

New Study Leaders Orientation Winter 2023

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Osher at Dartmouth

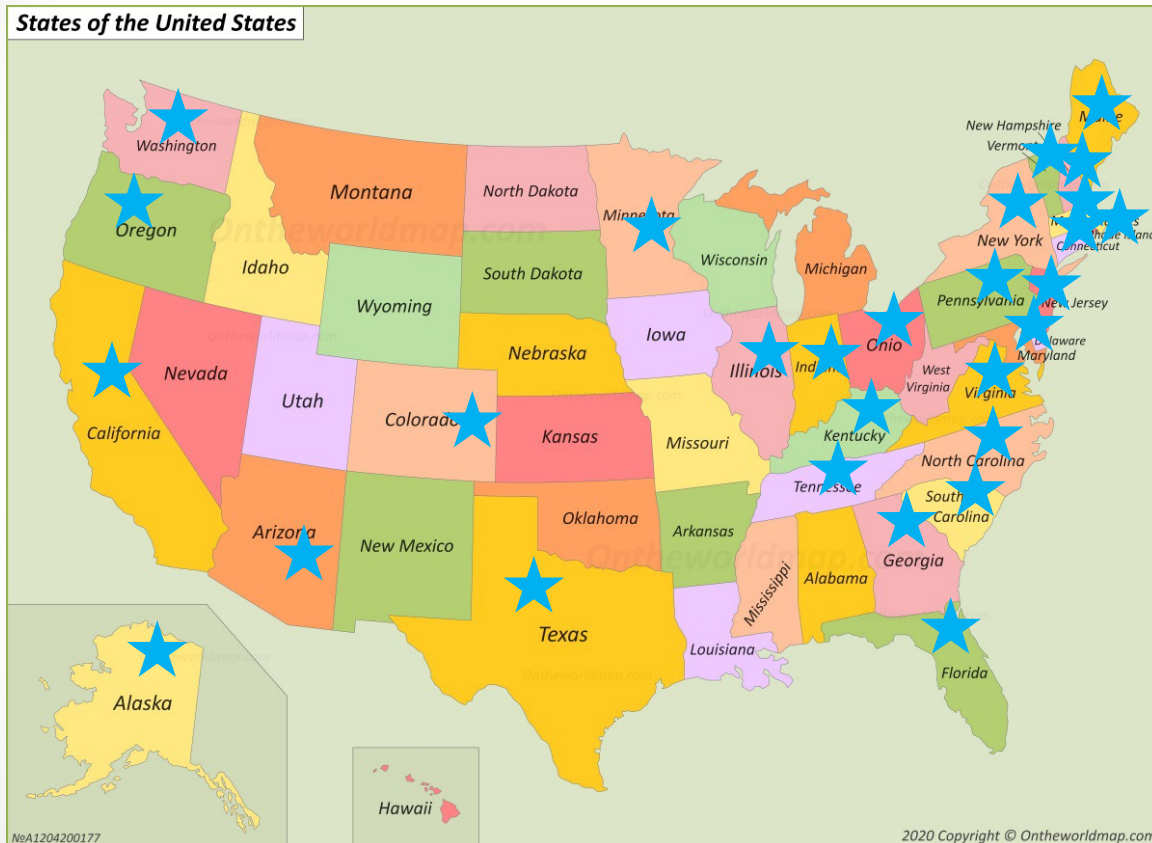
Study Leader Orientation
Winter 2023

Today's Topics



1. Introductions (who are we, who are you?)
2. Questions new study leaders often ask
3. Osher adult learner profile
4. Teaching resources and support
5. Classroom management
6. First Day/Last Day

Participants and Study Leaders Across the States and the World



With the onset of covid -19, in-person classes with Osher at Dartmouth and throughout the country were suspended. As virtual courses have become available, Osher at Dartmouth Study Leaders and participants now come from 29 States and from Canada.

