



Striving for Excellence

Guidelines for Moderators

The OLLI Curriculum Committee wants all moderators, whether new or experienced, to have an enjoyable and successful teaching experience. Below are our suggestions to assist moderators in this process.

Preparedness

Moderators should

- become familiar with the mission statement and the practical information provided by OLLI;
- allow time for introductions, announcements, and course outline presentation;
- be familiar with available technology and get to know the technology specialist assigned to the class; and
- encourage class participation through the use of questions and discussions.

Content

- Course content is exclusively the domain of the moderator; however, course content should be appropriate for OLLI participants in terms of style, language, and depth.
- Using a variety of resources such as notes, literary selections, illustrations, and handouts-will enhance the learning experience for students.
- Please note that any quotes or direct references should be cited: care must be taken with regard to copyright laws.

Presentation

After preparation, the most important aspect of moderating a successful course of study is presentation. The alchemy that develops between moderators and students goes a long way to ensuring this success. Therefore it is important that moderators

- be well prepared;
- employ well-sequenced and appropriate course content;
- be able to operate necessary technology;
- use appropriate humor but avoid sarcasm;
- use appropriate language in presentations; and
- outline the main points of the next session to build student anticipation.

Student Group Awareness

- OLLI students are interested in expanding their knowledge for purposes of enrichment.
- Grades and tests are not part of the OLLI experience.
- Moderators should note the different learning styles of their students and present material to suit those styles.

Moderator Etiquette

Attention to certain practical issues can help an OLLI class run smoothly and courteously.

- A prompt ending to the class ensures that students will have time to get to their next class. It also allows the incoming class as well as the technology specialist to enter and prepare.
- Moderators may occasionally become aware that some students will offer lengthy opinions or comments that may dominate class discussions and time. In such cases, moderators should remind these students of the need for brevity in order to keep the course content focused and allow for wider participation.
- If hallway noise is a distraction, moderators should feel free to close the door but never lock it unless an emergency has been declared.
- As a courtesy to the whole class, moderators should remind students to turn off all electronic devices.
- Moderators should make a point to check with the Facilities Manager to find out whether the classroom AV cart should be returned to room 310 at the end of the class session.

Moderator Assessment

The **Striving for Excellence** concept can only be achieved through appropriate assessment of moderators. We recommend that all moderators provide a simple evaluation form for students to complete at the end of each course. This information is for the personal use of moderators and should provide helpful feedback. A simple form is available via email from the office or can be picked up from the Facilities Manager at Adath Israel.

Moderator Resources

Mission Statement

OLLI provides opportunities for lifelong learning and social interaction to the mature residents of Greater Cincinnati.

Vision Statement

OLLI is the premier organization offering educational and social experiences to the mature residents of Greater Cincinnati by:

- Nourishing intellect, expanding knowledge, and exploring new ideas
- Sharing interests and experiences
- Cultivating friendships
- Being a resource to UC and supporting its goals

Website

The OLLI website includes resources that provide answers to many questions: www.uc.edu/ce/olli. You may find the following tabs particularly useful:

- About OLLI
- Calendar & Events
- Teach for OLLI
- FAQs