WORKSHOP LEADERS GUIDE

Although some of you are leaders for the first time, there are many others who have previously shared their expertise over several semesters. As our program has grown, many responsibilities and procedures have changed, and it is understandable that you may have questions regarding the operation of a workshop. This guide is intended to give you background and up-front information, hopefully to help you on a day-to-day basis.

PHILOSOPHY AND GUIDELINES ON WORKSHOPS

OLLI sponsors workshops, as well as other types of functions, that are designed for mature adults who have a lifelong interest in learning and who seek a pleasurable and intellectually satisfying educational experience.

The key to OLLI is a spirit of fellowship in which there are no faculty but only members who seek to share their interests, experience and talents. The descriptive term “workshops” is deliberately chosen instead of “courses” because classes are not formal or highly structured, but are peer-led study groups in which the OLLI workshop leader facilitates and encourages other members to participate in a common learning experience appropriate to its university setting. Although the subjects of workshops vary widely, they inevitably and necessarily reflect this setting because the University established our lifelong learning program and provides its facilities.

A new workshop in OLLI should treat subject matter and utilize approaches to that subject that are appropriate to a university educational program. As you are aware, new workshops are subject to the approval of the Curriculum Committee and, when appropriate, the Advisory Board and the OLLI Director. Specifically, the Curriculum Committee will not approve any workshops that incorporate, wholly or in part, objectives that it judges to be inappropriate for a university educational program. June activities offer members an opportunity to share a more casual menu of interests, hobbies and crafts.

Inappropriate objectives might involve, but are not limited to:

- Espousing or promoting a political party, partisan cause, candidate, creed or philosophy
- Recruiting adherents for, or participants in, activities outside OLLI
- Selling, directly or indirectly, anything for personal or corporate gain
- Espousing or promoting any cause or particular interest or activity that is illegal or that fosters prejudice
- Counseling or otherwise attempting therapy on individual psychological or emotional matters.
In principle, workshops are open to all OLLI members without qualification of race, creed, gender, sexual persuasion, age or prior educational experience. Member participation in certain workshops may be restricted in order to accommodate unusual circumstances, such as limitations of facilities, physical risk factors or special instructional needs.

**FAQ (Frequently Asked Questions)**

**WORKSHOP PARTICIPANTS**

Q. How many people are in my workshop? What are their names and contact information?

A. The OLLI office will provide the workshop leader with a class list or roster of participants, including their email addresses. If your workshop has a waitlist, that will also be provided.

With automated registration, we anticipate that this will be emailed to you before the beginning of a semester. Please use this roster for future correspondence with your workshop participants.

**ATTENDANCE**

Q. Why should I take attendance? How should I do this?

A. It is important that attendance be taken throughout the semester.

This has two purposes: First, it will allow you to determine if there are non-attendees who may be replaced by members on a waitlist. Any registrants who fail to attend the first two classes and who do not notify you of temporary absences during that period should be considered to have withdrawn from your workshop. The corresponding number of members from the waitlist may then be invited to join your workshop.

Second, taking attendance through the entire semester provides important information for the Curriculum Committee and the office, both for current management of space and for future planning.

Attendance should be taken either by you or an assistant. This may be done either by passing around a copy of your roster for people to initial or by having an assistant check off names as people enter.
WORKSHOP PROTOCOL

Q. In my meeting room, what is the protocol?

A. You or a workshop assistant should remind your participants that they must:

- push chairs back under tables and return the room to its original configuration
- pick up and deposit all refuse in the nearest container
- move quickly in and out of rooms so as not to hold up other workshops or University classes; it is imperative that workshops start and end on time.
- SAC rooms must not be occupied before posted start time.

Failure to comply may jeopardize our ability to use these rooms in the future.

Q. What do we do about cell phones in the meeting place?

A. The use of cell phones during a workshop is highly distracting, both to the leader and to participants. For that reason, we ask that electronic communication devices be turned off or silenced before entering University classrooms, meeting rooms or offices. This is a University requirement.

Members should turn cell phones to “vibrate only” in order to receive important messages. But all calls must be conducted outside classrooms or in lobbies and never in a workshop or in the OLLI office.

Q. What should I do if my University meeting room is not open or requested equipment is not in place?

A. Call the OLLI office immediately – 631-632-OLLI (6554) or 631-632-7063. DO NOT GO TO THE BUILDING MANAGER or to the caretakers or to any other staff in that building to solve your problem. At all times, please remain calm and treat staff with respect. Conflicts have resulted in the loss of room usage for the OLLI program.

SPECIFIC ROOM OCCUPANCY LIMIT

Q. How many extra members can I allow to sit in on my workshop?

A. Please adhere carefully to the Specified Occupancy Limit for your assigned classroom. Do not allow participants to bring in extra chairs from another room or to sit on window sills or radiators. In case such crowding occurs, respectfully ask unregistered persons to leave immediately. Violation of fire law limits can cause serious trouble for OLLI by compromising our ability to obtain scarce classroom space.
USE OF EQUIPMENT

Q. How do I go about getting audio/visual equipment for use in my workshop?

A. OLLI has portable and fixed/stationary audio/visual equipment available for workshop leaders to use in their workshop classrooms. Members are required to sign out portable equipment before removing it from the office.

