



OSHER LIFELONG LEARNING INSTITUTE

at the University of Arkansas

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

OLLI Instructor FAQs

Who takes OLLI classes?

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

Who can answer my questions about completing the course proposal?

Whether you need access to the online course proposal form or have questions about a specific question, you can contact the OLLI office for support. Additionally, if you have been in communication with a member of the curriculum committee, they can also be a good resource.

How many students will be in my class?

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

Will I receive a class roster in advance?

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

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

What kind of support will I have the day of my course?

Each course is assigned an ambassador or online moderator. These roles act as the primary connection between the instructor and the OLLI office. The ambassador will assist you on the day of the course, with A/V equipment, greeting students and introducing you to the class. They will be your onsite go-to person for solving problems and answering questions.

Will my classroom be set up with presentation equipment, such as projectors, screen, microphone, etc?

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

What if I have handouts?

If you require photocopies of handouts or materials, PLEASE submit them by email to olli@uark.edu, at least two

weeks in advance of your first class session. All instructors are encouraged to email handouts to students in advance to help reduce paper usage and printing expenses. This also allows students to study your material according to their needs. **Please share articles and websites with students via email whenever possible.**

What is OLLI's policy regarding my Business / Charitable Organization Affiliation

- **No Self-Promotion** – Instructors must not use the OLLI class as an opportunity to advance their own business or career interests, political views, or to solicit donations for charity.
- **No Distribution of Promotional Materials** –Materials that promote a product or service cannot be used during a class. Instructors can have a reasonable amount of these materials available for participants at the end of the class (first or last session), if those materials relate to the subject matter. Items may not be sold during or after the class without prior approval from OLLI staff.

How will I find out if my class will be canceled in case of inclement weather?

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

What if something comes up and I must change my plans about teaching?

We understand that circumstances sometime occur causing the need to adjust plans. If this is the case with your class, PLEASE contact the OLLI office as far in advance as possible. This will allow us time to notify participants and accommodate any changes.

Will students be asked to evaluate my course?

Online evaluations are sent to students at the end of the final class meeting. Students are given 2 weeks to submit their evaluation. The OLLI Curriculum Committee uses feedback from the course evaluations in the program review and development process. A summary of all the evaluations will be compiled and sent to you as the instructor of the class.

What if I have an idea for a new course that I would like to teach?

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

Why might I see OLLI staff or volunteers in my class?

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

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

