# Table of Contents

The Bernard Osher Foundation ........................................................................................................... 4  
MOLLI .................................................................................................................................................. 4  
Our Mission ......................................................................................................................................... 4  
A Little Bit About How the MOLLI Program Works................................................................. 5  
MOLLI Membership ...................................................................................................................... 5  
Financial Assistance ....................................................................................................................... 5  
Registration Deadlines .................................................................................................................. 6  
Course Materials .............................................................................................................................. 7  
  Student Access to the Course Materials Online ............................................................................ 7  
  Planning for the First Day of Class ............................................................................................... 7  
  Planning for Class Sessions 2-6 .................................................................................................... 8  
  Putting Course Materials Online via Moodle .............................................................................. 8  
  Putting Course Materials on Hard-copy Reserve at the Mansfield Library ............................ 8  
Getting Information to Students ..................................................................................................... 10  
  The Class Syllabus ....................................................................................................................... 10  
  E-mail ............................................................................................................................................ 10  
  Textbooks ..................................................................................................................................... 11  
Things to know .................................................................................................................................. 11  
  Instructor Attendance .................................................................................................................. 11  
  Stipends (aka “Getting paid for teaching”) ................................................................................ 11  
  Parking at the University of Montana ......................................................................................... 12  
  Course Rosters ............................................................................................................................. 12  
  Room Assignments ....................................................................................................................... 13  
  Student Evaluations .................................................................................................................... 13  
  Instructor Evaluations .................................................................................................................. 13  
  Internet Access in the Classroom ................................................................................................ 13  
  Guest Wireless Access at UM ..................................................................................................... 13  
Emergency Procedures ................................................................................................................... 14  
  For Any Kind of Situation That Might Occur During Your MOLLI Class ........................ 14  
  In the Event of an Emergency While Your MOLLI Class is in Session ................................. 14  
  In Case of Suspicious Persons or Concerning Situations on Campus ................................ 14  
  Inclement Weather or Emergencies Affiliated with Campus .................................................. 14  
Audiovisual Technology .................................................................................................................. 15  
  Available Technology ................................................................................................................ 15  
  Need Technology? ....................................................................................................................... 15  
  Audiovisual Technology Training .............................................................................................. 15  
FAQs .................................................................................................................................................. 16  
  I have questions/concerns/ideas/suggestions about something ............................................ 16
Can I e-mail my students with the syllabus and/or assignments before the term starts? ................................................................. 16
How will students know there are course materials online? .................................................. 16
What do I do if a student has told me the required book for the class is too expensive for him/her to purchase? ........................................................................................................... 16
How will students know there are class assignments (beyond the course materials) on Reserve? ...................................................................................................................................... 17
My class has odd days/classroom locations/special dates. How will my students know where to go? ..................................................................................................................................... 17
Some of the classes are full. Why do you keep advertising them? ........................................ 17
Is there any advice for teaching to the MOLLI audience? ...................................................... 18
The Bernard Osher Foundation

Headquartered in San Francisco, The Bernard Osher Foundation was founded in 1977 by Bernard Osher, a respected businessman and community leader. The Foundation seeks to improve the quality of life through support for higher education and the arts. In addition to providing funding for post-secondary scholarships to colleges and universities across the nation as well as programs in integrative medicine, The Bernard Osher Foundation also supports a national lifelong learning network for seasoned adults. The Osher Lifelong Learning Institute at UM (MOLLI) is one of 120 Osher Lifelong Learning Institutes (OLLIs) that The Foundation has funded on college and university campuses from Maine to Hawaii. To learn more about The Bernard Osher Foundation, please visit their website: http://www.osopherfoundation.org.

