



**COLORADO STATE UNIVERSITY**

**FA 24/SP 25 INSTRUCTOR HANDBOOK**

2545 Research Blvd

Fort Collins, CO 80526

Phone: 970.491.7753

Email: [olli@colostate.edu](mailto:olli@colostate.edu)

[www.OSHER.COLOSTATE.EDU](http://www.OSHER.COLOSTATE.EDU)

*W*elcome to the Osher Lifelong Learning Institute (OLLI) at Colorado State University. We are honored to have many talented and passionate instructors willing to share their expertise and passion with our OLLI members. Thanks to people like you, OLLI offers our members exciting and engaging classes taught by knowledgeable and professional instructors.

*This handbook aims to acquaint new instructors with our program and policies and remind veteran instructors of available support and resources. We look forward to working with you this term, and as always, please do not hesitate to contact us with any questions or concerns.*

### **OLLI STAFF**

**Meredith Naughton**

OLLI Director

[Meredith.Naughton@colostate.edu](mailto:Meredith.Naughton@colostate.edu)

**Julie Braswell**

OLLI Program Manager

[julie.braswell@colostate.edu](mailto:julie.braswell@colostate.edu)

**Debra Madden-Derdich**

OLLI Program Coordinator

[debra.madden-derdich@colostate.edu](mailto:debra.madden-derdich@colostate.edu)

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## About the Osher Lifelong Learning Institute (OLLI)

The San Francisco–based Bernard Osher Foundation was started in 1977 by Bernard Osher, a respected businessman and community leader. The Foundation seeks to improve the quality of life by supporting higher education and the arts. In partnership with the Bernard Osher Foundation, Osher Lifelong Learning Institutes are found on 125 prestigious college and university campuses, from Maine and California to Hawaii and Alaska. Each provides a distinctive array of noncredit courses and activities specifically developed for intellectually curious adults of all ages, particularly for "seasoned adults" 50 or better.

Initially endowed by the Bernard Osher Foundation, the Osher Lifelong Learning Institute (OLLI) at Colorado State University was established in 2006 and is a membership-based, self-supporting program committed to fostering lifelong learning and enriching lives.

## Osher Lifelong Learning Institute Vision Statement

OLLI at Colorado State University aspires to create a stimulating social environment for older adults while nurturing a lifelong passion for learning through a combination of in-person and online educational opportunities.

## Osher Lifelong Learning Institute Mission Statement

OLLI fosters learning through courses and programs that engage the learner, provide social interaction, and enrich lives. The Institute's faculty includes Colorado State University and other University professors, emeriti, and various experts from the community and beyond. They challenge participants to understand today's cultural forces, interact socially and intellectually with one another, and live empowered lives.

## Osher Lifelong Learning Institute Members

Our members are people like you from all settings, professions, educational backgrounds, and places. We welcome adults of all ages – with particular consideration for those 50 and better – who desire to learn, engage, build new friendships, and actively discover more about the world around us.

## Course Proposals

Course proposals are emailed to established instructors approximately three months before classes begin. New prospective instructors can obtain a course proposal form by clicking the link in the FAQ section of the [OLLI website](#). Proposal forms may also be requested by emailing [olli@colostate.edu](mailto:olli@colostate.edu). Fall proposal forms will be available in April, and spring proposal forms will be available in September.

Once the OLLI team has reviewed all submitted proposals, established instructors are notified by email if their proposed course has been accepted. Potential new instructors are invited to a Zoom or in-person meeting to discuss prospective course details.

Once a course has been approved, every effort will be made to accommodate scheduling preferences, but flexibility may be required. Course titles and descriptions are subject to approval.

## OLLI Courses and OLLI Talks Lectures

OLLI offers an array of diverse in-person and online multi-session courses as well as single-session OLLI Talks classes in Art and Design, Cultural, Domestic and Global Affairs, Health and Wellness, History, Psychology, and Philosophy, Literature and Communication, Music, Theatre, and Film, and Nature, Science, and Technology. Courses have no prerequisites, homework, exams, or grades – the intention is to offer learning opportunities simply for pleasure!

### OLLI Talks

OLLI Talks are one-time, two-hour lectures that offer a great way to introduce a topic and determine the potential interest for a longer course on the same subject matter. They are also a great way to introduce a new instructor to the OLLI membership. Instructor honorariums are not provided for OLLI Talks lectures.

### OLLI Courses

Multi-week courses can be scheduled from two to six weeks in length or as arranged with the program director, meeting once weekly for two hours. Courses and lectures are currently offered two terms each year – spring (mid-January through mid-May) and fall (mid-August through mid-December). Instructor honorariums are provided for multi-week courses.

