

OLLI BOULDER Facilitator Guide

**OLLI Boulder . . .
Where Curiosity Never Retires**

OLLI BOULDER CONTACT INFORMATION

OLLI Curriculum Committee Chair

Molly Gardner- olliboulder@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. (See Portfolio and 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.

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. See the Facilitator Handbook or consult with Paul Simon, paul.simon@du.edu, for specific information.

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 to the appropriate subcommittee chair on the OLLI Boulder Curriculum Committee. Contact Molly Gardner, Curriculum Committee Chair, oliboulder@gmail.com for a course proposal form.

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 will be shared.

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 250 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. Contact Molly Gardner, olliboulder@gmail.com

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

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