

Osher Lifelong Learning Institute at UM (MOLLI)

Faculty Orientation

Handbook

2020-2021

v.1

An introduction and teaching resource guide to the MOLLI Program

Table of Contents

The Bernard Osher Foundation	4
MOLLI	4
Our Mission	4
MOLLI Office Location and Staff	5
MOLLI Membership	5
Financial Assistance	5
Registration Deadlines	6
Teaching for this Audience	6
Student Registration Issues	7
Guests	8
First Day of Class	8
Course Materials	8
Student Access to the Course Materials Online	8
Planning for the First Day of Class	9
Planning for Class Sessions 2-6	9
Putting Course Materials Online via Moodle.....	10
Putting Course Materials on Hard-copy Reserve at the Mansfield Library.....	10
Getting Information to Students	11
The Class Syllabus	11
E-mail	11
Textbooks.....	12
Things to know... ..	12
Instructor Attendance.....	12
Stipends (aka “Getting paid for teaching”).....	12
Parking at the University of Montana.....	13
Course Rosters	13
Room Assignments	13
Student Evaluations	13
Instructor Evaluations.....	14
Internet Access in the Classroom	14
Guest Wireless Access at UM	14
Emergency Procedures	15
For Any Kind of Situation That Might Occur During Your MOLLI Class	15
In the Event of an Emergency While Your MOLLI Class is in Session	15
In Case of Suspicious Persons or Concerning Situations on Campus	15
Inclement Weather or Emergencies Affiliated with Campus	15
Audiovisual Technology	15
Available Technology	15
Need Technology?	16

Audiovisual Technology Training	16
FAQs	16
I have questions/concerns/ideas/suggestions about something... ..	16
Can I e-mail my students with the syllabus and/or assignments before the term starts?.....	17
How will students know there are course materials online?	17
What do I do if a student has told me the required book for the class is too expensive for him/her to purchase?.....	17
How will students know there are class assignments (beyond the course materials) on Reserve?	17
My class has odd days/classroom locations/special dates. How will my students know where to go?	18
Some of the classes are full. Why do you keep advertising them?	18
Is there any advice for teaching to the MOLLI audience?	18

The Bernard Osher Foundation

Headquartered in San Francisco, The Bernard Osher Foundation was founded in 1977 by Bernard Osher, a respected businessman and community leader. The Foundation seeks to improve the quality of life through support for higher education and the arts. In addition to providing funding for post-secondary scholarships to colleges and universities across the nation as well as programs in integrative medicine, The Bernard Osher Foundation also supports a national lifelong learning network for seasoned adults. The Osher Lifelong Learning Institute at UM (MOLLI) is one of 121 Osher Lifelong Learning Institutes (OLLIs) that The Foundation has funded on college and university campuses from Maine to Hawaii. To learn more about The Bernard Osher Foundation, please visit their website: <http://www.osherfoundation.org>.

MOLLI

Initially started in 2005, the Osher Lifelong Learning Institute at UM (MOLLI) offers programs that promote the lifelong learning and personal growth of individuals ages 50 and over through a diverse collection of non-credit courses and events offered in the fall, winter, and spring. MOLLI courses expose learners to Montana's best teachers, including emeritus and current faculty as well as professionals and scholars from the community. Program offerings include courses, Special Member Events, Community Programs, Member Presentations, and other community activities that cover a wide range of topics from the Humanities, Natural and Social Sciences, Fine Arts, as well as Current and Political Affairs.

MOLLI was created to promote the simple joy of learning. MOLLI offers an array of classes and events that are instructed by experts in that field who want to share their knowledge as well as learn from the students they are teaching.

Our Mission

The mission of the Osher Lifelong Learning Institute at UM (MOLLI) is to promote lifelong learning and personal growth for adults 50+. Older adults are a valuable resource for society, and through the Institute, we will speak to their continuing intellectual needs.

MOLLI Office Location and Staff

The MOLLI office is located in the James E. Todd Building-Room 305 on the UM Mountain Campus. MOLLI courses are usually held in rooms 203, 204, and 210 of the James E. Todd Building.