MOLLI

Initially started in 2005, the Osher Lifelong Learning Institute at UM (MOLLI) offers programs that promote the lifelong learning and personal growth of individuals ages 50 and over through a diverse collection of non-credit courses and events offered in the fall, winter, and spring. MOLLI courses expose learners to Montana's best teachers, including emeritus and current faculty as well as professionals and scholars from the community. Program offerings include courses, Special Member Events, Community Programs, Member Presentations, and other community activities that cover a wide range of topics from the Humanities, Natural and Social Sciences, Fine Arts, as well as Current and Political Affairs.

MOLLI was created to promote the simple joy of learning. MOLLI offers an array of classes and events that are instructed by experts in that field who want to share their knowledge as well as learn from the students they are teaching.

Our Mission

The mission of the Osher Lifelong Learning Institute at UM (MOLLI) is to promote lifelong learning and personal growth for adults 50+. Older adults are a valuable resource for society, and through the Institute, we will speak to their continuing intellectual needs.
A Little Bit About How the MOLLI Program Works...

MOLLI is a membership organization, with an annual membership of $20. The membership period runs from July 1st through June 30th of the following year.

MOLLI is an educational program unit within the School of Extended & Lifelong Learning (SELL) at the University of Montana.

The MOLLI Council and the School of Extended & Lifelong Learning (SELL) have a system of shared governance. They work collaborative along with the other MOLLI committees regarding the general management of the program.

In order to maintain a greater variety of courses for our members, it is common practice that no professor/instructor will teach more than one course per academic year and will not teach back-to-back courses.

MOLLI Membership

The purchase of an MOLLI annual membership includes the following benefits:

- Free admittance to MOLLI Special Member Events and Member Presentations offered throughout the year.
- Access to the Maureen and Mike Mansfield Library at UM.
- 10% discount at the Bookstore at UM for textbooks and art supplies for MOLLI courses.
- Special MOLLI-only parking permits during the MOLLI term.
- Access to MOLLI need-based financial assistance to participate in MOLLI courses.
- Opportunity to create social networks of engaged peers.
- Volunteer opportunities.
- Connection to the academic and cultural resources of the University of Montana.

Financial Assistance

MOLLI tries very hard to keep costs at a minimum so that everyone can participate, but we understand some people may need some additional help. Donations from MOLLI instructors and generous members have created the opportunity for the MOLLI program to provide tuition waiver assistance to those in need. As a result of this kindness, the MOLLI program is currently able to offer financial assistance to help cover the cost of up
to two MOLLI classes per term, per person. Members who are eligible for financial assistance are asked to pay what they can toward their term tuition and must still pay for their annual membership as well as for any supplies or parking-associated costs. This is a confidential process - Please direct any inquiries regarding financial assistance to the MOLLI office.

Registration Deadlines

In order to allow MOLLI instructors and students to be able to plan accordingly for their classes, MOLLI has implemented the following registration policy: Although recognizing that a number of issues may influence the number of registrants for a specific class, it is, none-the-less, the policy that in fairness to all concerned there must be at least 15 registrants in order for a class to be held.

In support of the registration deadline policy, we would like you to be aware of the following information:

Three weeks before term start date: MOLLI instructors will be notified that they have fewer than 15 students registered for their course. Instructors will be encouraged to increase efforts to self-promote their course to achieve sufficient registrations. MOLLI students will be notified via e-mail blast that the registration deadline is in two weeks. Students will be encouraged to register as soon as possible and notified that courses with fewer than 15 students by the registration deadline will be canceled.

Two weeks before term start date: Students enrolled in courses with low enrollment will be notified that their course has low enrollment to provide the opportunity for them to register for a different course. MOLLI staff will assist to register students for alternative courses, if applicable.

One week before term start date: Registration deadline for online, paper, and phone registration to determine final registration numbers. Instructors will be notified of course cancellations. Students registered for courses with insufficient enrollment will be notified of course cancellations. MOLLI staff will assist to register these students for courses that still are available, if applicable.

