



EXPECTATIONS

for OLLI Moderators

NOTE: Although some of these expectations are most applicable to moderators of multiweek courses, they may be adapted to the needs of one-time presenters.

Communication

- **Introductions—**
 - **Use your student roster to communicate.**
 - Approximately one week prior to the start of the term, you will receive a class student roster, an Excel list of students and their emails,
 - Open the Excel sheet and drag select all the email addresses in a column. Copy them.
 - Create a new email, click in the BCC line, and paste.
 - Keep that list to use as needed.
 - **Introduce yourself.** Who are you? Why are you teaching this class?
 - **Have students introduce themselves.** Who are they? Why are they taking your class? Anything else you want to know or they want to tell you.
- **Safety Training** will be available once OLLI returns to in-person learning.
- **Questions and Discussion**
 - Remember that learning is a two-way street!
 - Try to format your class so that there is at least some interactive discussion.
 - Let your class know how you will manage questions. *Always repeat questions, especially in large groups!*

Organization/Preparation/Presentation

- **During the first class meeting, provide**
 - An overview of your course
 - Your expectations for their learning
 - Weekly schedule with topics and/or “assignments” for reading, viewing/listening, thinking, journaling, etc.
 - Reading list (if applicable)
 - Bibliography of your resources and those they might be interested in pursuing

- **For each class meeting, provide**
 - Discussion guides/updates/previews—most effective emailed several days in advance of a class.
 - Re-caps what was covered either in lecture, discussion, or viewing/listening.
- **Be cognizant that some of our student population may have hearing impairments.**
 - Position yourself so that all participants can see your face as you are speaking.
 - Be sure to speak clearly and loudly enough for all to hear.

Timing

- **Be respectful of the moderators and classes which follow yours.**
 - Begin and end your class on time! This includes online classes.
 - Let the class know how you will take additional questions/comments once class is over.

Technology

- Webex training is available online for both moderators and members prior to the beginning of each term. See the website or contact the OLLI office for details.
- AV technology (computer, DVD, internet) is available at each location for in-person classes. Tech training is available at the beginning of each term. Moderators are expected to be able to use the AV equipment on their own by the second or third week of classes. See email announcements for details on training dates and times.

Evaluation

- Quality is one of the major goals of the OLLI Strategic Plan. Student feedback is an important and useful tool in helping to maintain program quality. Additionally, such feedback is vital for moderators' individual instructional improvement.
- Participant feedback forms will be emailed to all class members in the 10 days or so prior to the end each term in Survey Monkey format. Responses are automatically returned to the office. Results are provided for each moderator following the end of the term.