Feel free to contact us with any questions or ideas:

Program Manager: Karen Hendrickson, (406) 243-2905,
karen.hendrickon@umontana.edu

Program Coordinator: Teri Zanto, (406) 243-2905,
teri.zanto@umontana.edu

Program Admin: Sierra Raulston, (406) 243-2905
sierra.raulston@umontana.edu

MOLLI Membership

The purchase of an MOLLI annual membership includes the following benefits:

- Free admittance to MOLLI Special Member Events and Member Presentations offered throughout the year.
- Special MOLLI-only parking permits during the MOLLI term.
- Access to MOLLI need-based financial assistance to participate in MOLLI courses
- Opportunity to create social networks of engaged peers.
- Volunteer opportunities.
- Connection to the academic and cultural resources of the University of Montana.

Financial Assistance

MOLLI tries very hard to keep costs at a minimum so that everyone can participate, but we understand some people may need some additional help. Donations from MOLLI instructors and generous members have created the opportunity for the MOLLI program to provide tuition waiver assistance to those in need. As a result of this kindness, the MOLLI program is currently able to offer financial assistance to help cover the cost of up to two MOLLI classes per term, per person. Members who are eligible for financial assistance are asked to pay what they can toward their term tuition and must still pay for their annual membership as well as for any supplies or parking-associated costs. This is a

confidential process - Please direct any inquiries regarding financial assistance to the MOLLI office.

Registration Deadlines

In order to allow MOLLI instructors and students to be able to plan accordingly for their classes, MOLLI has implemented the following registration policy: Although recognizing that a number of issues may influence the number of registrants for a specific class, it is, none-the-less, the policy that in fairness to all concerned there must be at least 15 registrants in order for a class to be held.

In support of the registration deadline policy, we would like you to be aware of the following information:

Three weeks before term start date: MOLLI instructors will be notified that they have fewer than 15 students registered for their course. Instructors will be encouraged to increase efforts to self-promote their course to achieve sufficient registrations. MOLLI students will be notified via e-mail blast that the registration deadline is in two weeks. Students will be encouraged to register as soon as possible and notified that courses with fewer than 15 students by the registration deadline will be canceled.

Two weeks before term start date: Students enrolled in courses with low enrollment will be notified that their course has low enrollment to provide the opportunity for them to register for a different course. MOLLI staff will assist to register students for alternative courses, if applicable.

One week before term start date: Registration deadline for online, paper, and phone registration to determine final registration numbers. Instructors will be notified of course cancellations. Students registered for courses with insufficient enrollment will be notified of course cancellations. MOLLI staff will assist to register these students for courses that still are available, if applicable.

Please Note: *Students will still be able to register for a course through the beginning of the MOLLI term for any class that has already met the minimum number of registrants by the registration deadline one week before the start of the applicable term.*

Teaching for this Audience

MOLLI students tend to be college-educated (most with advanced degrees), highly engaged learners who are now retired (or soon to be retired) from successful and accomplished careers. They are looking to continue their intellectual engagement,

interact with their peers, and have a lot to offer during class discussions. We are confident that you will find it a pleasure to work with them.

Here are a few things to keep in mind about OLLI students:

1. Visual aids such as PowerPoints, slides, video clips, pictures, objects to pass around, etc. are very helpful to facilitate learning and are highly encouraged.
2. Students appreciate receiving a course syllabus and/or a daily outline of topics to be covered.
3. Some of our students are differently abled. Please make sure that everyone can hear you. You are required to use the microphone provided in your classroom. (Other accommodations provided for some of our students include reserved seating and special chairs.)
4. Our students really look forward to class each week. Many of them are very busy with other activities, including travel, and have carefully planned their schedules accordingly.
5. Most students enjoy having a blend of lecture and interactive discussions in class. However, it is important to them that the balance is tilted in favor of the instructor sharing the majority of information (rather than students) to feel they are getting the most possible out of the class, unless your course is designed and promoted as a “discussion” format.
6. Some students enjoy the opportunity to learn more about the subject. We encourage you to consider providing optional reading lists.
7. An online learning tool, ShareFile, is available to electronically share additional handouts, links, PowerPoint slides, etc.
8. Students like to arrive early to class to make sure they have parking, get the best seats, and have time to chat with their friends. They expect classes to begin and end at the scheduled time.
9. As MOLLi offers non-credit lifelong learning courses, there are no required assignments, tests or grades. However, students do appreciate receiving recommended reading lists as well as additional resources on your subject.

