – Jennie Nguyen (215) 204-1505

Inclement Weather

OLLI is closed whenever the Philadelphia Public Schools are closed **for inclement weather**. When the Philadelphia public schools open an hour or two late due to inclement weather, all OLLI classes that start before noon are canceled.

VERY IMPORTANT!

Fire Evacuation Notice

The fire evacuation instructions on the next page should be read to the class at the beginning of the semester. If you feel unable to lead the class in a fire emergency, someone in the class should be asked to take that role or be designated for that role. If anyone in your class is disabled and needs special assistance, they should be assigned a fire-evacuation assistant.

Fire Evacuation Procedures

Please read during the first week of classes.

- In the event of a fire, a fire alarm will sound which can be heard throughout the 1515 Market building. When the alarm sounds, everyone must evacuate the building immediately. Do not call the Director's office to determine if the alarm is for a real fire. All drills will be announced in advance.
- The instructor in each class will take charge of the class and assist evacuation in an orderly fashion. If the instructor is not present when the alarm sounds, a student should take responsibility as the group leader to assist in the evacuation.
- There are two fire exits on each floor. The primary fire exit is located near the elevators on the south side of the building. A second fire exit is located on the north side of the building towards City Hall. Please use the fire exit that is closest to your classroom. Never use the elevators in a fire. Use the stairwells.
- When you reach the ground level from either fire exit, proceed out of the building and onto the street and continue to move down the street to the corners of the block so that the other people exiting will be able to exit the fire towers.
- A diagram of the floor, with the fire exits marked, is posted in the elevator lobby of each floor. Please take a few minutes to look at these diagrams and note with your class which fire exit is closest to your classroom.
- People who cannot walk steps must go to the fire exit. After everyone who can walk has exited the stairway, they should enter the fire tower. In case of a true emergency, emergency personnel will come to assist people who use wheelchairs or walkers.

Faculty Prerequisites

Course Proposal

All returning and prospective instructors must complete a course proposal form each semester, before teaching a class at OLLI. This document includes a description of the course for inclusion in the catalog, the instructor's resume and a course syllabus. These materials must be submitted for each class an instructor wishes to teach, each semester they are applying to teach. Additionally all new instructors and all returning instructors seeking to teach a class never taught before at OLLI will be invited to an interview with our Curriculum Committee for an assessment of the appropriateness of the proposed class for inclusion in the OLLI curriculum.

Substantial planning goes into each semester's class schedule so submissions are due well before the start date of the proposed semester. It is not too early to consider your next proposed course as you begin teaching in the current semester. The invitation to submit course proposals will be sent out by email, a full semester in advance of the semester you propose to teach it, e.g. the spring semester invitation will be sent out by email, the week before the fall semester begins. The invitation will specify a firm deadline for submission and include a link to our electronic course proposal form on a website called "jotform." After you click the link, you will complete the course proposal online and attach your syllabus. OLLI staff or the Curriculum Committee will contact you if they have any questions about your proposal. Proposals that are not submitted by the deadline are not assured consideration for inclusion in that semester's curriculum.

Based on the last two semesters, it is clear that some of our instructors still require assistance with the submission process. To that end, our Department Coordinator, Jennie Nguyen, will be available to train you. If you anticipate requiring that assistance, please contact Jennie for an appointment well before the course proposal deadline so she can teach you how to use the system, thus enabling you to do it yourself in the future. We request that all of our faculty learn to submit course proposal materials online. OLLI has resources to teach you how to do this. Please ask the OLLI office about our computer courses and our computer tutoring program. We recognize, however, that a few instructors do not use the computer at all and some do not have an email address. While assistance

will be provided, it is your responsibility to check in with the office at the beginning of each semester to ascertain when course proposals are due and to make an appointment with Jennie for assistance.

****It is the responsibility of all instructors to ensure their course proposal and syllabus have been submitted by the deadline for the coming semester. The above procedure replaces the prior informal procedure (sending an email that states "same as last semester"). This change is necessary owing to the volume of courses scheduled each semester. If you have a question, please contact the OLLI office. ****

Syllabus

As noted above, it is now a requirement that every OLLI instructor submit a syllabus with their course proposal for **each** course they teach, **each** semester they teach. We decided that the syllabus provides an immense value to both instructors and students. A syllabus requires the instructor to anticipate what s/he wants his/her students to gain from the course, it provides them structure during the semester, and if the course is repeated from the past, it requires that they evaluate and re-invent the course plan, based on their previous experience teaching the course, thus promoting continuous improvement. It helps students by informing them what to expect on a weekly basis, and what are the broader goals of the course.

