We wish to thank OLLI at Temple University for making their Prospective Instructor Handbook available online. It has served as a model to this Handbook for OLLI at the University of Michigan.
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WELCOME

Dear Prospective Study Group Facilitator/Instructor:

The OLLI Study Group Committee is happy to work with you as you consider an educational role at OLLI. The following guidelines will describe the process of submitting a study group proposal and explain the criteria that the committee uses in reviewing proposals.

The committee is comprised of volunteer members, like yourself, who are themselves interested in continuing education as we get older. Our commitment is to offer OLLI members educational opportunities that are instructive, substantive, and interesting. OLLI prides itself on high-quality education, and the mission of the committee is to ensure that goal is met. If you are new to conducting classes and have not dealt with older students, several committee members familiar with your topic will probably meet with you to discuss your course plan and syllabus to help you meet that goal and have a successful course.

If this prospective study group will be your first effort at conducting a class, or if you have not previously dealt with older students, the committee will be glad to provide you with coaching along with the opportunity to enroll in a class designed to familiarize you some successful methods already in use. Feel free to discuss this with the committee members at the time of your interview. In addition, if you have not participated in any OLLI study groups previously, we recommend that you sign up for one or more to experience, first-hand, their conduct and dynamics. Finally, we are happy to provide assistance in the use of our audio-visual equipment.

If you have any questions, please contact the OLLI office at (734) 998-9357, or (734) 761-2540.
Developing a Course

There are several objectives that must be kept in mind when formulating an idea for a class:

- Be aware of what fosters high levels of student satisfaction. (See Appendix 6: “What Makes for a Great Learning Experience?”)
- Use agendas and lesson plans to organize your course,
- Plan how you will manage group dynamics.

The Course Content and Agenda

Choose Subject Matter that Appeals to the Desires and Interests of Retired People

While this may seem to be a somewhat daunting task, it is not. For the most part OLLI members have shown broad interests in a wide variety of subject areas. The critical factor in choosing subject matter is deciding just how to make it useful or engaging to our potential students. For examples of past course offerings, see our website:

www.oll-umich.org

Click on ‘Catalog’ and Select ‘Study Groups’.

Choosing Lecture or Discussion Format

If the focus of the study group is a book or printed document, the recommended format would be the discussion group, with assigned readings between sessions. Some facilitators have used this format to increase group participation by having different students lead the discussion each week. If the focus of the group is a topic where no suitable book is available then lecture is the format to use. Your choice of format will also dictate the room arrangement and therefore the class size limit since the discussion format uses a conference table type seating arrangement.

Design the Course to Foster Group Involvement

Most course instructors or facilitators will first introduce themselves with a short personal biography and tell why they are offering this class. Next, students may tell something about themselves and why they are enrolled in the class. This helps establish the social structure of the class as well as giving the instructor or facilitator a “feel for the group.” In addition, as part of the course materials, you will be provided with name tent cards. Each student will print one with their first name on the front and back so that everyone is on a first name basis right away.

OLLI provides new lecturers and facilitators with training to help design and conduct your course. The course: “Group Facilitation Training” is offered twice a year (August and
December). It provides both experienced instructors as well as the novices with the necessary tools to conduct a successful OLLI course.

Course Proposal Procedure and Follow-Up

Course Proposal Submission (Course Proposals are welcome at any time)

Each semester the Assistant Director sends an email notice of the deadline for course proposals to all existing and prior instructors/facilitators and to persons interested in becoming an instructor or facilitator. Attached to the email is a link:

(https://www.oli-umich.org/forms-resources)

which, when accessed, allows the candidate to electronically file the course proposal form. A copy of the form is shown in Appendix 1.

Most items on the form are self-explanatory but there are a few items to note:

A course syllabus or outline is not required with the submission form but the Study Group may require that you have one at the interview.

The space for the catalog description of the course is limited to about 100 words. This is to include some description about yourself and your background, so chose your wording carefully to provide as much information as possible.

If you are a new instructor/facilitator to our group you might seriously consider signing up for Group Facilitation Training.

Preliminary Review

The Study Group Committee reviews all course proposals for completeness. If the submission form is incomplete or otherwise insufficient, the candidate will be contacted to amend the submission by a date consistent with the Director’s deadline. Until the submission form is complete, no further steps will be taken toward course consideration, including the interview.