We know that many of you have considerable experience teaching MOLLi students. Please let us know if you have additional insights to share.

Student Registration Issues

If students approach you with questions about registration and/or requests for permission to enroll in your course, please let them know that you are not involved in this area and refer them to the MOLLi office. **Please do not give special permission to students to attend your MOLLi course(s), rather direct them to the OLLi Staff to register.**

Guests

Any guest of an instructor or a student, must be approved through the MOLLI office. If one of your students would like to bring a guest to class, please have them contact the MOLLI office in advance to receive approval. The MOLLI office will coordinate logistics and ensure that all enrolled students are given priority seating. Guest lecturers must be requested and approved with your course proposal.

First Day of Class

Please plan on arriving 10-15 minutes early on the first day of class. A member of the MOLLI staff will be there to greet you and make sure you have everything you need. Your class facilitator will use the first couple of minutes of each class to welcome students, distribute documents, and/or make short announcements and answer any logistics questions the students may have.

Course Materials

In an effort to be more sustainable as a program as well as lowering our impact on the environment, MOLLI has changed how we do instructor handouts. The MOLLI office will produce printed copies of the class syllabus and any handouts to be used the first day of in-person class for each course. To avoid expenses and waste of materials, **any handouts or readings beyond any requested to be distributed on the first day of class will not be produced by the MOLLI office**, but instead will be made available to students through the online learning platform ShareFile and/or Traditional (Hard-copy) Reserve services of the Maureen and Mike Mansfield Library at the University of Montana.

Some students will want to do a lot of reading while others will not. As a general practice, the MOLLI office generally discourages assigning a great deal of reading unless the reading expectation was previously noted in the course description in the brochure.

Student Access to the Course Materials Online

Those students who would like to access the readings online for any course may do so by following the applicable directions provided by the MOLLI office and located on the MOLLI website at <https://dhc.umt.edu/molli/MOLLIOoodle.php>. The MOLLI office is also pleased to offer individual one-on-one training of using ShareFile with students. Please direct any interested students to contact the MOLLI office for assistance or to schedule a training session.

Please Note: *Exceptions may be made for any student without access to either the internet or the library. Please ask the student to contact the MOLLI office to make arrangements.*

Planning for the First Day of Class

It is important for each instructor to consider how they plan on handling the first day of class. As previously mentioned, we do not encourage assigning homework to be completed before the first day of class unless previously arranged with the MOLLI office. As you plan your curriculum, consider if you will allow your students time in class to review any readings or applicable course materials. Utilizing the MOLLI brochure as well as the online registration system, the MOLLI office has notified all students in advance about accessing course materials online via ShareFile so that interested persons may plan to either print the course materials to bring to class or make arrangements for the MOLLI office to print the course materials and have them available for that person to pick up at the MOLLI office before class. If you are planning on requesting course materials to be prepared for distribution on the first day of class, please be sure to elaborate on what you would like the MOLLI office to communicate to your students about how your course materials will be handled on the first day in case we receive student inquiries regarding the matter.

IMPORTANT: The MOLLI office strongly encourages all instructors who plan to have course materials beyond the first day of class to take a few minutes on the first day of class to demonstrate to your students how to access ShareFile. All classrooms in the Todd Building have access to the Internet and it would be incredibly beneficial to walk through the process with your students. Additionally, please remind your students that if they have any difficulties in any way, please direct them to contact the MOLLI office so that we may assist. Furthermore, it is important to reiterate that if any student is not able to access their course materials online, the student need only to contact the MOLLI office and we can arrange to print the applicable materials for their class.

Planning for Class Sessions 2-6

Instructors may choose to place any additional course materials for their class online via ShareFile. ShareFile is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalized learning environments. ShareFile provides students the opportunity to view or download documents, articles, web links, readings, photos, and much more. Hard-copy Reserve services allows physical items to be available for check out such as textbooks, library books, videos, CD's, and hard copies of readings. Instructors are responsible for specifying the checkout period for all items placed on Traditional (Hard-copy) Reserve (*Please select either 2-hour or 2-day check-out*). The library provides a free scanning and disability accommodation service for all MOLLI course materials. Instructors are responsible for dropping off and picking up all applicable materials at the library.