Please Note: Students will still be able to register for a course through the beginning of the MOLLI term for any class that has already met the minimum number of registrants by the registration deadline one week before the start of the applicable term.
Course Materials

In an effort to be more sustainable as a program as well as lowering our impact on the environment, MOLLI has changed how we do instructor handouts. The MOLLI office will produce printed copies of the class syllabus and any handouts to be used the first day of class for each course. To avoid expenses and waste of materials, any handouts or readings beyond any requested to be distributed on the first day of class will not be produced by the MOLLI office, but instead will be made available to students through the online learning platform Moodle and/or Traditional (Hard-copy) Reserve services of the Maureen and Mike Mansfield Library at the University of Montana.

Some students will want to do a lot of reading while others will not. As a general practice, the MOLLI office generally discourages assigning a great deal of reading unless the reading expectation was previously noted in the course description in the brochure.

Student Access to the Course Materials Online
Those students who would like to access the readings online for any course may do so by following the applicable directions provide by the MOLLI office and located on the MOLLI website at http://www.umt.edu/sell/programs/molli/moodle.php. The MOLLI office is also pleased to offer individual one-on-one training of using Moodle with students. Please direct any interested students to contact the MOLLI office for assistance or to schedule a training session.

Please Note: Exceptions may be made for any student without access to either the internet or the library. Please ask the student to contact the MOLLI office to make arrangements.

Planning for the First Day of Class
It is important for each instructor to give consideration as to how you plan on handling the first day of class. As previously mentioned, we do not encourage assigning homework to be completed before the first day of class unless previously arranged with the MOLLI office. As you plan your curriculum, consider if you will allow your students time in class to review any readings or applicable course materials. Utilizing the MOLLI brochure as well as the online registration system, the MOLLI office has notified all students in advance about accessing course materials online via Moodle so that interested persons may plan to either print the course materials to bring to class or make arrangements for the MOLLI office to print the course materials and have them available for that person to pick up at the MOLLI office before class. If you are planning on requesting course materials to be prepared for distribution on the first day of class, please be sure to elaborate on what you would like the MOLLI office to communicate to your students about how your course materials will be handled on the first day in case we receive student inquiries regarding the matter.
IMPORTANT: The MOLLI office strongly encourages all instructors who plan to have course materials beyond the first day of class plan to take a few minutes on the first day of class to demonstrate to your students how to access Moodle. All classrooms in the Todd Building have access to the Internet and it would be incredibly beneficial to walk through the process with your students. Additionally, please remind your students that if they have any difficulties in any way, please direct them to contact the MOLLI office so that we may assist. Furthermore, it is important to reiterate that if any student is not able to access their course materials online, the student need only to contact the MOLLI office and we can arrange to print the applicable materials for their class.

Planning for Class Sessions 2-6
Instructors may choose to place any additional course materials for their class online via Moodle. Moodle is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalized learning environments. Moodle provides students the opportunity to view or download documents, articles, web links, readings, photos, and much more. Hard-copy Reserve services allows physical items to be available for check out such as textbooks, library books, videos, CD’s, and hard copies of readings. Instructors are responsible for specifying the checkout period for all items placed on Traditional (Hard-copy) Reserve (Please select either 2-hour or 2-day check-out). The library provides a free scanning and disability accommodation service for all MOLLI course materials. Instructors are responsible for dropping off and picking up all applicable materials at the library.

Unless previously arranged with the MOLLI office, please do not submit any course materials for use beyond the first day of class directly to the MOLLI office. We do not have the capability to process the documents to be in compliance with the American Disabilities Act. Any course materials provided to the MOLLI office instead of the library for use after the first day of class will be returned to the instructor so that they may follow the proper processing procedure as specified in this Handbook.

Putting Course Materials Online via Moodle
Moodle is a learning platform that has the capabilities to store information electronically so that students may access it from any public or private computer. Instructors wishing to make course materials available electronically are instructed to submit all applicable materials to the MOLLI office at least 48 hours in advance of the desired posting date.

