



Guideline to Success **for OLLI Moderators**

NOTE: Although some of these Expectations are most applicable to Multiweek Moderators, they may be adapted to the needs of one-time presenters. **All the documents referenced here are available on the OLLI website under the Teach for OLLI tab, and then Moderator Resources, this document is also available.**

Communication

Introduction - 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. Please save this list and use it to communicate with your students, sending any handouts or assignments. Please also use this list to introduce yourself. Who are you? Why are you teaching this class? If your class is of a small size, please have them introduce themselves, and introduce yourself as well at your first in-person meeting.

Safety—Be sure you know the safety protocols for your class location and communicate them to your students at the first meeting. 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 and when your presentation is in a hybrid format!

Diversity and Inclusion - An important goal of OLLI's Strategic Plan is to increase OLLI's diversity, by being open and welcoming to all members of the Cincinnati community. A guide to language that is respectful and inclusive is available. The Curriculum and Diversity Committee's welcome your questions and suggestions for making OLLI more equitable, inclusive, and diverse.

Organization/Preparation/Presentation - During or before the first meeting of your class provide: An overview of your course, your expectations for their learning, The weekly 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.

Before 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. (The Olli office can provide copies of your handouts, but please keep the quantities small, encourage your students to print their own. The Olli office is also able to post your materials on our website, send your information and request to olli@uc.edu. Power Point presentations can't be posted to the website.)

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 at VPC, the lobby at ADI is also a good place for these discussions/questions. **Also respect the offices around your classroom.** VPC contains several UC offices, so please refrain from talking with students outside in the hall or at the elevators.

Technology

AV technology (computer, DVD, internet) is available at each location. Training on how to use Zoom will be available, if applicable to your class. You will receive an email announcement about the dates and times of this training. Tech training is available at the beginning of each Term at VPC. 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.

Feedback

Student Feedback is very useful to Moderators for purposes of Instructional Improvement! Each term two online forms are created for this purpose. One for multi-week courses and another for the one-time programs. Encourage your students to go online and fill it out. You will receive a report, with all the answers that were received, a couple of weeks after the end of term.