



EXPECTATIONS **for OLLI Moderators**

NOTE: Although some of these Expectations are most applicable to Multi-week Moderators, they may be adapted to the needs of one-time presenters.

Communication

- **Introductions—**
 - **Use your student email list to communicate.**
 - You will receive a Class Student Roster, an excel list of students and their emails, approximately one week prior to the start of the term.
 - 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—Be sure you know the safety protocols for your class location (ADI, VPC, or Clermont) and communicate them to your students at the first meeting.**
 - For your convenience, there is a sheet of “Safety and Emergency Procedures” in the online resources on the OLLI Website. Click the link for “Teach for OLLI” and then click “Moderator Resources.”
 - Students should have an ICE (In Case of Emergency) card along with their nametag in their lanyard.
- **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 students 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 your students 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!
 - Let students know that once class is over you will take additional questions outside the classroom at a designated place. The Café makes a great place to continue discussion or entertain questions.
- **Also respect the offices around your classroom.** VPC contains a number of UC offices, so please refrain from talking with students out in the hall or at the elevators.

Technology

- AV technology (computer, DVD, internet) is available at each location.
- Tech training is available at the beginning of each Term at VPC, ADI, and CC Clermont. 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

- Student Feedback is very useful to Moderators for purposes of Instructional Improvement!
- Moderators are encouraged to use the form included in the Handbook.
- You can copy the form, and have students complete it during class. Or you can access the form online, email the blank form to students for them to complete it and bring it to class.