Putting Course Materials on Hard-copy Reserve at the Mansfield Library
Course materials are placed on Hard-copy Reserve at the request of the instructor. The instructor is responsible for submitting all items to Reserve, although the MOLLI office is happy to walk you through the Reserve process. Each instructor must let the MOLLI office know of any items that have been placed on Hard-copy Reserve so that we may be aware in case of any student issues.
The following is applicable for placing items on Hard-copy Reserve at the library.

- **First and foremost, please provide clear directions** to whomever you work with at Reserve Services at the library as to what you need done. (e.g. Please put the documents entitled Blank, Blank, and Blank on Reserve for Week One of my MOLLI class) FYI – You do not need to include information regarding if your book is available at the Bookstore at UM, this information is not applicable and is not affiliated to what is being submitted at the library for Reserve. If you do not provide clear direction, the files will be in order of the date of upload.

- **Submit all Reserve Materials at least two business days before needed.** Please do not ask the MOLLI office to make exceptions to the above policy because you are not prepared in a timely manner. Course material preparation is part of your job as an instructor employed by the program and we do not currently have the staff to accommodate late requests.

- Items may be submitted by email, portable storage device, CD, or hardcopy. If submitting materials by email, please send them to Julia Jackman-Brink (julia.jackman-brink@mso.umt.edu) in addition to the MOLLI office via MOLLI Program Manager, Karen Hendrickson (karen.hendrickson@umontana.edu). Please include the following information in all Reserve material submittals (you only need to include this information once per e-mail but please include it in every e-mail that you send):

  - **Instructor name:** (Include both first and last name)
  - **Name of MOLLI class:** (Please include the course name exactly as it appears in the brochure – be sure to state that it is for a MOLLI class)
  - **Dates of class:** (Dates as applicable, e.g. January 22 – February 27, 2015)

  - **Contact E-mail:** (You may also choose to use Karen’s e-mail if you prefer, karen.hendrickson@umontana.edu)

  - **Instructions for circulation for Hard-copy Reserve materials (if applicable):** (Select either 2-hour or 2-day check-out)

- Material requested from the library collections can be retrieved directly by the instructor or by the Reserve staff. Retrieval Lists for Reserve staff should include library call number and citation information.

- All requests are handled in the order received.
Please submit a separate Reserve Request form for each course being taught:
  o PDF

All copyrighted materials placed on reserve must conform to Copyright Law. Use Course Reserve Materials Guidelines for Copyright for assistance.

All costs and fees associated with obtaining copyright permission(s) are the sole responsibility of the individual(s) seeking copyright permission, and not the Mansfield Library.

MOLLI members are classified as “Montana Borrowers” at the library. As such, course materials on Traditional (Hard-copy) Reserve may be set to have either a 2-hour limit or 2-day limit.

Getting Information to Students

The Class Syllabus
The MOLLI office will produce printed copies of the class syllabus for each course, if desired by the instructor. Please provide your syllabus for copying to the MOLLI staff at least one week in advance of the first day of your class either electronically or in a hard copy format. The MOLLI office will make copies based on the enrollment of your course. We will keep an electronic copy of all instructor handouts provided to us in our files.

E-mail
MOLLI instructors will be provided the e-mails of their students on their class roster the day before the term starts. Please keep in mind, not all of the students may have access to e-mail and may not check it every day even if they do. If a class is in need of being cancelled or an instructor is delayed for whatever reason, please contact the MOLLI office as soon as possible so that we may relay any important messages to your students and avoid any confusion or gaps in communication. Please do not contact your students directly regarding a class cancellation. Instead, contact the MOLLI office as soon as possible so as to allow us time to contact those who use para-transit or live out of town first to mitigate any avoidable inconveniences to these students.

