WORKSHOP LEADERS GUIDE

Although many of you are leaders for the first time, there are others who have previously shared their expertise over several semesters. As our program has grown, several of the responsibilities and procedures have changed, and it is understandable that you may have many questions regarding the operation of a workshop. This guide has been constructed 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, among 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-taught 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 the 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 Executive Board. Specifically, the Curriculum Committee will not approve any workshops that incorporate, wholly or in part, objectives that it judges to be inappropriate to a university educational program. June activities offer members an opportunity to share a more casual menu of interests, hobbies and crafts.

Such inappropriate objectives might involve, but are not limited to, the following:

- Espousing or promoting a political party, partisan cause, candidate, creed or philosophy
- Recruiting adherents of, or participants in, activities outside OLLI
- Selling, whether 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, although at the Curriculum Committee’s discretion member participation in certain workshops may be restricted in order to accommodate unusual circumstances such as limitations of facilities or special instructional needs.

FAQ (Frequently Asked Questions)

WORKSHOP PARTICIPANTS

Q. How many are in my workshop? What are their names? Do they have email?

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 approximately two weeks prior to the beginning of the 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 from a waitlist. Any registrant who fails to attend the first two classes and who does not notify you of their temporary absence 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 designated by you for that purpose. 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 & return the room to its original configuration
- pickup & deposit all refuse in the nearest container
- move quickly in & out of rooms so as not to hold up other workshops or university classes. It is imperative that workshops start & 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 the participants. For that reason, we ask that electronic communication devices be turned off or silenced before entering any of the university classrooms or meeting rooms, and in the offices. This is a university requirement.

Members should turn the cell phone to “vibrate only” in order to receive important messages. Please make or take all cell phone calls in the lobby or outside and never in the OLLI office or in a workshop.

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 audiovisual 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 screen, DVD players, slide projectors, overhead projectors, ELMO, boom boxes, microphone system, amplified speaker, portable lectern.

Permanent/Fixed Equipment (in some rooms): TV on cart with VCR/DVD player, white boards, ceiling mounted projectors/screens, DVD players, 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 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 by going to “Settings” and connecting to WolfieNet-Guest. 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.

Each workshop leader has a semester budget of $150. Please stay within your budget. Materials purchased remain the property of OLLI and should be returned to the office upon completion of your workshop.

Q. What if I want to enhance my knowledge?

A. Members are encouraged to apply to the Ruth Pasternack Fund for a grant up to a maximum of $500.00. This covers tuition/fees on courses taken to provide a new OLLI workshop or as an extension/enhancement to an already existing workshop. (Applications are available in the OLLI office).

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.
CANCELLING WORKSHOPS

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

A. It is the responsibility of workshop leaders to notify their workshop participants and the OLLI office by 7:30 AM or as early as possible. Email is the quickest and most direct method, although workshop members may be called using a phone chain system set up in your workshop. The office staff will list cancellations in the Announcements section of the OLLI website (http://www.stonybrook.edu/commcms/olli) and, when appropriate, on the office voice mail after 8:00 AM daily.

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 announces all of the school district closings.

Only the Governor can close the university. Therefore, if the university is closed, there definitely will be no OLLI workshops. In the case of snow or other weather emergencies, the best way to find out about University cancellations and other critical information is to access the Web site (http://www.stonybrook.edu/) and look for the display on the University home page.

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. The Curriculum Committee Chairs are pleased to offer you any help you might need.

Jerry Ebenstein          email:  jerryeb@yahoo.com
Terri McCoy              email:  terri01mc@optonline.net

You may also speak with Wayne Holo, OLLI Director, at 631-632-7056 or Laura West, Assistant Director, at 631-632-4309.

Thank you and good luck with your endeavors!