

CONDENSED OSHER@Dartmouth

STUDY LEADER HANDBOOK

2018 version

Table of Contents

Pre-Course Protocol Checklist for Study Leaders	1
Class Representative Outline	2
Timeline Term by Term	4
Important LINKS to Osher Website	6
Osher Office Hours and Contact Information	7

Pre-course Checklist

The following items should be completed **at least one month** prior to the beginning of the term. Some of these items may have been dealt with in the original course submission but it is prudent to confirm them with the office at this time.

Submit the following to the Osher office

Reading packets

Anticipated classroom and equipment needs (including hearing assistance)

Requests to the Osher office for any audio visual test or training

Handouts to be photocopied

Receipts for expenditures, up to \$60, by the study leader, including books, maps, and copying charges

Field trips

Inform the Osher office and class members of anticipated field trips. Remember that the Osher office does not provide or arrange transportation for field trips. Please advise class members of any trip expenses as early as possible. The Study Leader must arrange all trip details. Note that individual student costs cannot exceed \$60 **total**, including required books, trip costs, etc.

Class representative selection

- If you are unfamiliar with the class rep's duties, review the appropriate section below.
- All courses are required to have a class rep.
- Finding a volunteer
 - The office may find one for you.
 - If you prefer to find one yourself from the class roster please email that person with your request. (Not everybody is willing to serve as a class rep.) Let the office know if you designate someone.

For Additional Detailed Study Leader Guidance:
osher.dartmouth.edu/docs/2018_studyleaderhandbook.pdf

Other Items

- Visit your Google Drive class folder.
 - Even if you don't plan to use the folder during your course, you will need access to it to find the class roster and copies of your welcome materials.
- The office will inform your class members of how to access the folder and how to find the class roster.
- Visit the location of your classroom if you are not already familiar with it.
- If you plan to use your library privileges and are not already familiar with the library system,
 - Fetch your card from the circulation desk at Baker Library
 - Check with the librarians with regard to the facilities you plan to use (books, maps, videos, art slides, etc.).
- Review OSHER@Dartmouth's meeting cancellation policy and weather guidelines in the full Study Leader Handbook linked at the bottom of each page of this note. Most important to establish before the winter term begins.

Class Representative Checklist

- Take attendance each week.
- Hand out permanent name badges to any new members.
- Encourage everyone to fill out a follow-up form online.
- Pass out follow-up forms for those without an email.

Coordination with the study leader

It is important that the study leader and class rep be in contact and coordinated **before** the class starts. The coordination should include the specifics of:

- Meeting place for the class including beverage availability
- Agreement about whether or not there will be snacks provided by class members
- Room setup and cleanup
- How you will notify the class if the study leader decides to cancel
 - The class needs to know the cancelation process before class begins.

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- This should normally be the study leader emailing the class.
- Please remember to notify the office of a cancellation.

The study leader should allot ten minutes of the first class for the class rep to speak to the class. This includes describing the class rep's role, course cancellation contact methods (almost always email from the study leader now but check the roster for attendees without email), snack issues, *etc.*

Class binder and its handling

Contents of the binder

- Name badges for those who haven't received one yet
- Attendance sheet
- Extra rosters in back
- Follow-up forms & envelope (encourage to fill out online)

Classes held at non-DOC locations

- The class rep picks up the binder at the office.
- Keeps it for the duration of the class.
- Returns it to the office when the course is complete.

Classes held at the DOC

- The OSHER@Dartmouth Office will email confirming your binder is at the DOC.
- The binder will be available on the days you have class.
- Pick up the binder every class day from the binder stand to the left of the NEWS table in the lobby.
 - Take it to each class session.
 - Return the binder to that table after every class, including the last class.
- **Do not take the binder home.**

Continuing Class Rep Duties

- Encourage students to give feedback to the study leader or to share their concerns with you if they are not comfortable addressing the leader directly.

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- Share with the leader any comments or concerns related to the study group arising within the first couple of weeks of the term.
- Email or call the office immediately if there are major issues of any kind.

Beverages at DOC

- OSHER@Dartmouth staff & Volunteers make the coffee during the day in carafes of regular and decaf coffee, and hot water for tea and hot chocolate. Cool water is in a carafe.
- For the late afternoon/evening, a Keurig “one cup at a time” machine will be available for beverages.
- We ask a \$1 cup-by-cup donation in the “Coffee Can” to offset costs for both the brewed and the Keurig coffee, for tea, and for hot chocolate.

Timeline Term by Term

Fall Timeline

- November - April: Recruitment
- May 1: Course Proposals due
- End of May: Appointment of buddies for new study leaders
- July: Catalog published
- End of July: Registration opens
- August 10: Reading packets due
- End of August: Orientation
- 3 - 4 weeks prior to class start date: Roster sent to study leader Osher welcome letter & Google Drive link sent out
- End of September - Mid November: Fall Term
- Late November: Follow-Up Forms emailed to study leaders
- Early December: Debriefing meeting

Winter Timeline

- May - July: Recruitment
- September 5: Course Proposals due

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- End of October: Appointment of buddies for new study leaders
- October: Catalog published
- Early November: Registration opens
- December 10: Reading packets due
- Mid December: Orientation
- 3 - 4 weeks prior to class start date: Roster sent to study leader
- Osher welcome letter & Google Drive link sent out
- Mid-January - Early March: Winter Term
- Mid-March: Follow-Up Forms emailed to study leaders
- Late March: Debriefing meeting

Spring Timeline

- August - October: Recruitment
- November 1: Course Proposals due
- End of January: Appointment of buddies for new study leaders
- Mid January: Catalog published
- Early February: Registration opens
- February 10: Reading packets due
- Mid February: Orientation
- 3 - 4 weeks prior to class start date: Roster sent to study leader
- Osher welcome letter & Google Drive link sent out
- End of March - Mid-May: Spring Term
- End of May: Follow-Up Forms emailed to study leaders
- Early June: Debriefing meeting

Summer Timeline

- October - December: Recruitment
- January 31: Course Proposals due
- End of March: Appointment of buddies for new study leaders
- April: Catalog published
- Early May: Registration opens
- May 10: Reading packets due
- 3 - 4 weeks prior to class start date: Roster sent to study leader

For Additional Detailed Study Leader Guidance:
osher.dartmouth.edu/docs/2018_studyleaderhandbook.pdf

- Osher welcome letter & Google Drive link sent out to participants
- June - August: Summer Term
- Mid-August: Follow-Up Forms emailed to study leaders
- Early September: Debriefing meeting

Web Links for Further Information

[Osher Lifelong Learning at Dartmouth Home Page](http://osher.dartmouth.edu)

<http://osher.dartmouth.edu>

[Study Leader Information](http://osher.dartmouth.edu/study_leaders/)

http://osher.dartmouth.edu/study_leaders/

[Study Leader Handbook](osher.dartmouth.edu/docs/2018_studyleaderhandbook.pdf)

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OSHER@Dartmouth Office Information

Office Hours

Monday - Thursday: 8:30 AM - 4:30 PM

Fridays: 8:30 AM - 1:00 PM

Address and Phone

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