Please note: MOLLI does not share email or other contact information of members with outside organizations. Therefore, please keep in mind that it is not appropriate to use a class email list to distribute information not directly related to the class or not affiliated with the MOLLI program. Any questions regarding use of the list should be directed to the MOLLI office. If an email of information related to the class is sent to the students, instructors must be careful to use the blind carbon copy (BCC) function in order to protect students’ privacy.
Textbooks
Textbooks are ordered in advance and are available at the Bookstore at UM at a
discounted rate of 10% for MOLLI members. Any requests for textbooks for a MOLLI
class must go through the MOLLI office. The Bookstore at UM will not order any books
for MOLLI without first receiving approval from the MOLLI office.

Things to know...
Instructor Attendance
Unless previously arranged with the Program Committee and the MOLLI office, MOLLI
instructors are expected to teach all six consecutive weeks of the applicable term. If a
class is in need of being cancelled due to illness or personal emergency, please contact
the MOLLI office as soon as possible so that we may relay the message to your
students. Please do not contact your students directly without first discussing the
matter with the MOLLI office. If a class has to be cancelled for any reason, applicable
MOLLI instructors are requested to plan to be available to teach on the same day at the
same time for the week following the end of the MOLLI term.

Stipends (aka “Getting paid for teaching”)
Teaching stipends are distributed the month following the end of the term. For example,
if the term ends on the 8th day of November, instructors will typically be paid around the
8th day of December. Current UM policy processes payment of instructors 30 days after
the end of the MOLLI term. If you do not receive your teaching stipend within 40 days
after the end of the term, please contact the MOLLI office so that we may assist to
remedy the situation as soon as possible.

Unless previously arranged with the MOLLI Program Committee before an instructor’s
proposal was approved, following the Montana Faculty Association Bargaining
Agreement model for MOLLI stipends, the MOLLI office will pay one stipend per MOLLI
course. If there are multiple instructors for a course, those instructors will determine
how they will split that payment. Multiple stipends will not be paid. Courses with
multiple instructors will need to contact the MOLLI office as soon as possible to
determine how they would like their stipend to be divided.

MOLLI instructors may waive or donate all or part of their stipend to MOLLI. Please ask
the MOLLI office for more information on this tax-deductible donation.

An instructor may be paid in one of two manners:
• via Human Resources Services at UM for current UM faculty and those
  participating in a state retirement program (i.e. MPERA, TRS, PERS).
Depending on the manner in which an instructor is paid, MOLLI instructors may receive an e-mail providing them with a copy of their Purchase Order for their records, similar to the following:

From: University of Montana <support@sciquest.com>
Date: Mon, Nov 4, 2013 at 3:56 PM
Subject: University of Montana Purchase Order, PO#: [Sample PO#]
To: [instructor e-mail]

Attached to this email is Purchase Order Number [Sample PO#] for University of Montana. Please note that there may be additional supporting documents attached as well.

If you receive one of these e-mails, please know that there is no action required - it is simply a copy of the billing statement or receipt confirmation, much like when an item is purchased online. Please let the MOLLI office know if you have any questions or concerns regarding this matter.

Parking at the University of Montana
The MOLLI office will provide one free MOLLI-only $14 (6-day) parking pass to all MOLLI instructors, please contact the MOLLI office to receive this complementary parking pass. This MOLLI parking pass will allow you to park in both the pay-by-hour and decal parking lots. This pass is not valid for Reserve parking spaces or Quick Stops. Campus parking maps are available at the MOLLI office. Please be prepared and plan accordingly for the UM campus to be very busy at times during the term.

Course Rosters
Each instructor will receive a current course roster via e-mail the day before the MOLLI term starts, for your informational purposes only. Attendance in MOLLI classes is not mandatory and many students will be sporadic in their attendance due to an array of reasons such as travel, illness, personal obligations, etc. If you would like to have a hard copy of the roster available to you in class then please plan to print the course roster from your e-mail. Hard-copy versions of the roster will not be provided by the MOLLI office.

