

OLLI BOULDER Facilitator Guide

OLLI Boulder . . .
Where Curiosity Never Retires

OLLI BOULDER CONTACT INFORMATION

Curriculum Committee Chair

Barbe Ratcliffe: barbara.ratcliffe@du.edu

Boulder Manager

Barbara Darling: barbaraolliboulder@gmail.com

<http://portfolio.du.edu/olliboulder>

OLLI at DU information

www.universitycollege.du.edu/olli



OLLI Boulder is always on the lookout for facilitators who will offer new perspectives, introduce new subjects and add to the intellectual energy of our lifelong learning community.

If you are interested in facilitating a class, please review the information in this brochure and contact OLLI Boulder for additional information.

OLLI classes and workshops generally fit within these categories:

Economics; History; Philosophy & Religion; Public Affairs; Science, Research & Technology; Visual and Performing Arts; Literature and Writing, Wellness and a variety of special Workshops

Facilitator training:

Facilitator training:

A workshop is scheduled before classes begin for each term. An audio-visual training session is also provided.

DU Portfolio:

A DU sponsored website which enables OLLI facilitators to build individual class web pages for syllabi, articles, pictures, downloads for handouts, links, etc. Portfolio training is available.

Handouts & copies:

Many facilitators provide handouts and copies of relevant materials to the class. These materials are electronically distributed when possible - either emailed, or using Portfolio. Excessive copies are generally covered by a materials fee

Materials Fee:

Some classes require members to pay a materials fee to cover the expense of books or materials provided by the facilitator. This fee is included in the catalog description and will be collected by the facilitator.

Other Resources:

In our OLLI Library, we have "The Great Courses" on DVD available as well as many educational DVDs for check out. The OLLI library list is posted on the OLLI website.

Guest Speakers:

Gift cards are available on a limited basis for guest speakers whom facilitators have invited to augment their class.

Facilities and equipment:

OLLI Boulder is proud of its facilities. All classrooms have wireless Internet access. Other audiovisual equipment and large white boards are also available.

Reimbursement:

Facilitators may be reimbursed for certain out-of-pocket expenses. Contact Barbara Darling: Barbaraolliboulder@gmail.com

Evaluations:

OLLI class members are asked to complete course evaluations at the end of each course. Facilitators are also asked to evaluate their experience.

Facilitator Appreciation: In May, all facilitators (and a guest) are invited to a dinner and evening of appreciation to celebrate their outstanding contribution to OLLI.

Getting started:

Develop a concept for a course and submit your proposal electronically to the OLLI Boulder Curriculum Committee. Please access our OLLI Boulder website: <http://portfolio.du.edu/olliboulder/page/69147> under the facilitator information tab to access the course proposal form. Contact Barbe Ratcliffe: barbara.ratcliffe@du.edu if you have questions.

Length of classes:

Classes are scheduled for fall, winter and spring terms and meet once a week for two hours. Depending upon the subject matter and facilitator discretion, classes may run from four to eight weeks.

Plan ahead:

Scheduling of future classes is well underway by the time the current term begins. Class proposals for fall (Sept) classes should be submitted by April, winter (Jan) classes should be submitted by October and spring (March) proposals should be submitted by December.

Compensation:

Although our facilitators are volunteers, tuition is waived for the facilitator for one term (either the term concurrent with class or the following term.) When there are co-facilitators the tuition waiver applies to both facilitators.

If you are notified that your proposal has been accepted, you will be asked to provide:

Course Description:

A 150 word (maximum) narrative summary describing what is to be covered during the course. This narrative is featured in the Catalog of Classes as a marketing tool to promote the class.

The book that accompanies the course is also listed in the catalog so members may purchase it prior to class.

Syllabus:

This is a week-by-week outline of the course along with any reading assignments. It is posted on the website for your class participants.

Brief Bio:

A (maximum) 60 word paragraph connecting the facilitator with the course being offered; this will be included in the catalog.

Enrollment:

Class sizes vary from approximately 12 to 150 for Speaker Series or Lecture Series classes. If the minimum enrollment is not met one week prior to the start of class, the class will be cancelled. The facilitator will be consulted prior to cancellation.

OLLI Boulder classes are held at:

Mountain View United Methodist 355 Ponca Pl., Boulder, CO 80303

Academic as well as Interactive Classes are scheduled for fall, winter and spring with limited summer programs. OLLI at DU is made possible by the Osher Lifelong Learning Institute of University College at the University of Denver.

OLLI at DU programs:

Boulder - located South Boulder

Central – located in Central Denver

West – located in Golden, CO

South – located in Highlands Ranch, CO

Campus-located on the DU campus

East-located in Aurora, CO

OLLI at DU INFORMATION:

Osher Lifelong Learning Institute

2211 South Josephine St.

Denver, CO 80208

303-871-3090