### Schedule Options

Courses are offered Monday through Friday and are scheduled into the following time blocks:

- 10:00 AM – 12:00 PM
- 1:00 PM – 3:00 PM
- 4:00 PM – 6:00 PM
- Alternative times may be requested and are subject to approval.

## Instructor Onboarding

### Non-CSU Employees

For new instructors currently not employed by CSU, several required onboarding documents must be completed to establish new instructors in the university payroll system. These documents will be emailed from OEE Finance Requests [adobesign@adobesign.com](mailto:adobesign@adobesign.com) with a subject line *Signature requested on vendor setup: self-certification form and W-9* at the beginning of the term. Please note: OLLI Talks are not compensated and do not require the following paperwork.

#### Required Documents:

- W-9 – completed and signed by all new instructors. Complete the W9 according to the entity under which you want to be paid as an individual or business. Note: Complete all other paperwork according to the W-9 (as an individual or business entity)
- Vendor Self-Certification – completed and signed by new instructors based on information from the W-9
- PERA Disclosure of Compensation – completed by PERA retirees only
- Retiree Working for a PERA Employer – completed by PERA retirees only. If you receive PERA retirement payments, PERA will collect a compensation contribution to its retirement fund based on your service to OLLI.
- OLLI Contract – sent from the OLLI office and signed through Adobe Sign by the instructor and the OLLI Director.

### Current CSU Employees

OLLI Instructors currently employed at Colorado State University will be paid by Supplemental Pay through your home department. CSU employees must provide their HR liaison's name and contact information. If you recently changed your address, please email [OLLI@colostate.edu](mailto:OLLI@colostate.edu) to update your information.

An OLLI contract will be sent from the OLLI office and signed through Adobe Sign by the instructor and the OLLI Director.

### Retired CSU Employees

There must be a nine-month waiting period between your CSU separation date and your OLLI class date. You will be paid as a Non-CSU Employee and must complete the above paperwork.

### Instructor Honorariums

Honorariums are paid after the conclusion of the class, based on course duration and minimum class enrollment. Honorariums are not paid for OLLI Talks lectures.

## Teaching Online

OLLI at CSU offers online courses using the Zoom platform. Training and support are available for both members and instructors.

### Necessary Technology

A Zoom account is unnecessary to teach an online course since OLLI at CSU will host your class. However, several pieces of equipment are essential to successfully conducting an online class through Zoom.

- A computer, PC, or Mac with internet capability is suggested. Chromebooks, smartphones, and pads are not recommended.
- A stable internet connection is required.
- A video camera is necessary for your class members to see you. If you have a laptop, you probably have a built-in camera available.
- A microphone is required for audio input. Again, you probably have a built-in microphone if you have a laptop.
- A set of earbuds or earphones is optional but may be necessary if you have trouble hearing the sound on your computer.
- A quiet space without distractions – this is not technology but is necessary.

### Recordings

Currently, we are not recording any of our classes. Please do not record your OLLI course for either private or class distribution.

### Handouts

We are happy to send handouts to your participants. At least 24 hours before your class, email the handout to [olli@colostate.edu](mailto:olli@colostate.edu), and we will send it to your class members. Handouts should be in Pdf or Word format.



### Class Expectations

A Zoom link will be sent a week before your class begins. Please log in to your Zoom meeting 10 minutes before the start of your course.

As members log into your class, they will be placed in a waiting room. Once you are ready, the OLLI Host will let members into the meeting.

You will want to take a five-minute break about halfway through the class.

Once the class has concluded, the OLLI Host will end the meeting after most participants have left. Many members will take a minute to chat or ask questions after class, so it is a good idea to hang around a bit if you can. Please start and end your classes on .

### The OLLI Host

The OLLI Host is there to support you during your class. She will open the meeting early, help you check your sound and lighting, and set up presentation documents as needed. When you are ready, the host will open the waiting room and let the members into your class. During class, she will take attendance, let latecomers into the meeting, and assist members through private chat with technical issues they may be experiencing.

### Feedback

At the end of your course, we will invite participants to complete a feedback survey. We will send you the compiled results of this survey as soon as they are available. The purpose of these evaluations is to help instructors prepare and improve course offerings.

### Class Capacity

Online lecture classes have a capacity of 50, while hands-on or studio art courses have an enrollment limit of 20-25. The minimum enrollment for all courses and lectures is 15. Instructors are encouraged to promote their OLLI classes. OLLI will offer the instructor a prorated honorarium to avoid canceling a course if the enrollment minimum is not met.

### Personal Information and Privacy Policy

It is our practice not to give out instructor or member contact information. If you want the participants in your class to contact you, please provide your contact information to your class on a handout. Please do not use class membership lists for professional or personal marketing purposes.