If you have any significant changes in the enrollment of your course, we will e-mail an updated version of your course roster to you the day before the beginning of the second week of the MOLLI term. If you do not have any significant changes, you will not receive another roster.
Room Assignments
Room assignments are based on enrollment figures and will be made available to instructors via e-mail the day before the term starts. Room assignments will also be listed in the lobby PowerPoint during the first week of the MOLLI term.

Student Evaluations
Student Course Evaluations are distributed the fifth week and sixth week of classes. Information will be e-mailed to each instructor at the end of the fourth week. Any student requesting to receive their course evaluation early should be directed to the MOLLI office, we are happy to assist. Completed student course evaluations are collected by the MOLLI staff and sent to the Program Committee for review. The Program Committee will compose a summary report, which will be mailed, along with the completed evaluations, to the course instructor in the weeks following the end of the term.

Instructor Evaluations
Instructors will be provided the opportunity to complete an online evaluation to provide feedback on their experiences teaching for MOLLI after the term has ended. Information will be e-mailed to each instructor at the end of the term.

Internet Access in the Classroom
MOLLI instructors have access to the internet in the classroom. Please ask the MOLLI office for assistance if you have any questions.

Guest Wireless Access at UM
The University of Montana provides a courtesy guest wireless network for campus visitors. The network uses open, unencrypted transmission, so it should not be used to send or receive sensitive information.

How to access guest wireless:

- If you have a laptop, you can see a list of available wireless networks, and then connect to one of those networks, no matter where you are on the University of Montana campus. The wireless networks appear only if your computer has a wireless network adapter and driver installed and the adapter is enabled.
- Click on the Wi-Fi icon on your computer. Be sure to verify that your wireless is on.
- View available wireless networks and select "grizzlyguest".
- Open a web browser. You should be redirected to a Guest User login page that looks similar to the following:
- Read the terms of use.
- Enter your email address and click on the "I accept" button.
- You should now be able to access the guest wireless service.
- For questions about visitor wireless access for visitors, please contact IT Central in Social Science 120, (406) 243-HELP (4357).

Emergency Procedures

For Any Kind of Situation That Might Occur During Your MOLLI Class
Please send someone upstairs to the MOLLI office/SELL to get assistance or contact the MOLLI/SELL staff at 243-2905 or 243-6322 (or on a campus phone #2905 or #6322).

In the Event of an Emergency While Your MOLLI Class is in Session
Please call 911 and immediately send someone upstairs to the MOLLI office/SELL to get assistance.

Additionally, in the Todd building, there is a phone and an Automated External Defibrillator (AED) available on the wall near the south doors under the bulletin board.

In Case of Suspicious Persons or Concerning Situations on Campus
Please alert MOLLI/SELL staff immediately and/or contact the Office of Public Safety at 243-6131 (or on a campus phone #6131).

Inclement Weather or Emergencies Affiliated with Campus
If UM closes for severe weather, information will be posted on the University of Montana website (http://www.umt.edu). The MOLLI office will contact all MOLLI instructors by e-mail and attempt to contact all students by e-mail or by phone (if no e-mail is provided), if possible. **If UM is closed and/or UM classes have been cancelled for any reason, MOLLI classes will be cancelled.** In case of concern or questions, contact the MOLLI office at 406-243-2905 and, if applicable, listen to the instructions in the voicemail. When in doubt, e-mail Karen at karen.hendrickson@mso.umt.edu. Please
keep in mind that in a serious emergency, the MOLLI office may be busy addressing the needs of the MOLLI students and may not be able to respond immediately.

Audiovisual Technology

Available Technology

- LCD package (includes Laptop, Screen, and Projector)
  
  **Computers are provided in the classroom, already wired in for sound. Please bring course materials on a USB drive.** Unless previously arranged with the MOLLI office, **please do not bring in your own personal computer** to use as there tends to be compatibility issues with our technology and we have limited time and personnel to assist and prepare all classes in session.