Putting Course Materials Online via Moodle

ShareFile is a learning platform that has the capabilities to store information electronically so that students may access it from any public or private computer. **Instructors wishing to make course materials available electronically are instructed to submit all applicable materials to the MOLLI office at least 48 hours in advance of the desired posting date.**

Putting Course Materials on Hard-copy Reserve at the Mansfield Library

Course materials are placed on Hard-copy Reserve at the request of the instructor. **The instructor is responsible for submitting all items to Reserve**, although the MOLLI office is happy to walk you through the Reserve process. Each instructor must let the MOLLI office know of any items that have been placed on Hard-copy Reserve so that we may be aware in case of any student issues.

The following is applicable for placing items on Hard-copy Reserve at the library.

- First and foremost, **please provide clear directions** to whomever you work with at Reserve Services at the library as to what you need done. (e.g. Please put the documents entitled *Blank, Blank, and Blank* on Reserve for Week One of my MOLLI class) FYI – You do not need to include information regarding if your book is available at the Bookstore at UM, this information is not applicable and is not affiliated to what is being submitted at the library for Reserve. If you do not provide clear direction, the files will be in order of the date of upload.
- **Submit all Reserve Materials at least two business days before needed.** Please do not ask the MOLLI office to make exceptions to the above policy because you are not prepared in a timely manner. Course material preparation is part of your job as an instructor employed by the program and we do not currently have the staff to accommodate late requests.
- Items may be submitted by email, portable storage device, CD, or hardcopy. If submitting materials by email, please send them to Julia Jackman-Brink (julia.jackman-brink@mso.umt.edu) in addition to the MOLLI office via MOLLI Program Manager, Karen Hendrickson (karen.hendrickson@umontana.edu). Please include the following information in all Reserve material submittals (you only need to include this information once per e-mail but please include it in every e-mail that you send):

Instructor name: *(Include both first and last name)*

Name of MOLLI class: *(Please include the course name exactly as it appears in the brochure – be sure to state that it is for a MOLLI class)*

Dates of class: *(Dates as applicable, e.g. January 22 – February 27, 2015)*

Contact E-mail: (You may also choose to use Karen's e-mail if you prefer, karen.hendrickson@umontana.edu)

Instructions for circulation for Hard-copy Reserve materials (if applicable):
(Select either 2-hour or 2-day check-out)

- Material requested from the library collections can be retrieved directly by the instructor or by the Reserve staff. Retrieval Lists for Reserve staff should include library call number and citation information.
- All requests are handled in the order received.
- Please submit a separate Reserve Request form for each course being taught:
 - [PDF](#)
- All copyrighted materials placed on reserve must conform to Copyright Law. Use [Course Reserve Materials Guidelines for Copyright](#) for assistance.
- All costs and fees associated with obtaining copyright permission(s) are the sole responsibility of the individual(s) seeking copyright permission, and not the Mansfield Library.

MOLLI members are classified as “Montana Borrowers” at the library. As such, course materials on Traditional (Hard-copy) Reserve may be set to have either a 2-hour limit or 2-day limit.

Getting Information to Students

The Class Syllabus

The MOLLI office will produce printed copies of the class syllabus for each course, if desired by the instructor for in-person classes. **Please provide your syllabus for copying to the MOLLI staff at least one week in advance of the first day of your class either electronically or in a hard copy format.** The MOLLI office will make copies based on the enrollment of your course. We will keep an electronic copy of all instructor handouts provided to us in our files.

E-mail

MOLLI instructors will each receive a class roster, but this will not include the student's email addresses. Please keep in mind, not all of the students may have access to e-mail and may not check it every day even if they do. **If an email of information related to the class needs to be sent to the students, the MOLLI office would be happy to send it out. If a class is in need of being cancelled or an instructor is delayed for whatever reason, please contact the MOLLI office as soon as possible so that we may relay any important messages to your students and avoid any confusion or gaps in communication.** Please do **not** contact your students directly regarding a class cancellation. Instead, contact the

MOLLI office as soon as possible so as to allow us time to contact those who use para-transit or live out of town first to mitigate any avoidable inconveniences to these students.

