

# OLLI Mason



**OSHER LIFELONG LEARNING INSTITUTE**  
at  
George Mason University

If you have any questions or concerns, please contact the OLLI staff.

**TALLWOOD OFFICE: 703-503-3384** (leave a message)

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## Introduction

Thank you for volunteering to teach a class at OLLI Mason! OLLI Mason could not exist without its instructors. We appreciate your volunteerism!

Please review the following important information to help make your teaching experience at OLLI Mason a success.

## Preparing Your Virtual Classroom

- **OLLI Mason winter term classes will be conducted online using the Zoom virtual classroom platform.** Most classes will be accommodated in the meeting format.
- **You will need a computer with a camera and microphone to conduct a Zoom session.** These items are built into most laptops, but not all desktops. If your computer does not have both items, you can purchase an inexpensive, simple webcam with built-in microphone.
- **While Zoom adapts to tablets and smartphones, many Zoom functions are not easy to utilize from these devices.** If you use a tablet or smartphone to deliver your class, the device must be attached to a stand for stability.
- **You will need a strong internet connection to conduct your class.** A wired connection is best, but a strong Wi-Fi connection is fine.
- **Please identify a comfortable and quiet place to conduct your class and consider the background which will be seen behind you on screen.** Also consider lighting, which should be placed in front of your camera to keep your face evenly illuminated, and a camera angle that is slightly above or even with your sight line. Avoid distracting actions.
- **Two weeks before term, the OLLI Mason Administrator will email you detailed information about how to use Zoom.**
- **The Administrator will assign an OLLI Mason site assistant to your class to work with you individually on your specific classroom needs, including how to show PowerPoint presentations, audio files and short video clips.**
- **Your site assistant will be on hand as a tacit "participant" in every class, ready to assist you with any technical needs.**
- **If you are eager and would like to explore the Zoom technology on your own, visit: <https://zoom.us/>**
- **If you have any questions or concerns, particularly if you are concerned about your device being ready for Zoom teaching, email [olli@gmu.edu](mailto:olli@gmu.edu).**



## Preparing Your Materials

- Instructors are in charge of putting together their own course materials.
- OLLI Mason maintains an instructor resources page on its website found at: <https://olli.gmu.edu/for-our-instructors/> It includes extensive information on how to maximize your teaching experience at OLLI Mason.
- Interested in tips on creating an effective PowerPoint? The following links take you to TED talks on “How to Avoid Death by PowerPoint:” <https://www.youtube.com/watch?v=lwpi1Lm6dFo> and <https://www.youtube.com/watch?v=jKERw9u3CeQ>. If you want to link to online videos, images or documents in a PowerPoint presentation, do not do a simply cut and paste. Use “insert audio/video” option or embed hyperlink.
- Consult the George Mason Libraries if you would like to supplement your course materials. All OLLI instructors are authorized during term to: 1) check out up to ten books at once (for a three week period with one renewal); 2) request books from other Mason campuses (except from Arlington Law Library); 3) borrow audiovisual materials (videos, DVDs) from the Johnson Center Media library for one week. Be aware: in-person library access may be restricted by Mason until the pandemic is no longer a concern.
- With OLLI Mason campuses closed during the pandemic, instructors are encouraged to email course materials to their classes. To do this, visit the member portal ([olligmu.augusoft.net](http://olligmu.augusoft.net)) and sign in using your instructor username and password. If you need your password or username, please email [program@gmu.edu](mailto:program@gmu.edu). On the left hand toolbar, click “future classes” to see a list of your upcoming classes; they will be listed under “current classes” once class starts. To email your class, choose “email roster” from the drop down menu found to the left of the class name. 20MB is the biggest attachment that can be sent through the OLLI Mason member portal. Please send all attachments in PDF format, as PDF files are easier for most to open.
- When preparing materials, be mindful of copyright laws, use proper citations, and provide links to original source materials. Copyright rules may vary for online streaming. For help, see George Mason University’s policy on the use and reproduction of copyrighted material: <https://universitypolicy.gmu.edu/policies/use-and-reproduction-of-copyrighted-materials/>.
- Recorded classes and events may be displayed on the Osher Lifelong Learning Institute at George Mason University (OLLI Mason) website. All material appearing on the website is the property of OLLI Mason. Recordings are accessible to members only. You may not reproduce, distribute, publish, transmit, or in any way exploit any such content, nor may you distribute any part of this content over any network, sell or offer it for sale, or use such content to construct any kind of database. Copying or storing any content is expressly prohibited without the prior written permission of OLLI Mason. For permission to use any content on the website, or to request removal of a recording, please contact [olli@gmu.edu](mailto:olli@gmu.edu).