- Overhead projector (this projector allows an instructor to display plastic transparencies up on the screen)

- DVD, VCR, CD players

- Document camera (this camera allows an instructor to display a document or book up on the screen as well as write on a sheet of paper and have it displayed on the screen)

- Portable white board (this is another whiteboard in addition to the ones already in the front of the room)

- Slide projector

Need Technology?

**Please submit all requests for Audiovisual Technology at least 48 hours in advance to Karen** (via e-mail karen.hendrickson@mso.umt.edu or call the MOLLI office at 243-2905). If you would like to have your PowerPoint, video, or YouTube uploaded on to the laptop before your class, **it must be provided at least 24 hours in advance of the day that it is needed in class.** Please Note: MOLLI days are incredibly busy and it is unlikely that the office will be able to check e-mail during MOLLI days to receive/assist with any last minute requests.

Audiovisual Technology Training

Audiovisual technology training is available! We offer the opportunity for MOLLI instructors to practice with the technology in the classroom before the first day of class. **All new-to-MOLLI instructors who plan to use AV technology must schedule a 15-minute training with MOLLI staff on how to use the technology in the room.**

Please contact the MOLLI office to schedule an appointment with our Facilities Services team to participate in technology review training in your classroom in advance of the start of the term if you have any questions or need assistance. We highly recommend that all instructors take advantage of this opportunity!
SELL’s Facilities Services team consists of:

Joe Gough, Facility and Conference Manager of SELL
Marvin Paulson, Computer Support Specialist of SELL
Gary Hagler, Supervisor Custodian of SELL

Please do not give any requests to the Facilities team at SELL. Although they are very helpful, they do not work for MOLLI so it’s not their job nor is it their responsibility to assist you with your request. If the MOLLI office does not know about something and the person you talked to is out sick, then no one knows what you requested and it will not be prepared in a timely manner for your class.

FAQs

I have questions/concerns/ideas/suggestions about something…
Please contact Karen Hendrickson via e-mail karen.hendrickson@mso.umt.edu or call the MOLLI office at 243-2905. All requests for anything MOLLI-affiliated must go through Karen.

Can I e-mail my students with the syllabus and/or assignments before the term starts?
In general, it is a preferred practice not to send handouts or course information to the course attendees before the course starts to keep things fair to those students who do not have/use computers or e-mail as well as those that register later on during the registration period.

Additionally, the MOLLI office requests that any instructor who communicates information to their class via e-mail should also cc (send a duplicate of the e-mail) to the MOLLI office via Karen (karen.hendrickson@mso.umt.edu) so that we are aware of the information in case one of the students contacts the MOLLI office regarding the matter.

How will students know there are course materials online?
Students will learn/be reminded that course readings will be accessible online on the first day of class and they will receive a handout with instructions as to how to access those materials on the first day as well. Instructions are also available on the MOLLI website at http://www.umt.edu/sell/programs/molli/moodle.php

What do I do if a student has told me the required book for the class is too expensive for him/her to purchase?
There is the potential for issues to arise when a required text is considered expensive at standard retail cost. It is not reliable to consider the cost of a book on Amazon as what students will pay because so many people selling books on Amazon have them listed to sell on multiple websites and the prices on Amazon cannot be guaranteed for all students who register for any given class. In lieu of a student buying the book, course
materials may be placed online and/or Traditional (Hard-copy) Reserve but you must
decide what sections will be available as you build your course curriculum. Keep in mind
that you will only be able to copy 40% of your book to put online due to the copyright
laws that the University has to follow unless you want to leave an actual physical copy of
the book for a 2-hour or 2-day check out. Please contact the MOLLI office for assistance
in this matter, we are happy to help!

How will students know there are class assignments (beyond the course
materials) on Reserve?
Class assignments may also be accessible online but this should be communicated with
your students on the first day of class to keep things fair to those students who do not
have/use computers or e-mail so that alternate accommodations may be made if
needed. Almost every MOLLI class has students who have chosen not to have an e-mail
listed so it is important to be conscious of being equal and fair in how information is
communicated to your class. It is important to the MOLLI program that all information is
disseminated at the same time so there is no bias or disadvantages as those situations
frequently result in frustration on the part of the affected students.