A syllabus will take different forms for different types of classes. As a general rule, it should include goals or outcomes you hope your students will attain after attending your course, the topic to be discussed each week, reading assignments or reading suggestions, guest speakers, videotapes, audiotapes or other multimedia presentations you will offer and any classes you expect to miss. The syllabus is required when filling out the electronic form for course proposals and will be made available to students through postings on the website (see below). Copies can be made upon request.

If you teach a course in which the topics change depending on what is happening in the world from week to week, or an experiential course that evolves based on what happened in your class last week, please indicate this in the syllabus. You should still set certain goals and outcomes. However, the content of your syllabus may emphasize the class format and types of activities you will engage in, throughout the semester. Don't feel obligated to list your activities by date since this may be hypothetical.

Finally, we understand that your syllabus is not set in stone and that you may change the sequence of topics, once the semester is underway.

Communication

We ask that you ensure the OLLI Office has correct and current contact information. The smooth operation of our program requires that we are able to contact you with important information whenever necessary. Email is our primary form of communication with our instructors and members and as noted above, we encourage all our instructors to be accessible in this manner and will provide training to those who do not have the resource. If you don't have email, a current telephone number with voicemail messaging is essential.

Special Requests

If you need any special set-up for your class or want to use the available technology offered to instructors, please notify the OLLI Office at least a full week before classes start. For a complete list of technology and services please see the **Instructor Resources** section of the handbook.

We ask returning Instructors to take some time between semesters to clean out their Instructor files located in the office. Take this time to clean out old handouts, revamp your course materials, and make room for the coming semester's inevitable paper accumulation.

Ongoing Requirements

OLLI This Week

Every Friday, we send out a schedule for all the classes being offered in the coming week. This schedule, called *OLLI This Week*, is sent out to all instructors in advance for review on the Monday prior to the upcoming week. Please take a few minutes when it arrives to review your class and ensure the information is correct. Many instructors like to indicate the topic they plan to cover in the next week's class. They find that it prepares the students, and also helps to attract more students. If you would like your topic listed in the "*OLLI This Week*" bulletin, send it to Jennie by **Thursday night**, the week before the class is held. We cannot guarantee the inclusion of topics submitted after the Thursday night deadline.

At the beginning of each week be sure to check *OLLI This Week* to determine which room has been assigned to your class. Sometimes, last minute changes occur in your class location. The most updated class schedule can be found on the display monitor in the OLLI lounge. Remember that there are dozens of other academic activities at TUCC, and therefore we must work within the scheduling system of the whole Center City campus to find accommodations for our classes and seminars.

Special Equipment

If you need to use special equipment in your classroom for a single class, please contact the OLLI Office by Wednesday of the week before you need it for class. This schedule is submitted in advance to the Computer Services department and it is easier to cancel a request than ask last minute.

Copies

The OLLI office is able to carry out small copying jobs for approximately 30 people or fewer, of approximately 2 pages in length, on a weekly basis, when needed. There are 2 ways to ensure copies are made up in time for your next class. For detailed printing options and guidelines, check the **Faculty Resources** section.

Posting Syllabi and Handouts Online

OLLI is using a *Google Drive* in which to post instructor's syllabi and handouts. OLLI members can access this drive through a link on our website at noncredit.temple.edu/olli. Once on the home page, you scroll down to the link entitled "Instructor Handouts." Once you click that link, you will be taken to the drive where there will be a folder for each faculty member who requests one. All syllabi will be posted on the web. If you have specific handouts you also want posted, please let our office know. Send anything you wish posted in your folder to olli@temple.edu and state in the email, "please post on my faculty folder."

Faculty Waiver

In consideration of your contribution to the educational program and observance of the foregoing required procedures, faculty receive a half-waiver on the membership fee (they only pay \$145) if they teach a course of 5 sessions or more, one semester a year, and a full-waiver (membership is free) if they teach a course of 5 sessions or more, two semesters a year. This entitles instructors to the same benefits supplied to our members.

