
OLLI CLASS ASSISTANT HANDBOOK



OSHER
LIFELONG
LEARNING
INSTITUTE

CLEMSON
UNIVERSITY

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Contact Information

OLLI Administrative Office

PRTM Department, 287B Lehotsky Hall

Post Office Box 340738

Clemson, SC 29634-0738

Office Phone Number: (864) 656-6912

Email Address: OLLI@clemson.edu

Website: www.clemson.edu/OLLI

Welcome!

Thank you for your interest in becoming a class assistant for the Osher Lifelong Learning Program at Clemson University. OLLI could not provide all of its exciting opportunities without the help of volunteers like you. With your support, we can continue to offer a quality lifelong learning program for Upstate South Carolina.

This handbook describes the responsibilities of the class assistant position. The OLLI staff welcomes you to our team and hopes you enjoy your part in making OLLI at Clemson the best it can be.

Our Mission

The Osher Lifelong Learning Institute (OLLI) is a membership organization whose mission is to provide opportunities for “seasoned adults” to further their knowledge in both academic and recreational pursuits, and to share their experience and interests with other members. Our vision is to provide residents of the Upstate of South Carolina with an excellent lifelong learning program while embracing the uniqueness of our members and Clemson University.

Requirements for becoming a volunteer

Class Assistants should have....

- A current OLLI membership
- Completed a volunteer training session
- Confirmed registration in the course in which you act as class assistant
- The ability to set up and break down equipment as required by the instructor (training will be provided)
- An enthusiastic interest in helping OLLI office staff and instructors

Emergency Procedures

In the case of an emergency during your volunteer time, please utilize the following avenues.

- ⇒ For on campus emergencies, please contact Clemson University Police Department at 864-656-2222.
- ⇒ For off campus emergencies, please contact 911.

After notifying the proper authorities, please immediately contact the OLLI office at 864-656-6912.

If you need assistance

If at any point during your time as a OLLI volunteer you feel unsure or uncomfortable about your duties, please feel free to contact the OLLI office. We want to be sure you have all of the information necessary for success!

Main Contact for Class Assistants

- ⇒ Tracy Mainieri
Graduate Assistant to OLLI
(864) 656-3221
obrien@clemson.edu
- ⇒ Tracy will be coordinating the Class Assistants each semester and can answer any questions you may have along the way. Feel free to contact her at any time about any problems, concerns, or questions you have!

Class Assistant Training

To ensure the success of our volunteer program, the OLLI office will offer an annual mandatory training session for all volunteers. During this session, volunteers will receive useful information concerning duties, contact numbers, and procedures. Additional off campus site orientation training may also be offered for those volunteers who will be carrying out duties at one of these locations.

Class Assistant Job Description

OLLI at Clemson strives to recruit one Class Assistant for each course. Class assistants act as the liaison between the class instructor and the OLLI office. All volunteers must complete an annual volunteer training program. Class Assistants will work in cooperation with the course instructors and can support course instructors in the implementation of OLLI courses in the following ways:

- ⇒ *Before class:* Arrive 15-20 minutes before each class to ensure the room and equipment is set up properly and doors are unlocked before class members arrive
- ⇒ *During class:* Take roll (first class session), collect field trip waivers, assist instructor in distributing handouts, make any necessary announcements
- ⇒ *After each class:* Assist instructor in gathering personal items to his or her car, disassemble and power off equipment, ensure necessary doors are locked, contact absent students to assist with barriers to attendance

YOUR CLASSROOM MUST BE RETURNED TO ITS ORIGINAL STATE AFTER EACH CLASS SESSION.

- ⇒ *At the final class session:* Distribute and collect class evaluations then mail them in the provided envelope to the OLLI office

Remember, these duties can vary depending on the needs of the course and instructor. We encourage open communication with your instructor about your duties. Also, you and your instructor should work as a team to carry out these duties.

Helpful Hints for Class Assistants

- ⇒ We strongly encourage you to **contact your instructor prior to the first class** session to clarify what duties the instructor would like you to perform.
- ⇒ Certain locations will require door locking/unlocking procedures. The OLLI staff will provide detailed information regarding these procedures to all Class Assistants located at these venues.
- ⇒ If for any reason you are unable to attend a class session in which you are acting as class assistant, PLEASE contact both the course instructor and the OLLI office immediately so other arrangements can be made.

Course Evaluation Procedures

- ⇒ You will receive color coded evaluations for each of the courses in which you are acting as Class Assistant.
- ⇒ At the end of the last class session of each course, distribute the pink evaluations to each student (including you!) and the green evaluation to the instructor. You should allow at least 10 minutes to complete evaluations.
- ⇒ NEW! We now have lavender evaluations specifically for excursion participants. These will allow us to get more targeted feedback on our excursion events. If you are a Class Assistant for an excursion please be sure to use these new forms.
- ⇒ A supply of pencils is available at Keowee Key, Seneca Presbyterian, and Fort Hill Presbyterian. Those outside these locations may find it beneficial to bring a few extra writing utensils to the last day of class.
- ⇒ Instructors need to leave the room while evaluations are completed and may return after all evaluations have been collected. **Instructors cannot handle completed evaluations.**
- ⇒ Please read the following statement to the students: *Course evaluations are an integral part of maintaining the quality of OLLI courses. Not only do they provide us with member feedback relating to courses, they are useful for the instructor in improving future teaching. Therefore, evaluations for each course are mandatory. Please take a few minutes to complete the evaluation to the best of your ability.*
- ⇒ After everyone is finished filling out the evaluations, collect them and seal them in the pre-paid envelope to send back to the OLLI office.
- ⇒ If you are unable to distribute paper evaluations in one of your courses, please contact the OLLI office and we can send email evaluations to the students. This option, however, should only be considered a last resort.

Other Volunteer Opportunities and Information

On the OLLI website, there is a new section dedicated to volunteers. There you will find information about other volunteer opportunities available in OLLI, electronic copies of the Class Assistant materials, and much more. Please check this site often as new opportunities become available.

Visit the site at <http://www.clemson.edu/centers-institutes/olli/membership.html>