Portable Equipment: laptops, video projectors, portable screens, DVD players, slide projectors, overhead projectors, ELMO, boom boxes, microphone systems, amplified speakers, portable lecterns.

Permanent/Fixed Equipment (in some rooms): TV on cart with VCR/DVD player, white board, ceiling mounted projector/screen, DVD player, wall-mounted LCD flat panel TV.

Equipment for use on a regular basis should be requested on your original workshop application. For occasional use, please make your request in writing (email is preferred) to the OLLI office at least two weeks in advance.

Q. If I want to use some of this equipment in my workshop, how can I learn its use?

A. Contact the OLLI office for a short lesson or to arrange training. You may also ask any of your workshop members for their assistance. Don’t plan on using equipment if you don’t know how to use it. Instant help from staff during a workshop may not always be available.

Q. What do I do with equipment at the end of the workshop?

A. All equipment borrowed from the OLLI office must be returned to the office and signed back in. Equipment must not be left in an unsupervised meeting room or taken off campus.

WI-FI ACCESS

Q. Can I use WI-FI for my iPhone, laptop or tablet when I’m at the University?

A. Yes. Wireless internet is available in most University areas and can be accessed on your electronic device with a University NetID and password. Ethernet connections (cable/wall jack) are also available in many classrooms. The OLLI office has Ethernet cables that you can borrow.

WORKSHOP SUPPLIES

Q. What do I need to buy for use in my workshop?

A. The OLLI office is able to provide chalk, dry-erase markers, erasers, copy paper, file folders, overhead transparencies and envelopes.
Additional educational supplies for your workshop (i.e., books, DVDs, CDs, specialized paper, pens, etc.) must be purchased in advance by the OLLI office. University policy no longer allows petty cash reimbursements to non-employees. Workshop leaders are asked to submit material orders for your workshop to the OLLI office early enough to allow time to place and receive your order before the beginning of the semester. Providing more information about your order helps reduce processing time. Printouts and links from websites, vendors, quantities, descriptions, item numbers....all of this helps. Be sure you include your name and the title of your workshop.

The maximum allowable allocation for workshop materials is $150. Materials purchased remain the property of OLLI and should be returned to the office upon completion of your workshop.

COPYING PRIVILEGES

Q. When and where should I make my copies? How many copies can I make?

A. Whenever possible, you should e-mail documents to workshop participants. But if there are occasions when you need to print copies of materials to hand out to your workshop participants, copiers are located in the copy room, SBS S115.

It is suggested that you make every effort to prepare copying in advance and not leave it until the last minute before your class, as others or the office may be working on a big project.

When time permits, the office staff may be able to assist you with larger copying projects when requested in advance. PLEASE do your best to limit the number of copies you make. Larger copy projects should be coordinated through the office and, when necessary, taken to an outside vendor such as Kinko’s on campus. Reminder: Manuals or complete books cannot be copied due to copyright laws. Personal copying is not allowed.

OPENING OF MEETING ROOMS/OFFICE HOURS

Q. How do I access my scheduled meeting room?

A. OLLI office hours are 8:00 AM to 4:00 PM daily. OLLI staff members will open the Copy Room and SBS classrooms as scheduled. All other University rooms should be open before you commence your workshops. Do not occupy an empty room earlier than your scheduled reservation.

CANCELING WORKSHOPS

Q. What should I do if I find it necessary for any reason to cancel my workshop?

A. When a workshop leader must cancel a session, it is the leader's responsibility to notify participants and the OLLI office by 7:30 AM or as early as possible. Email is quickest and most direct, although a phone-chain system set up in your workshop may also be used.
INCLEMENT WEATHER

Q. In bad weather, how will I know if I should still come to the University to lead my workshop?

A. If the Three Village School District is closed due to inclement weather, OLLI workshops will not meet. WALK-FM radio station (97.5 FM) and Channel 12 TV announce all of the school district closings.

If University classes are canceled, there will be no OLLI workshops. In case of snow or other weather emergency, the best way to find out about University cancellations and other critical information is to check the University home page at http://www.stonybrook.edu/ or go directly to the Emergency Management web page, https://www.stonybrook.edu/commcms/emergency/. OLLI staff will make every effort to list weather-related cancellations on the OLLI home page, http://www.stonybrook.edu/ollii, and when appropriate on the office voice-mail after 8:00 AM.

EMERGENCY PROCEDURES

Q. What should I do if an emergency occurs while I’m teaching?

A. Immediately call 333 (campus phone) or 631-632-3333 (non-campus phone) to reach campus police.

Q. What should I do if the fire alarm rings while I am teaching?

A. Calmly advise members to pick up all their belongings and evacuate the room immediately using the stairs not the elevators. Any member who has mobility issues should go to the stairwell and remain there until help arrives. IMPORTANT: Treat any fire alarm as though it is a real emergency. Do not ever assume that it is a drill.

FURTHER ASSISTANCE

Q. What if I have questions not covered in this guide?

A. Please contact the OLLI office by phone or email and your question will be addressed or directed to someone who can help you.

- Phone: 631-632-7063 or 631-632-OLLI (6554)
- Email: spdolli@stonybrook.edu

Thank you and good luck with your endeavors!