Unacceptable Course Proposals

Certain subjects may be deemed unsuitable for a study group in the OLLI curriculum. In these cases, the Study Group Committee has the prerogative of rejecting them without interview. The decision to do so will be made by the Study Group Chair in consultation with the Director. The Chair or the Director will notify the candidate of the determination.
The Interview

All candidates who will be teaching at OLLI for the first time, as well as previous OLLI instructors/facilitators who are in a new subject area, may be subject to a personal interview. A subcommittee of up to three people conduct the interview and they will be interested in:

- Why would the study group be of interest and value to OLLI members?
- What is/are its educational objective(s)?
- What is your relevant background in the topic you have chosen?
- What teaching experience (if any) have you had?
- Is there a plan for each session?
- What kind of handouts, PowerPoint or videos will be used in the course?
- Will there be more than one instructor/facilitator?
- How are argumentative or dominating students be managed?

Your Course Description

A compelling course description attracts registrants to your OLLI course. It also provides clear information to ensure registrants are aware of what to expect. You should include content to describe what will be learned. It should also explain how the course will be run (i.e., facilitated discussion, or lecture with Q&A). It should also identify resources that will be used (books, videos, handouts). You will also want to say something about yourself (bio) relevant to the class content. Remember you do not need to be an expert on the topic to lead facilitated discussion. Because of catalog space limitations, all this should be kept to about 100 words.

Acceptance of Your Proposal

You will be notified by the OLLI Assistant Director when your proposal has been accepted. You will be advised of the location of your course and the name and contact information for the administrator at your location. You are encouraged to check out the site in advance to make sure your needs will be met, especially if you have any audio-visual needs.

About two weeks before your class starts you will be provided with a list of registrants including contact information. You are encouraged to reach out to your students in advance of your course. You can use this opportunity to confirm the content of your class, and how it will be run. You might also want to ask for any expectations for the class, for your awareness. Perhaps you might want to find out if anyone has any particular expertise or background in the topic area – you might leverage their presence in this way.

Lastly, you might pose some thought-provoking questions for students to think about, and use their responses in executing your agenda.
Resources Provided to You by the OLLI Staff

The OLLI staff can help you with any copying you require for handouts. There is a limitation of roughly thirty pages per student. You will also be provided with (blank) card stock that can be used to make name tents for your students. You might want to write names in advance, or that can be done at the first session, with the aid of your Course Assistant. (See below). Additionally, the office will provide you with index cards to pass out at the end of your class. Pre-printed on them is the question, “How might today’s session have been improved?” This gives the students a chance to give you some quick feedback, for your self-adjustment, instead of waiting until the end of the course. These cards go back directly to you only.

Your Course Assistant

The OLLI Study Group Committee sees itself as your partner in helping in any way we can to ensure your class receives positive evaluations, and that you have an enjoyable experience. To that end, all new instructors have a Course Assistant available to them, at their first session. That person may be, but not necessarily, a person you met earlier at your Interview. The Assistant will help you at the first session by checking registrants as they arrive, helping you with any room setup, or filling out name tents. Your Course Assistant will remain with you at least until the end of your first session. Feel free to chat with them to see if they have any helpful thoughts for you, or to discuss any issues you might have.

After Your Course is Completed

After the completion of your course, the OLLI Study Group Quality Subcommittee will send an email to course participants asking that they complete a short on-line evaluation survey. A copy of the Evaluation Form is included in Appendix 5. Those results will be shared with you (via email) within about two weeks of the course completion. If you have any questions about your results, please contact either someone from your Interview Team, or the OLLI office, for assistance.

You will also receive an email asking that you complete an on-line instructor’s evaluation survey. This one is to gage your satisfaction with your experience leading an OLLI course. It also provides OLLI staff with important and useful information so we ask you to please complete it.

OLLI Thanks You!

We are so appreciative of your offering your time and talent in leading OLLI Study Groups. Without people like you, we couldn’t be successful. As a small token of appreciation, we offer you free registration for either a Lecture Series or two Study Groups, in the year that you lead a Study Group. In addition, once each year we have a ‘thank you’ luncheon to which you will be invited.
Appendix 1: Study Group Proposal Form

Study Group Proposal Form

Thank you for your interest in leading an OLLI study group this winter/spring! Please complete the following form and submit it to the OLLI office no later than (you are welcome and strongly encouraged to submit your proposal earlier!). We will respond to your proposal within the next two months. Please note that we will try to accommodate your requests for dates, times and location of your course, but we cannot guarantee your first choice. Please be as flexible as possible when suggesting dates, times and location.

