

STUDY GROUP REP (SGR) HYBRID CLASS

NOTE: SGRs for hybrid classes must be registered to attend in-person.

INTRODUCTIONS

- On the first day, please introduce yourself to your study group leader (SGL) and ask how you might be of help to him/her during the semester/session.
- You may send an email to your fellow class members, if you'd like, to introduce yourself and briefly describe your role, welcome them, and give any additional information. If you'd like to do this, more information about using the class email list is under "Contacting Class Members."

CLASS FOLDER

- The class folder will be outside the classroom in one of the baskets next to the door. Please take the folder from the basket when you arrive and place it back in the basket after each class, as the office collects the folders each afternoon to check attendance lists and put new announcements (if any) inside.

Materials in the class folder:

- Class attendance list
- OLLI announcements (if any)
- Lecture series flyer (**Fall/Spring only**)

ATTENDANCE

- **Please take attendance at each class session for in-person class members only** and record the total attendance for the day at the bottom of the day's column.
- For smaller classes, you can either circulate the attendance list, or people can check off their name as they arrive. For larger classes, please have people check off their name as they arrive (especially in Room A). **In this case, please plan to arrive at least 15 minutes prior to the start of class so you can set out the attendance sheet.** Here is an example of this (table tents optional):



- **Fall/Spring only:** The third week of classes, there will be a new attendance list stapled on top of the previous one. This is to account for the many drops/adds that occur the first two weeks. Please have people check off their name on this new list, starting with the current week. After this, if there are any additions to the class, you can have members handwrite their name on the attendance list.

EMERGENCIES

Always call 911 if there is an emergency. Then, please call the OLLI office at 202-895-4860.

OLLI LOCATION AND PARKING

Class Location

4801 Massachusetts Ave., NW
Office is in Room 501
Phone: 202-895-4860
Email: olli@american.edu
Website: www.olli-dc.org

Parking

All those coming to OLLI must park in the building's attached parking garage (\$2/hr) or in a metered spot on the street.

The "PaybyPhone" app can be downloaded from your phone's app store in order to pay for parking and add more time without going back to the garage. The 4-digit location code for the garage is 4889.

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ANNOUNCEMENTS

- Please make any announcements (found in the class folder) at the start of class.
- **Fall/Spring only:** Please briefly announce the next week's lecture from the flyer in the class folder.
- Please ask in-person members to silence their cell phones and step outside if they need to take a call.
- If in Room A, please use the hand-held microphone to make announcements.

CLASS HANDOUTS

- Digital class handouts can be found on the handouts page of the website under the heading "Classes" for members to download. If there are no handouts listed for a class, the SGL has not submitted any to the office. Some SGLs prefer to email handouts to class members directly.

CONTACTING CLASS MEMBERS

- You will be sent updated attendance lists over email as an attachment. You can use the information on it to contact a class member if needed. In the body of the email will be the email addresses. To email the whole class, click the "Email All Registrants" link. If this does not work with your email platform, you can also copy/paste all the emails into the Bcc field of a new email.

FEEDBACK & SGL GIFTS

- **Please remind class members to provide feedback:**
 - The second week of the semester (*Fall/Spring only*)
 - Towards the end of the semester/Shorts/Minis
- Constructive feedback helps OLLI know what members think about the classes, but most importantly, it serves as a reward for the time, effort, knowledge, and talent that our volunteer SGLs put into their classes. Feedback is collected either via paper form (in classrooms and outside office) or via the OLLI website under the heading "Classes." Emails are sent to members with a direct link to the online feedback form.
- As SGLs are volunteers, it's been a tradition among OLLI members to give a (completely voluntary) gift to their SGL at the end of the semester/session. **SGL gifts are collected online via the OLLI website under "Give" in the menu bar across the page.** **Note:** *The voluntary donations do not apply to any classes that are comprised of a different speaker every session, such as those from an AU department or Middle East Institute, etc.*

EXTRAS

- Ask in-person members to create and display a name tent (using the provided markers & paper) so that the SGL can call on people by name and so members can get to know one another by name. It's helpful to write names on both sides of the table tent.
- If in Room A, please pass the hand-held microphone to class members when they speak so that everyone can hear.
- Remind in-person members to clean up after themselves before leaving. Return any belongings that are left to the OLLI office.

SUBSTITUTE SGR

- If you will be missing a class, please find a substitute SGR within your class. **If you need to drop your class, please let the office know so we can find another SGR.**