For a complete list of these benefits please consult the *Member Handbook*.

Classes

Instructor/Student Interactions

The maximum number of people in a classroom must be strictly observed. No members or guests may sit on windowsills, stand at the back, or bring in chairs from a different classroom. The Fire Marshall sets a limit on each classroom capacity. If we disregard, OLLI could lose its privilege to hold classes at Temple. If by chance you have a student who interferes with your ability to teach the class effectively, first try to handle the situation yourself either in the moment or by speaking with the student after class. If for any reason you are not successful or want assistance, please bring it to the attention of the OLLI director and he will be glad to help.

In the event of a health emergency in your classroom, send someone to the OLLI office to notify the staff person on duty.

Attendance Sheets

It is your responsibility to be sure the attendance is taken in every class that you teach. Attendance sheets are important as we track members' attendance and figure out what works and doesn't work in terms of courses offered, times and dates. Temple University requires reports on program usage and its auditors collect this data on a regular basis. Because a fair number of attendance sheets have been returned without identifying the teacher and course (and some not at all) we will provide each instructor with a packet of pre-printed attendance sheets for each class to be held. These pre-printed forms can be found in your faculty folder. You must take responsibility for seeing that the completed forms get to the OLLI office after each class. Temple auditors ask that you place the completed attendance sheet in the locked box, and do not hand it to an OLLI staff member.

*****New Procedure*****

We have noticed an unfortunate trend in our classes in which many members do not sign the attendance sheet or leave off their OLLI number. To help us better assess the prevalence of this issue and combat the potential problems it represents, we have instituted a new procedure.

All instructors are expected to take a quick head-count right before the start of class and write this total in the top corner of the sign in sheet. We will be comparing this number to the total number of sign-ins. This will be particularly important in registration classes and the very full/popular classes.

We understand this is an added burden for our instructors and appreciate your cooperation. Hopefully, this will be a temporary policy.

Class Expectations

Be clear with your class about your expectations. If there will be homework, or members will be expected to give presentations during the semester, it is best to announce this the first week and include it in the syllabus. Let your class know what you expect of them...

- ◆ To be on time and to stay until the end of the class.
- ◆ Turn off their cell phones.
- ◆ Not to talk and whisper to their neighbors during class or talk over the speaker with questions, comments, etc.
- ◆ Not to read the newspaper during class.
- ◆ To participate in class discussions with respect for different opinions.

Guest Policy

No one may attend an OLLI class without being a member or having a guest pass. Guest passes are available in the OLLI office and are good for two full days of classes. They will have the dates written on them at the time of request for everyone's information.

Members may invite a guest, or a visitor may request a guest pass to attend two days of OLLI classes. They may sit-in on a morning, lunchtime (if available) and afternoon class, all in the same day. They could use that same guest pass to attend another day of classes, the next day, week, or month from now. After the two days have been used, the guest must become a member if they wish to continue attending classes.

Guest Lecturers

Please inform the OLLI office of any guest speakers before their scheduled class. This should include the name and title of the guest speaker, topic of lecture, and any other pertinent information.

No guest speaker may address an OLLI class (or any combination of classes) more than 4 times in a year without becoming an OLLI member.

NOTE: *No funds are available to pay honoraria or travel expenses for guest speakers. However, speakers who use the parking lots on Ranstead Street can receive a discount ticket from the OLLI office.*

Every guest lecturer should be given a catalog and other pertinent information about OLLI.

Overcrowding on the First 2-3 Weeks of Classes

Only 25% of our classes require registration. All of the others, you can just “show up” to. As we have grown, some of the more popular classes that do not require registration can become overcrowded in the first 2-3 weeks of the semester. This problem can be ameliorated by moving the class to a larger classroom (if one is available) or switching rooms with a less-popular class. This is not always possible. Classroom monitors visit the more popular classes and once the seats are full, they post a sign indicating that no one else can enter, and they graciously redirect the students to an alternative class offered at the same time.

Please be patient and understanding with these volunteers. They are performing the difficult job of ensuring that OLLI can continue to use Temple space. If we violate the fire code and pack more people in the classroom than there are chairs, we could lose the ability to hold our program on this campus.