Proposals can be submitted via U.S. mail to the address above or via email to: ribenjam@umich.edu.

Proposed Study Group Title

Your Name
Address
Phone
E-mail

Description of Event for Catalog:
Please describe your study group, including: what participants will get out of this study group, general topics to be covered, teaching format (discussion, lecture, etc.), any reading materials to be purchased by participant, any course materials required, etc. Include 1-2 sentences about yourself and your background as it relates to the course topic.

Please limit to 100 words or less.

Format (check all that apply)
☐ Lecture ☐ Demonstration
☐ Readings ☐ Discussion
☐ Active participation ☐ Visual media viewing

How often will this class meet?
☐ Once a week
☐ Other (specify)

How many times will this class meet?

How many hours will each class meeting last?
☐ 1.5 hours
☐ 2 hours
☐ Other (specify)

Please continue on pg. 2
Do you need set up time? □ Yes □ No If so, how much?____________________

What is your preferred start date (earliest start date)? ___________ □ No preference

What is your preferred end date? ___________ □ No preference

What are your preferred days of the week? (check all that apply; please be flexible)
- □ Monday
- □ Tuesday
- □ Wednesday
- □ Thursday
- □ Friday
- □ No preference

What is your preferred time of day?
- □ Morning
- □ Early Afternoon
- □ Late Afternoon
- □ Evening (dependent upon availability)

What is your minimum number of participants? ___________

What is your maximum number of participants? ___________

Are there any prerequisites for the participants? Please describe: __________________________

Venue request:
- □ No preference
- □ Bank of Ann Arbor (Plymouth Rd.)
- □ Brecon Village (Saline)
- □ Brookhaven Manor
- □ Church of the Good Shepherd
- □ First Presbyterian Church
- □ Glacier Hills
- □ Jewish Community Center
- □ Saline Senior Center
- □ Sanctuary at St. Joe’s Village
- □ Temple Beth Emeth/St. Clare’s Church
- □ Trinity Lutheran Church
- □ Turner Senior Resource Center
- □ UM North Campus Research Complex
- □ University Commons
- □ Other (specify) __________________

Audio-visual equipment needs:
- □ TV/DVD
- □ Projector
- □ Speakers (for projector)
- □ Screen
- □ Hearing Loop
- □ Wireless Internet Access
- □ Other (specify): __________________

Have you previously taught an OLLI course? □ Yes (Please specify years and course names)____

Are you interested in attending a Group Facilitation Training seminar on □ Yes □ No

How did you hear about leading an OLLI study group?
- □ Flyer seen elsewhere (specify where) ______
- □ Email
- □ OLLI website
- □ Friend/acquaintance/OLLI member
- □ Flyer seen at a lecture
- □ Other (please specify) __________________

Any questions? Please contact: Ben Richards, OLLI Assistant Director
OLLI at the University of Michigan
A program of the Geriatric Center
ribenjam@umich.edu 734-998-9357

Form 410 - Study Group Proposal Form - Updated 8/2/2017
Appendix 2: U of M OLLI Study Groups

Statement of Fairness, Balance, and Credibility in Selecting and Delivering Course Content

The OLLI Study Group Committee carries responsibility for selecting courses likely to be of interest to our diverse membership. In executing that responsibility, it is important that topics be presented in a fair and balanced way, and that instructors model respect for alternative views in their presentation and discussion facilitation.

In addition, with certain controversial topics, content delivery is challenged by the need to distinguish between fact and ‘fake fact’; the use of reliable data is imperative.

The following are principles to be used by the Study Group Committee, in selecting topics and vetting instructors, and by instructors in delivering course content:

**Topic Selection Should…**
- Explore different points of view
- Respect a diversity of ethnic, racial, political, or religious cultures

**Instructors Should…**
- Encourage diversity of opinions
- Ensure that students with alternative perspectives are comfortable with dialogue
- Encourage reference to data to back up opinions where appropriate
- Rely on credible sources to ascertain validity of data
- Be aware of the responsibility carried by advocacy of any particular position to class
- Discourage negative or disrespectful communications among class participants

This approach to topic selection and instructor behavior is consistent with the doctrine of our sponsor, the University of Michigan, supporting freedom of expression.
Appendix 3: Sample Course Plan (Discussion Group)

Course Title: Mystery Book Club

Objective:

To acquaint ourselves and read books by not-so-famous contemporary mystery and suspense authors.