Please note: MOLLI does not share email or other contact information of members with outside organizations. Any questions regarding use of the list should be directed to the MOLLI office. If an email of information related to the class is sent to the students, the MOLLI office will use the blind carbon copy (BCC) function in order to protect students' privacy.

Textbooks

Textbooks may be ordered in advance and may be available at the Bookstore at UM. **Any requests for textbooks for a MOLLI class must go through the MOLLI office.** The Bookstore at UM will not order any books for MOLLI without first receiving approval from the MOLLI office.

Things to know...

Instructor Attendance

It is the expectation of both the MOLLI staff and students that MOLLI courses will meet each week according to the schedule and be taught by the listed instructor. Unless other arrangements were approved with your course proposal, MOLLI instructors are expected to teach all six consecutive weeks of the applicable term. **If a class is in need of being cancelled due to illness or personal emergency, please contact the MOLLI office as soon as possible so that we may relay the message to your students.** Please do not contact your students directly without first discussing the matter with the MOLLI office. If a class has to be cancelled for any reason, applicable MOLLI instructors are requested to plan to be available to teach on the same day at the same time for the week following the end of the MOLLI term.

Stipends (aka "Getting paid for teaching")

Instructors and presenters will need to complete the UM personnel hiring packet. All MOLLI instructors will be paid as employees of the University except in very rare circumstances. Some if not all of the hiring packet will be sent electronically. If you are uncertain about an email you receive from the University, please call the MOLLI office. **If you do not receive your teaching stipend within 40 days after the end of the term, please contact the MOLLI office so that we may assist to remedy the situation as soon as possible.**

Unless previously arranged with the MOLLI Program Committee before an instructor's proposal was approved, following the Montana Faculty Association Bargaining Agreement model for MOLLI stipends, the MOLLI office will pay one stipend per MOLLI

course. If there are multiple instructors for a course, those instructors will determine how they will split that payment. Multiple stipends will not be paid. *Courses with multiple instructors will need to contact the MOLLI office as soon as possible to determine how they would like their stipend to be divided.*

MOLLI instructors may waive or donate all or part of their stipend to MOLLI. Please ask the MOLLI office for more information on this tax-deductible donation. MOLLI instructors will be paid as employees of the University system. The University does not allow instructors to be paid as contract employees unless they are covered by workers compensation under their own business or have purchased a workers compensation waiver.

Parking at the University of Montana

The MOLLI office will provide one free MOLLI-only \$20 (6-day) parking pass to all MOLLI instructors, please contact the MOLLI office to receive this complementary parking pass. This MOLLI parking pass will allow you to park in both the pay-by-hour and decal parking lots. This pass is not valid for Reserve parking spaces or Quick Stops. Campus parking maps are available at the MOLLI office. Please be prepared and plan accordingly for the UM campus to be very busy at times during the term.

Course Rosters

Each instructor will receive a course roster via e-mail, for your informational purposes only. Attendance in MOLLI classes is not mandatory and many students will be sporadic in their attendance due to an array of reasons such as travel, illness, personal obligations, etc. If you would like to have a hard copy of the roster available to you in class then please plan to print the course roster when you visit the site. Hard-copy versions of the roster will not be provided by the MOLLI office.

Room Assignments

Room assignments are based on enrollment figures and will be made available to instructors via e-mail the day before the term starts. Room assignments will also be listed in the lobby PowerPoint during the first week of the MOLLI term.

Student Evaluations

Student Course Evaluations are distributed the fifth week and sixth week of classes. Evaluations for each course are available on ShareFile during the entire term. Completed student course evaluations are collected by the MOLLI staff and sent to the Program Committee for review. The Program Committee will compose a summary report which will be mailed to the course instructor in the weeks following the end of the term.

Instructor Evaluations

Instructors will be provided the opportunity to complete an online evaluation to provide feedback on their experiences teaching for MOLLI after the term has ended. Information will be e-mailed to each instructor at the end of the term.