Typical Questions

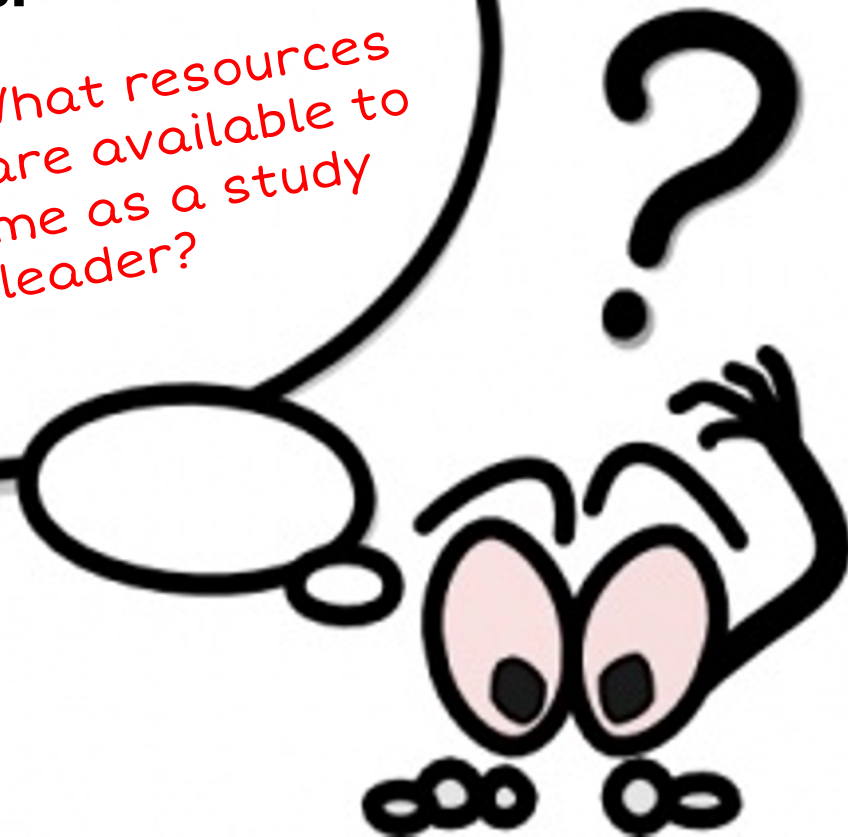
What do OSHER course participants expect?

Who can I contact for assistance?

Now that I am an Osher Study Leader...

What training is available if I want to teach an online course?

What resources are available to me as a study leader?



Who are Your Students?

They ...

- ☐ Have extensive, varied backgrounds
- ☐ Come to learn about your subject
- ☐ Want to integrate new ideas with existing knowledge
- ☐ Want an exchange of ideas
- ☐ Learn by doing and discussing
- ☐ Prefer to interact with others, meet new people, collaborate, socialize.



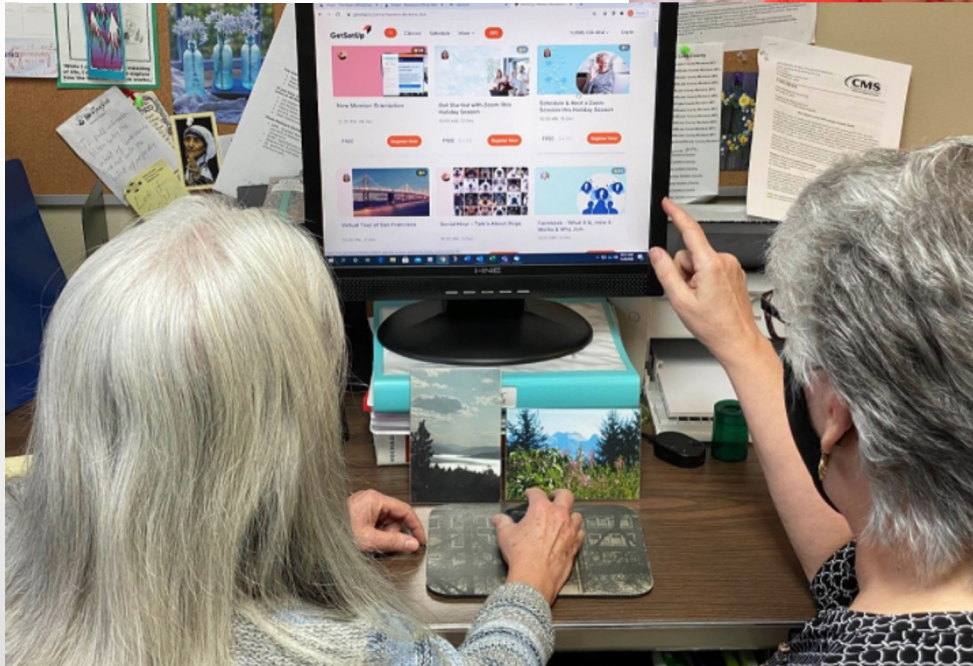
Three Options for Teaching

Now you can teach
in a classroom or
virtually.

1. Face to Face



2. Virtual Learning



3. Hybrid: Face to Face and Virtual Learning

Teaching Resources

1. Mentors
2. Digital Handbook
3. Google Drive folder
4. Feedback from participants
5. Course representative
6. Study Leader Support
7. Osher Office

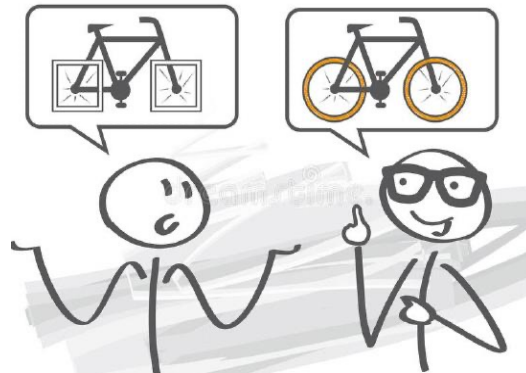


1 Court St, Lebanon, NH (603) 646-0154 osher@dartmouth.edu

Mentors for Study Leaders

Study leaders helping study leaders.