## Teaching at Drake Hall

### Available Technology

- Classrooms are equipped with a computer, digital projector, wireless microphone, and a whiteboard.
- Please bring your course presentation documents on a flash drive rather than a laptop.
- The use of classroom microphones is strongly recommended.
- Other classroom equipment needs should be noted on the course proposal form and discussed with OLLI staff before the term begins.
- Technology orientation sessions can be scheduled upon request.
- Equipment is available for setup approximately 20 minutes before your class session begins.
- Campus Wi-Fi CSU Visitor – no password required

### Class Expectations

Please arrive at least 10 minutes before the class start time and begin the class promptly at the designated time. Please direct participants to sign in on the attendance sheet placed on the table outside the classroom door and ask members to check in with the OLLI staff if they do not see their names on the list. Registration is required for all attendees, and *members should not send others in their place if they cannot attend a class meeting.*

Members will appreciate a five- to ten-minute break about midway through each class. Coffee, tea, and water are provided. If outside food is brought into the classroom, please ensure everything is orderly after class.

### Class Capacity

OLLI has two classrooms at CSU's Drake Hall that can accommodate a maximum of 50 participants each, and a third community room that can accommodate 15 - 25. When opened, a moveable divider combines the two main classroom spaces to accommodate up to 100 members. OLLI staff will work with instructors if course demand exceeds classroom capacity. Options would include opening the dividing wall if the second Drake Hall classroom is available or offering a second section at a different time.

When a class has reached its maximum capacity, a waitlist will be established, and members on that waitlist will have priority if space becomes available. *Please do not invite or allow unregistered guests to join your class.* Class capacities are set as follows:

- Lectures - 50 members

- Hands-on or studio art courses - 20-25 members
- Seminar-style classes suitable for the community room – 15-20 members.

### Evaluations

At the end of your class, OLLI will email each participant a feedback survey. We will deliver the compiled results to you as soon as they are available. The purpose of these evaluations is to help instructors prepare and improve course offerings.

### Personal Information and Privacy Policy

It is our practice not to give out instructor or member contact information. If you want the participants in your class to contact you, please provide your contact information in a handout.

### Events and Field Trips

Instructors may offer lectures, courses, special events, tours, or field trips during any term. All persons attending OLLI-sponsored activities away from the premises must sign a *Release from Responsibility, Assumption of Risk, and Waiver* form. Please ask the OLLI staff for the form if you plan to hold off-campus activities.

### OLLI Incident Report

If you or a member has taken a fall or experienced any medical/safety incident while in class, on a field trip, or in the parking lot, please let OLLI staff know as quickly as possible. Both instructor and member will need to complete a brief incident report form. Each incident report will include the following:

- Name of the instructor completing the report
- Name and contact information for the person involved in the incident
- Date and time the incident occurred
- Description of the incident
- Whether the injured person required medical attention or transportation to a medical facility

To prevent accidents, please remind members that classroom tables and chairs roll. If you have rearranged the classroom, please lock all castor wheels after moving the tables. Each table has one or two castor wheels with a locking tab that must be pushed down to prevent the tables from rolling.

### Weather Closures and Make-Up Sessions

If you need to cancel or change a scheduled class session, please email OLLI staff as soon as possible to determine a makeup date. Please be aware that date changes will affect member schedules and may result in a loss of enrollment. Staff will contact the class roster and schedule the makeup date.

OLLI follows Colorado State University's severe weather policy regarding canceling classes due to weather. Our OLLI program will close if CSU is closed, and no on-site or online courses will be held. In the rare event that OLLI cancels classes due to weather and CSU is open, we will email all affected participants two hours before the class starts. In either situation, our office will work with the instructors to schedule a makeup class and notify members of that date.

### Supply Lists and Recommended Reading

If applicable, please provide recommended reading and supply lists with your proposal. We will include this information on our website with your course description. For recommended reading, please include the ISBN and source. If supplies not listed in your course description are required, please email a comprehensive list before the first day of class to [olli@colostate.edu](mailto:olli@colostate.edu).

## Membership Information

### An invitation

We encourage all our instructors to become OLLI members. OLLI at Colorado State University is a member-based, member-driven organization that provides lifelong learning opportunities for curious minds of all ages, particularly those 50 and older. Membership is vital to supporting the growth and sustainability of the OLLI program.

The membership fee is \$25 per term and includes registration access to all courses, OLLI Talks, Special Programs, and other social events. Members are also invited to participate in four to five complimentary Bonus Activities each term. Visit the OLLI website to become a member and register for classes online.

We hope to see you in the classroom on both sides of the podium as an instructor and member!