Internet Access in the Classroom

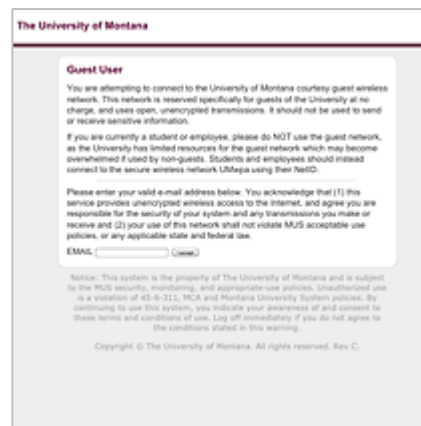
MOLLI instructors have access to the internet in the classroom. Please ask the MOLLI office for assistance if you have any questions.

Guest Wireless Access at UM

The University of Montana provides a courtesy guest wireless network for campus visitors. The network uses open, unencrypted transmission, so it should not be used to send or receive sensitive information.

How to access guest wireless:

- If you have a laptop, you can see a list of available wireless networks, and then connect to one of those networks, no matter where you are on the University of Montana campus. The wireless networks appear only if your computer has a wireless network adapter and driver installed and the adapter is enabled.
- Click on the Wi-Fi icon on your computer. Be sure to verify that your wireless is on.
- View available wireless networks and select "**grizzlyguest**".
- Open a web browser. You should be redirected to a Guest User login page that looks similar to the following:



The screenshot shows a web page titled "The University of Montana" with a sub-header "Guest User". The main text reads: "You are attempting to connect to the University of Montana courtesy guest wireless network. This network is reserved specifically for guests of the University at no charge, and uses open, unencrypted transmissions. It should not be used to send or receive sensitive information." Below this, it states: "If you are currently a student or employee, please do NOT use the guest network, as the University has limited resources for the guest network which may become overwhelmed if used by non-guests. Students and employees should instead connect to the secure wireless network UNiNet using their NetID." A section titled "Please enter your valid e-mail address below. You acknowledge that (1) this service provides unencrypted wireless access to the internet, and agree you are responsible for the security of your system and any transmissions you make or receive and (2) your use of this network shall not violate MUS acceptable use policies, or any applicable state and federal law." includes an "EMAIL:" label and a text input field. At the bottom, there is a "Connect" button. A small "Notice" section at the bottom states: "Notice: This system is the property of The University of Montana and is subject to the MUS security, monitoring, and appropriate-use policies. Unauthorized use is a violation of 49-46-212, NCA and Montana University System policies. By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use. Log off immediately if you do not agree to the conditions stated in this warning." The footer reads "Copyright © The University of Montana. All rights reserved. Rev C."

- Read the terms of use.
- Enter your email address and click on the "I accept" button.
- You should now be able to access the guest wireless service.
- For questions about visitor wireless access for visitors, please contact IT Central in Social Science 120, (406) 243-HELP (4357).

Emergency Procedures

For Any Kind of Situation That Might Occur During Your MOLLI Class

Please send someone upstairs to the MOLLI office/SELL to get assistance or contact the MOLLI/SELL staff at 243-2905 or 243-6322 (or on a campus phone #2905 or #6322).

In the Event of an Emergency While Your MOLLI Class is in Session

Please call 911 and immediately send someone upstairs to the MOLLI office/SELL to get assistance.

Additionally, in the Todd building, there is a phone and an Automated External Defibrillator (AED) available on the wall near the south doors under the bulletin board.

In Case of Suspicious Persons or Concerning Situations on Campus

Please alert MOLLI/SELL staff immediately and/or contact the Office of Public Safety at 243-6131 (or on a campus phone #6131).

Inclement Weather or Emergencies Affiliated with Campus

If UM closes for severe weather, information will be posted on the University of Montana website (<http://www.umt.edu>). The MOLLI office will contact all MOLLI instructors by e-mail and attempt to contact all students by e-mail or by phone (if no e-mail is provided), if possible. **If UM is closed and/or UM classes have been cancelled for any reason, MOLLI classes will be cancelled.** In case of concern or questions, contact the MOLLI office at 406-243-2905 and, if applicable, listen to the instructions in the voicemail. When in doubt, e-mail Karen at karen.hendrickson@mso.umt.edu. Please keep in mind that in a serious emergency, the MOLLI office may be busy addressing the needs of the MOLLI students and may not be able to respond immediately.