My class has odd days/classroom locations/special dates. How will my students
know where to go?
All of the classes with odd days/classroom locations/special dates are treated in a
special manner in that we communicate with the students who have registered to make
sure that they are aware of late start dates or classes that are not going to be held for
whatever reason. We will have your correct class dates listed on the brochure, on the
website, and in the online registration system. We have notifications of the special class
dates on the bottom of their receipt and the confirmations. Additionally, we e-mail
those students directly and/or call them to make sure that they are aware of the class
schedule for the classes for which they are registered.

Some of the classes are full. Why do you keep advertising them?
We don’t advertise that a class is full for a number of reasons. First, we would prefer to
have students talk to us directly instead of not bothering to call at all because some of
these classes will be offered again in another term so if we get their name, we can let
them know that information. Also, every term we have several people move from a
“waitlisted” status to being able to officially take the class – again, if they never contact
the office because the class is perceived full, they do not get that opportunity. Third, many
students will decide to take a different class when they discover their first option is not
currently available. Those students can also be put on a waitlist and may transfer classes
if/when a seat becomes available – this happens quite frequently as well. It has been our
experience that if you advertise that a class is full, you lose the opportunity to help that
student get into the class that they want because that person may not take any further
action. If we can talk to the person directly, we are better able to assist to meet their
needs. For example, due to the number of people on the waitlist for one particular class,
not only were we able to open up more seats in the class but additionally the class is now being coordinated to be offered in a later term and we have a list of names of people who were interested to call and let them know this information when it becomes solidified.

**Is there any advice for teaching to the MOLLI audience?**
We asked former MOLLI instructors what advice they would give to future instructors teaching for MOLLI and this is what they said:

- MOLLI students will have a diverse background of knowledge and may be more experienced on the topic than you might expect.
- Ask the MOLLI office about any questions or concerns you might have, they are there to help both teachers and students alike and give great advice!
- It is important to check in with your students regarding audio or visual concerns.
- If you are planning on lecturing, leave enough time for questions and discussions. MOLLI students are curious and engaged!
- Listen to your students. They have life experiences and knowledge that can enrich the course.
- Practice using the technology you intend to use in the classroom! If there is anything tricky, you’ll know about it then, in advance.
- Keep your courses focused and interactive; don’t underestimate the ability of your students to think, analyze, and engage in substantive conversation.
- Check in with your students during the term to get feedback and suggestions.
- Be prepared for a very captive audience. Many have relevant and interesting life experiences they enjoy sharing.
- Give plenty of time for questions. They want to learn and want to be there. Make sure you allow enough time to answer any question they might have.
- Be aware that some students may have limited vision, hearing, and/or mobility and plan accordingly. Don’t over schedule; allow for delays for comments and questions.
- Those attending like discussion. Build discussion questions into each class but be prepared to limit the time.
- Always be one week ahead to ensure materials are ready, as a courtesy to your students and the MOLLI staff.
- Prepare to enjoy yourself and bear in mind you are not teaching 18-20 year olds. MOLLI students are knowledgeable, experienced, and sophisticated.
- Be sensitive to the diversity of participants… for some the content will be very familiar and for others it will be entirely new… be aware and as inclusive as possible.
- Make adequate allowance for attendee questions both during and after lectures.
- Ask the students the second week if the amount of reading is appropriate (if you have wiggle room in your syllabus—actually, keeping the syllabus vague might be a good idea in general).
• Don’t underestimate the students. They are motivated and really there to learn. Give time for discussion in small groups and in class.
• You will enjoy this experience. Relax, it is fun!

Thank you for your time in reviewing this information and for your support of lifelong learning!