If you have concerns about overcrowding in your class, please contact the director about possible solutions. However, be aware that this problem generally resolves itself after the first few weeks of classes.

Classrooms

Room Temperatures

Report classroom temperature problems to the OLLI office and we will do our best to alleviate the problem. It might be a good idea to dress in layers (and suggest to your students that they do so) because this is a relatively old building and the temperature is rarely perfect or the same between classrooms.

Scheduling

An instructor may not change the day of the week, the time of the class, or the room without first consulting the Director. Temple often rents out rooms and has their own events scheduled throughout the day. The OLLI Office works with Temple administration when it schedules classes and works to find the most acceptable solution for all parties.

No classes (with exception of hands-on art classes and films) may be scheduled between 11:30 a.m. and 1:00 p.m., except on Wednesdays. Art classes and films may be started before 1:00 so they end at a reasonable time.

Class Schedules

OLLI classes are scheduled to run as follows:

Mornings: 10:30 a.m. – 12:00 Noon

Lunch time: 12:00 p.m. – 1:00 p.m.

Afternoon: 1:00 p.m. – 2:30 p.m.

Through the years we have tried other times; at one time we even experimented with three class hours each day instead of the two we now have. Our decisions have been based solely on the desires and needs of the majority of the members.

This may mean, however, that some students will come a little late or leave a little early to make the train schedule. Please ask these students to be considerate and sit in the row nearest the door so they can come and go without major disruptions to other members.

Room Changes

On rare occasions, we may find it necessary to move a class to a different room. Please check for notices to this effect, which will be on the digital display. We will post signs on the door to the room you usually use and on the door of the room you are to use that day. If you are moved, please assist your students in a smooth transition and start a little late to allow your students time to find the room. We are sorry this has to happen but because Temple must rent rooms whenever possible, some room changes do happen.

Faculty Resources

Classroom Equipment

All equipment that is needed for teaching your class (piano, projector, computer login, etc.) should be ordered in advance by informing Sakinah in the OLLI Office. Please make all requests at least a week in advance. It's easier to cancel

equipment than to request it late. If this is a re-occurring request please make the request at least a **week before classes begin for the semester.**

Remember that you are responsible for the equipment. If you do not know how to use it, please call the OLLI Office to set up a meeting with media services, for a tutorial, in advance of you class.

The Computer Services department does not like to leave equipment unattended in classrooms. Therefore set up will not happen more than 15 minutes before a class starts. This can be expanded to 30 minutes with a special request of the instructor. The instructor must be in the room for this early set up to take place. The types of equipment available to you in every classroom are a PC-based desktop computer, LCD projector, screen, DVD player, VHS player, and attending remote controls. If there is additional equipment you need, please request it in advance to ensure its availability.

PLEASE REPORT ANY EQUIPMENT FAILURE OR MALFUNCTIONS TO THE OLLI OFFICE IMMEDIATELY. (Some classrooms have a call button for immediate assistance from computer services. Please ask the staff or computer services if your room includes this feature.)

Other equipment/supplies that are available for faculty use include portable easels that use erasable markers (although most classrooms have whiteboards that use erasable markers), films that can be ordered from Netflix (OLLI has its own subscription), and occasionally we can purchase Teaching Company DVD's for instructors who have knowledge in the specific subject area, but want to use the DVD as a springboard for their own thoughts and for classroom discussion.

Materials for Classes

Members must purchase their own books and materials for classes. Except in the case of need, instructors are also expected to purchase their own books and materials. OLLI will purchase affordable DVDs for classes and these DVDs remain OLLI property at the conclusion of the class. If a large expense will be required for

a class, the instructor will propose an extra fee be collected at registration. This fee will be subject to approval by the Executive Committee and Director.

Copy Jobs

From time to time you may need materials duplicated for your class. We hope you appreciate that duplication at OLLI is not free. We pay for every piece of paper we copy.

For this reason, we are offering an alternative. If you have a handout that is two pages or longer, and can get it to us prior to your class start time, we can post it to the OLLI website (noncredit.temple.edu/olli) under *Instructor Handouts* and your students can either read it on their computer/tablet or print it from home. This process saves OLLI significant money and prevents environmental waste. Think of how many handouts end up in the trash or left in classrooms.