Audiovisual Technology

Available Technology

- LCD package (includes Laptop, Screen, and Projector)
Computers are provided in the classroom, already wired in for sound. Please bring course materials on a USB drive. Unless previously arranged with the MOLLI office, **please do not bring in your own personal computer** to use as there tends to be compatibility issues with our technology and we have limited time and personnel to assist and prepare all classes in session.
- Overhead projector (this projector allows an instructor to display plastic transparencies up on the screen)
- DVD, VCR, CD players
- Document camera (this camera allows an instructor to display a document or book up on the screen as well as write on a sheet of paper and have it displayed on the screen)

- Portable white board (this is another whiteboard in addition to the ones already in the front of the room)

Need Technology?

Please submit all requests for Audiovisual Technology at least 48 hours in advance to Teri or Sierra (via e-mail teri.zanto@umontana.edu or sierra.raulston@umontana.edu call the MOLLI office at 243-2905). If you would like to have your PowerPoint, video, or YouTube uploaded on to the laptop before your class, it must be provided at least 24 hours in advance of the day that it is needed in class. Please Note: MOLLI days are incredibly busy and it is unlikely that the office will be able to check e-mail during MOLLI days to receive/assist with any last minute requests.

Audiovisual Technology Training

Audiovisual technology training is available! We offer the opportunity for MOLLI instructors to practice with the technology in the classroom before the first day of class. **All new-to-MOLLI instructors who plan to use AV technology must schedule a 15-minute training with MOLLI staff on how to use the technology in the room.**

Please contact the MOLLI office to schedule an appointment with our Facilities Services team to participate in technology review training in your classroom in advance of the start of the term if you have any questions or need assistance. We highly recommend that all instructors take advantage of this opportunity!

James Todd Conference Center Facilities Services team consists of:

- Joe Gough, Facility and Conference Manager
- Marvin Paulson, Computer Support Specialist
- Gary Hagler, Supervisor Custodian

Please do not give any requests to the Facilities team. Although they are very helpful, they do not work for MOLLI so it's not their job nor is it their responsibility to assist you with your request. If the MOLLI office does not know about something and the person you talked to is out sick, then no one knows what you requested and it will not be prepared in a timely manner for your class.

FAQs

I have questions/concerns/ideas/suggestions about something...

Please contact Teri Zanto via e-mail teri.zanto@umontana.edu or call the MOLLI office at 243-2905. **All requests for anything MOLLI-affiliated must go through Teri.**

Can I e-mail my students with the syllabus and/or assignments before the term starts?

In general, it is a preferred practice not to send handouts or course information to the course attendees before the course starts to keep things fair to those students who do not have/use computers or e-mail as well as those that register later on during the registration period.

In addition, the MOLLI office requests that any instructor who wishes to communicate information to their class via e-mail send all emails to the MOLLI office at molli@umontana.edu. The MOLLI office will then provide the information to any student that does not have an email.

How will students know there are course materials online?

Students will learn/be reminded that course readings will be accessible online on the first day of class and they will receive a handout with instructions as to how to access those materials on the first day as well. Instructions are also available on the MOLLI website at <https://dhc.umt.edu/molli/MOLLoodle.php>.

What do I do if a student has told me the required book for the class is too expensive for him/her to purchase?

There is the potential for issues to arise when a text is considered expensive at standard retail cost. It is not reliable to consider the cost of a book on Amazon as what students will pay because so many people selling books on Amazon have them listed to sell on multiple websites and the prices on Amazon cannot be guaranteed for all students who register for any given class. In lieu of a student buying the book, course materials may be placed online and/or Traditional (Hard-copy) Reserve but you must decide what sections will be available as you build your course curriculum. Keep in mind that you will only be able to copy 40% of your book to put online due to the copyright laws that the University has to follow unless you want to leave an actual physical copy of the book for a 2-hour or 2-day check out. Please contact the MOLLI office for assistance in this matter, we are happy to help!