Class #1

1. Introduction of Readers
2. Basic Ground Rules for the Club (10 minutes)
   a. Meet once a month
   b. Next author will be selected by group consensus
   c. The person who recommends this author will lead next class discussion
   d. Each class member may choose any book by that author to read.
   e. Discussion of rules and possible alternatives
3. Discussion of 1st author: Alafair Burke
   a. Give biography and background for author (5 minutes)
   b. Proceed around the table and let each person describe: (5 minutes each)
      i. What they liked or disliked about what they read
      ii. Reasons
4. Choose Next Author (20 minutes)

All subsequent Classes will use 3 and 4 above for the conduct of the session.
Appendix 4: Course Plan (Discussion + Lecture Group)

Course Title: Group Facilitation

Objective:

To familiarize potential instructors/group facilitators with the character and conducting of classes given by OLLI at University of Michigan with special focus on group participation and learning.

This is a one-session, three-hour course.

<table>
<thead>
<tr>
<th>Step</th>
<th>Title</th>
<th>Times allotted (approx.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Overview of Class (lecture)</td>
<td>5 minutes</td>
</tr>
<tr>
<td>2</td>
<td>Introduction of Learners (group)</td>
<td>10 minutes</td>
</tr>
<tr>
<td>3</td>
<td>Great Learning Experiences (group + lecture)</td>
<td>20 minutes</td>
</tr>
<tr>
<td>4</td>
<td>How to Encourage Participation (group + lecture)</td>
<td>20 minutes</td>
</tr>
<tr>
<td>5</td>
<td>DROPE model for Structuring Learning (lecture)</td>
<td>20 minutes</td>
</tr>
<tr>
<td>6</td>
<td>Participative Activity Ideas (group + lecture)</td>
<td>30 minutes</td>
</tr>
<tr>
<td>7</td>
<td>Handling Difficult Situations (group)</td>
<td>30 minutes</td>
</tr>
<tr>
<td>8</td>
<td>Wrap-up and Evaluation (group)</td>
<td>25 minutes</td>
</tr>
</tbody>
</table>
# Study Group Evaluation

Your comments on OLLI courses are helpful in planning for future courses. Your answers to the following questions will be appreciated and shared with the instructor, OLLI staff, and the study group committee.

Name of Study Group: __________________________ Term & Year: _____________
Instructor/ Facilitator: __________________________

Indicate your level of satisfaction with the following. Please add any comments/suggestions.

<table>
<thead>
<tr>
<th>Question</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The focus of the course matched the course description. Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The supporting materials were relevant and helpful. Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The amount of group participation in the course was: Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. The amount of time that the instructor allowed for questions and discussion in each session was: Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Telephone (734) 998-9351 * Fax (734) 998-9340
Email olli.info@umich.edu * Website www.oll-umich.org

2401 Plymouth Road, Suite C
Ann Arbor, MI 48105-2193
5. The setup of the room, including visual aids, was conducive to my learning experience.  
Comments:  

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
</table>

6. The instructor was prepared and knowledgeable.  
Comments:  

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
</table>

7. I would take another course by this instructor/facilitator.  
Comments:  

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
</table>

8. I recommend this course be offered again.  
Comments:  

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
</table>

Please share your suggestions for future programming for OLLI. For instance, are there any other courses you’d like to see offered? Is there any instructor you would recommend?

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Name (optional; please print) _____________________________________

OLLI-UM is a Community Program of the Geriatrics Center
Appendix 6: What Makes for a Great Learning Experience

- It responded to my needs
- There was lots of group participation
- I was drawn in quickly
- Explanations were clear and concise
- I could relate to the examples
- I could ask questions at any time
- I did not feel stupid
- I understood where we were going
- There were lots of useful “takeaways”
- The sessions were very interactive
- There was warmth and humor
- I learned a lot from the other participants
- The material provided was clear and it was useful
- I felt respected
- There wasn’t a lot of wasted time
- The instructor spoke “my language.”
- I felt that I added value to the sessions
- I learned a lot of useful stuff