## Classroom Teaching Tips

- George Mason University has recordings of seminars they provide to their professors on how to use Zoom effectively. These recordings can be found at: <https://stearnscenter.gmu.edu/programs/trainings/>
- Please log into your Zoom classroom at least 20 minutes before the class start time so OLLI Mason staff can assist with any last minute needs or AV help. The Zoom classroom opens to students ten minutes before the class start time.
- Do not be alarmed if attendance falls short of registration numbers; our demographic is more prone to skip a class due to health or other reasons.
- To maximize comprehension, it helps to maintain a measured speed of delivery. You can also boost comprehension by sharing a copy of your slides/PPT presentation ahead of each meeting (See instructions above on mailing your classroom).
- Visual aids should be easy to read, with large fonts (e.g., black text on a white/light background is much easier to read than white text on a light gray background).
- If using Zoom chat room, you can manage questions on your own or ask your site assistant to assist. If using Zoom meeting format, we recommend asking members to hold comments until the end of the presentation so as not to impair your ability to end on time. At the start of class, your site assistant will announce your preference for handling questions.



## Classroom Teaching Tips, Cont.

- Please end your class on time to allow members sufficient time to get to their next class and staff time to set up the next class.
- You can communicate about upcoming classes or share information with your students via the OLLI Mason member portal ([olligmu.augusoft.net](http://olligmu.augusoft.net)) as described under “preparing your materials.”
- Be prepared for serious questions; many members were experts in their field. Repeat questions as needed so all students hear the query before you answer. Strive for balanced participation to prevent a member from dominating the discussion.
- An optional survey is available if you would like course feedback from your students. Please email the OLLI Mason administrator ([olli@gmu.edu](mailto:olli@gmu.edu)) if you would like a copy of the survey emailed to you. You can share it with your students as detailed in the fifth bullet above. Please provide students with a mailing address so the forms can be mailed directly back to you.

## Class Changes/Cancellations

- If you are sick or otherwise unable to teach your class, notify OLLI Mason staff immediately at: [olli@gmu.edu](mailto:olli@gmu.edu) or text or call 703-688-2642. Generally, we reserve the week after term ends to schedule any needed make-up classes.
- Any time or date changes to your class schedule must first be confirmed with the OLLI Mason administrator: [olli@gmu.edu](mailto:olli@gmu.edu) or 703-503-3384 (leave a message and your call will be returned as soon as possible). The administrator will subsequently notify your class of approved changes or cancellations.
- As all classes will be provided via Zoom, we do not anticipate any weather related closings.

## Miscellaneous

- **Mason Affiliation.** If you wish to indicate your OLLI/Mason affiliation in your e-mail, CV, or other communications, the appropriate wording is: Your Name , Volunteer Instructor, Osher Lifelong Learning Institute at George Mason University or, in text, "Your Name is/has been a volunteer instructor for the Osher Lifelong Learning Institute at George Mason University." Please do not indicate a direct connection with GMU or academic rank such as "instructor" or "professor."
- **Soliciting Your Services.** If you wish, you may provide purchasing information about books, CDs, and DVDs you hope to sell to our members. Please **DO NOT** promote your services (directly or through brochures) during your presentation or use your OLLI Mason class roster for solicitation purposes.

*Dear OLLI Mason Instructor,*

*Thank you so much for volunteering your time, energy and expertise in support of academic, cultural and social programming at OLLI Mason. Your contribution to OLLI Mason is precious and we are grateful.*

*Best of luck in the new term,*



Jennifer L. Disano  
Executive Director  
OLLI Mason