How will students know there are class assignments (beyond the course materials) on Reserve?

Class assignments may also be accessible online but this should be communicated with your students on the first day of class to keep things fair to those students who do not have/use computers or e-mail so that alternate accommodations may be made if needed. Almost every MOLLI class has students who have chosen not to have an e-mail listed so it is important to be conscious of being equal and fair in how information is communicated to your class. It is important to the MOLLI program that all information is disseminated at the same time so there is no bias or disadvantages as those situations frequently result in frustration on the part of the affected students.

My class has odd days/classroom locations/special dates. How will my students know where to go?

All of the classes with odd days/classroom locations/special dates are treated in a special manner in that we communicate with the students who have registered to make sure that they are aware of late start dates or classes that are not going to be held for whatever reason. We will have your correct class dates listed on the brochure, on the website, and in the online registration system. We have notifications of the special class dates on the bottom of their receipt and the confirmations. Additionally, we e-mail those students directly and/or call them to make sure that they are aware of the class schedule for the classes for which they are registered.

Some of the classes are full. Why do you keep advertising them?

We advertise that a class is full for a number of reasons. First, we would prefer to have students talk to us directly instead of not bothering to call at all because some of these classes will be offered again in another term so if we get their name, we can let them know that information. Also, every term we have several people move from a “waitlisted” status to being able to officially take the class – again, if they never contact the office because the class is perceived full, they do not get that opportunity. Third, many students will decide to take a different class when they discover their first option is not currently available. Those students can also be put on a waitlist and may transfer classes if/when a seat becomes available – this happens quite frequently as well. It has been our experience that if you advertise that a class is full, you lose the opportunity to help that student get into the class that they want because that person may not take any further action. If we can talk to the person directly, we are better able to assist to meet their needs. For example, due to the number of people on the waitlist for one particular class, not only were we able to open up more seats in the class but additionally the class is now being coordinated to be offered in a later term and we have a list of names of people who were interested to call and let them know this information when it becomes solidified.

Is there any advice for teaching to the MOLLI audience?

We asked former MOLLI instructors what advice they would give to future instructors teaching for MOLLI and this is what they said:

- MOLLI students will have a diverse background of knowledge and may be more experienced on the topic than you might expect.
- Ask the MOLLI office about any questions or concerns you might have, they are there to help both teachers and students alike and give great advice!
- It is important to check in with your students regarding audio or visual concerns.
- If you are planning on lecturing, leave enough time for questions and discussions. MOLLI students are curious and engaged!
- Listen to your students. They have life experiences and knowledge that can enrich the course.

- Practice using the technology you intend to use in the classroom! If there is anything tricky, you'll know about it then, in advance.
- Keep your courses focused and interactive; don't underestimate the ability of your students to think, analyze, and engage in substantive conversation.
- Check in with your students during the term to get feedback and suggestions.
- Be prepared for a very captive audience. Many have relevant and interesting life experiences they enjoy sharing.
- Give plenty of time for questions. They want to learn and want to be there. Make sure you allow enough time to answer any question they might have.
- Be aware that some students may have limited vision, hearing, and/or mobility and plan accordingly. Don't over schedule; allow for delays for comments and questions.
- Those attending like discussion. Build discussion questions into each class but be prepared to limit the time.
- Always be one week ahead to ensure materials are ready, as a courtesy to your students and the MOLLI staff.
- Prepare to enjoy yourself and bear in mind you are not teaching 18-20 year olds. MOLLI students are knowledgeable, experienced, and sophisticated.
- Be sensitive to the diversity of participants... for some the content will be very familiar and for others it will be entirely new... be aware and as inclusive as possible.
- Make adequate allowance for attendee questions both during and after lectures.
- Ask the students the second week if the amount of reading is appropriate (if you have wiggle room in your syllabus—actually, keeping the syllabus vague might be a good idea in general).
- Don't underestimate the students. They are motivated and really there to learn. Give time for discussion in small groups and in class.
- You will enjoy this experience. Relax, it is fun!

Thank you for your time in reviewing this information and for your support of lifelong learning!