If you are copying a quantity of material or a book for your students, you may want to consider charging them a small fee. We've found that people are more conscientious about holding onto things they pay for. Any money received from students for copying costs, please turn in to the OLLI director in the form of a check (made out to *Temple University*). If you don't know how much to charge, check with the Director.

The first option is to fill out a copy request form (small blue slip located on the wall to the right as you enter the OLLI Office) and attach it to the original. This then goes under the day of the week you need the copies. Please do this at least 2 days in advance.

The second option is to e-mail your request to the staff at olli@temple.edu. Please include your name, number of copies, color or black and white, double or single-sided, and whether you would like it stapled.

All completed copy jobs are placed in the faculty folders in the OLLI office. Check with any of the staff if you are uncertain of the folders' location.

The copier available to OLLI faculty is the first copier you see as you enter the OLLI office. It stands directly behind our student worker's desk. This can be used to copy sign-in sheets, and other class related copy jobs.

The Library computer is available for faculty to research materials for their classes and print-out single copies of class materials for themselves (student printouts should be submitted to the OLLI Office).

Faculty Folders

All faculty folders are in the filing cabinets that are located immediately to your right, as you enter the OLLI office. Faculty folders are listed alphabetically. Please check your folder once a week, for important messages from OLLI, special mail, or notes from fellow faculty or students.

General Information

OLLI ID Cards

Although you have been able to use a state-issued ID in the past, we are now requiring an OLLI ID to get into the building to attend/teach classes. Security will allow members/instructors to use photo IDs and last year's OLLI cards to enter the building during the first few weeks of the fall semester. It is assumed you will pick up your new OLLI ID as quickly as possible. To expedite this process, volunteers will be on the 5th floor handing out IDs during this time.

If you forget your OLLI ID, the security desk will ask you to wait while they contact the OLLI Office to confirm your membership. Even if they know/remember you, we have asked them to still confirm with the OLLI Office, every time. If you leave the building for any reason (including leaving for lunch) you may be asked to show your OLLI ID again upon your return, so please have it with you at all times.

If you lose your OLLI ID, a replacement can be made in the OLLI Office. **There will be a \$10 fee attached to this service** and it can only be made by check or money order.

******Cash and credit cards will not be accepted for this fee.*****

Lost & Found

If you leave something in the lobby or in a classroom, please check the OLLI office. For those who leave something in a computer lab see Media Services in Room 404. If you find articles of clothing, glasses, notebooks, etc., please bring them to the OLLI office immediately. Occasionally, Temple evening students find items and turn them in to Security on the ground floor lobby.

Snacks/Lunchroom

OLLI has two rooms where members can eat lunch: Room 525 and Room 518. These classrooms are open between 11:30 am and 1:00 pm specifically for lunch. There are three vending machines in the center lounge on the 5th floor: a snack machine, a soda machine and a coffee and tea machine. Also, on the 5th floor lounge is a microwave. Please remember to clean up after yourself.

On the ground floor of our building is the Barnes and Noble Café and Bookstore offering a 32-person seating area, a full café (drinks and food), merchandise apparel and text books. The hours are Monday through Thursday, 7am-8pm; Friday from 7am-6pm and Saturday from 10am-4pm; closed Sunday. There are also countless restaurants in the immediate vicinity. This food can be brought back and eaten in our lunchrooms.

Parking

Discount parking is available at the LAZ Parking Garage located at 16th & Ranstead Streets. Enter the lot on the east side of 16th Street (16th street is a northbound street). Be careful, because there is a different lot on the west side that does not offer a discount. When you enter, you will receive a ticket from the lot. Before leaving OLLI, pick up your discount ticket in the OLLI office, Suite 525. When you are ready to exit the parking lot, there is a payment machine on each level of the lot. You first insert the ticket that you received from the parking lot on entrance. Then you insert the discount ticket you received from the OLLI office. OLLI members pay \$9.00 for up to 12 hours (if you stay longer than 12 hours you will be charged the full parking fee). This price is subject to change by the LAZ parking garage.

****Map of OLLI and Parking Garage located on next page****

MAP OF OLLI AT TEMPLE