### Course Fee Structure

Course fees are based on a charge of \$5 per course hour. For example, a 6-week course meeting for two hours per week is \$60. OLLI Talks are \$10 per lecture. OLLI reserves the right to modify the fee structure for courses, special programs, or special events according to their unique costs.

### OLLI Refund and Transfer Policy

OLLI membership fees and tuition are nonrefundable and critical to our Institute's sustainability. After submitting a written refund appeal request to [OLLI@colostate.edu](mailto:OLLI@colostate.edu), refund requests will be considered on a case-by-case basis. Members may not offer their seats to another person.

If OLLI cancels a course, members will be notified by email or phone and have 48 hours to request a transfer to another class. After 48 hours, a full refund will be processed.

### Oltjenbruns Tuition Assistance

The Oltjenbruns Tuition Assistance Fund has been established for those who need financial assistance to participate in OLLI classes at Colorado State University. Please refer all inquiries to OLLI staff, who will provide the application to anyone requiring financial help. The applicant is responsible for the annual membership fee and must submit the application form and a brief statement outlining the necessity of assistance. The tuition assistance is limited to \$100 per academic term.

## Final Details

### OLLI Open House

OLLI holds an Open House event each spring in January and fall in September. All instructors are highly encouraged to participate as it allows members to meet you and learn more about your class – and OLLI. It also allows you to promote your course.

Word of mouth is one of OLLI's best recruitment tools. We hope you will help us promote your scheduled class by sharing information about OLLI with acquaintances, neighbors, friends, and colleagues who may be interested in joining or teaching for OLLI.

### Member Email Communication

Our registration system allows staff to communicate with all class members. If you need assistance communicating with members, please let us know. We can email the entire roster on your behalf.

### A Safe Place for the Free Exchange of Ideas

OLLI is committed to ensuring that all participants in our community are equally welcomed, respected, and affirmed regardless of race, ethnicity, national origin, gender, gender identity, ability, disability, age, or level of education. The mission of the OLLI program is to promote and protect the individual's intellectual, personal, social, and ethical development. Classes are ideally

conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all participants. OLLI encourages instructors and members to balance the rights and needs of others with an awareness of behaviors that may interfere with the group learning experience. We ask for instructor assistance in maintaining a respectful flow of ideas.

### Interested in Investing in OLLI?

Please consider making a tax-deductible contribution in support of OLLI. Your tax-deductible donation will be invested to help keep tuition, and membership costs low for participants and assure the program's long-term viability. There are four ways for you to give to OLLI at CSU:

1. Visit: <https://advancing.colostate.edu/OSHER>
2. Call: (970) 491-3403
3. Ask OLLI staff for a donation form and envelope
4. Use the designated signature line on the OLLI contract to donate your honorarium

## Locations

### Office and Classroom Locations:

Most of our in-person courses are held at Drake Hall, which is handicapped accessible and offers limited but free parking.

#### [CSU Extension Campus](#)

Drake Hall  
2545 Research Blvd.  
Fort Collins CO 80523-1040

### Community Partner Locations

#### [Lyric Theater](#)

1209 N College Ave  
Fort Collins, CO 80521

#### [First Presbyterian Church](#)

531 S College Ave  
Fort Collins, CO 80524

#### [Empire Grange Hall](#)

2306 W Mulberry Street  
Fort Collins, CO 80521

## Contact Information

### OLLI Staff

#### **Meredith Naughton**

OLLI Director  
970.491.4278

[Meredith.Naughton@colostate.edu](mailto:Meredith.Naughton@colostate.edu)

[u](#)

#### **Julie Braswell**

OLLI Program Manager  
970.491.1984

[julie.braswell@colostate.edu](mailto:julie.braswell@colostate.edu)

#### **Debra Madden-Derdich**

OLLI Program Coordinator  
970.491.7753

[debra.madden-derdich@colostate.edu](mailto:debra.madden-derdich@colostate.edu)

### Mailing Address:


Osher Lifelong Learning Institute at CSU (OLLI at CSU)  
2545 Research Blvd  
Fort Collins, CO 80523-1040

### Office Hours

9:00 AM – 4:00 PM when classes are in session.

### Social Media

Consider following us on Facebook

Find us on 

### 2024/2025 University Holiday Observances – Offices Closed:

#### Fall Term

- Monday, September 2, 2024
- Monday - Friday, November 25-29, 2024
- Wednesday- Friday, December 25-27, 2024

#### Spring Term

- Wednesday, January 1, 2025
- Monday, January 20, 2025
- Monday - Friday, March 17- March 21, 20

Thank you for being an integral part of The OSHER Lifelong Learning Program at Colorado State University!