Experienced study leaders volunteer to mentor new and returning study leaders who are working on new course ideas, new ways of teaching, new course design solutions.



Digital Handbook on the Study Leader Website

1. How it all works
2. Propose a course
3. Design the course
4. Teach the course
5. Meet our study leaders
6. Osher help



Google Drive: Your Course's Online Folder

A way to share course information and materials with the class.

- ❑ Allows you to see the course roster, add course materials, find the zoom link, share large files
- ❑ Allows course participants to see the roster, find the zoom link, view course materials, and download files

Osher Office sends the link to your course's Google Drive folder and gives you editing privileges (e.g., uploading files)

Feedback

Information helping us all to improve



- ❑ Feedback during class
 - Study leader asks class how the course is going for them
- ❑ Feedback from surveys
 - End of course anonymous online feedback from participants
 - ?? formal check-in with study leaders week 2 or 3 for 6-8 week course

Study Leader Support



Helps study leaders prepare and present courses; available for any questions related to planning and giving a course

- ☐ Help develop an idea into a formal proposal
- ☐ Assist with formulating a course description
- ☐ Assist in organizing content and slides for class sessions
- ☐ Share best teaching practices, esp. for discussion, Zoom and hyflex
- ☐ Connection to technical support

Orientation, Mentors, Digital Handbook (website), Training, Networking

Classroom Management

Questions to Ask Yourself



- ☐ Do you need to show slides, images or videos? How will you do this so everyone see them?
- ☐ Have you thought about how to manage: materials, discussions, time, pacing, breaks?
- ☐ Have you talked with your class representative about managing questions and discussion?
- ☐ Have you planned to do a practice run the week before?
- ☐ For virtual classes: have you taken Zoom training?

Class Representative



A volunteer among the class participants

- ☐ Provides administrative help during a class session
- ☐ Tracks attendance, provides links to online materials
- ☐ Liaison to study leader
- ☐ Liaison to Office for information, concerns, complaints
- ☐ Is a support, but not a gopher for the study leader

Zoom Class Representative

A volunteer among the class participants

Before a session

- ☐ Send the Zoom link to the class.
- ☐ Determine host and co-host duties
- ☐ Discuss timing and length of breaks and Q&A; and how speakers will be alerted to the need to stop speaking and move to a break or Q&A.
- ☐ Clarify how questions will be handled. (Recommended: hand raise tool.)

During a session

- ☐ Monitor chat and hand raise tools
- ☐ Help Study Leader and guest speakers with Zoom features
- ☐ Mute participants except speakers
- ☐ Make sure "record session" is turned on and off as appropriate

What to Do on Day One

- Arrive/Open Zoom 20 minutes ahead of class time
- Once session begins, introduce yourself and the Class Rep
- Go over class management
- Discuss cancellations, if necessary (e.g., email, phone chain); Advise and plan a make-up session with Osher Office)
- Consider introductions by participants (name, why they took this class, background)
- Give a class break around half time (leave Zoom open for chats)
- Copy the Office on all emails sent to the class, so the Office can help students, if needed osher@dartmouth.edu

What to Do on the Last Day



Participant feedback provides information for changes in the course – it's design, whether discussion was effectively managed, the value of supporting materials, even suggestions for other courses.

- Ask class participants to fill out the feedback form. The Osher Office will send out the form link.
- *Note:* You can at any time ask class participants to give you feedback on the course to date, allowing you to improve the course in progress.

The Osher Office runs day-to-day organization



- Schedules classes, manages classrooms.
- Schedules virtual learning classes and meetings (Osher Zoom account), provides Zoom links
- Creates and manages Google Drive course folders
- Provides training on Google Drive and on Zoom
- Provides class rosters
- Assists study leaders with equipment
- Compiles and sends feedback survey results
- Connects study leaders with appropriate assistance as needed/requested

As study leader, you should:

Handle your own course materials (e.g., course outlines, notes)

Call on the Osher office for any support needs: 603-646-0154

Do You Know?

Some benefits of teaching an Osher course:

1. Teach One / Take One (a free class for each one you teach!)
2. Register before official registration opens through the office
3. Library card for Baker Library
4. Reimbursement for expenses (<\$60)



You are invited!!

End of Term Study Leader Meeting
Friday, December 16, 2022, 1:00-2:30pm
1 Court St, Suite 380
Lebanon, NH

Please join us. Meet fall study leaders. Learn about their teaching, whether face-to-face or virtual. Exchange ideas. Share teaching tips.

What questions do you have?



Thank you!