



**OSHER LIFELONG LEARNING INSTITUTE
AT THE UNIVERSITY OF UTAH**

INSTRUCTOR HANDBOOK

Updated 6/15

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Welcome!

Dear Osher Lifelong Learning Institute Faculty Member:

The mission of the Osher Lifelong Learning Institute at the University of Utah is to provide a curriculum of stimulating learning opportunities and special activities for persons 50 and over. The Institute is possible in large part because wonderful people like you are willing to share your knowledge and experience with our students. Though the Osher Institute offers activities outside of the classroom, it is still the incredible classes that bring new people in and keep people coming back. Because of your skill, creativity, and enthusiasm, the Osher Institute here at the University of Utah not only exists, it thrives.

This booklet contains information that the staff hopes you will find helpful when you teach at the Osher Institute. In addition to this book, please note that the office staff is always willing and eager to help you with any situation that might arise. The office is in Annex A on campus, rooms 2163, 2165, 2197A, and 2197D. The office is open Monday through Thursday. Stop by for a visit or call us at 585-5442, option 2. Since we are often attending to classes or other matters that take us away from the office it is always a good idea to call before you come.

Thank you for teaching at the Osher Institute. We hope you will enjoy teaching as much as we and the Osher members enjoy having you.

Regards,

Cathy House, Director

How to Make Your Class a Success

Your class will be a success if you deliver a high quality experience to the students; honor your commitments; and communicate with the Osher Institute office in a timely manner.

Your engagement with the Osher Institute begins with the programming process and ends when the class is complete, class evaluations and billing for any special fee items are delivered to the Osher office, and you have been paid.

The following tables show important items at each phase of the process. The Osher staff is available to assist you in many ways, but ultimately you are the primary contact with the student and hold primary responsibility for the success of your class. We are here to assist you in doing that.

Programming – Have you provided?

<ul style="list-style-type: none">• Course proposal form and resume or vita.
<ul style="list-style-type: none">• Flexibility in scheduling options.
<ul style="list-style-type: none">• Course outline or syllabus.

Contracting – Have you provided?

<ul style="list-style-type: none">• Completed Letter of Agreement and new hire paperwork.

Filling Your Class – Have you?

<ul style="list-style-type: none">• Attended publicity events sponsored by Osher.
<ul style="list-style-type: none">• Invited eligible people from your community to join Osher.
<ul style="list-style-type: none">• Informed the office of your community appearances or other events that may be of interest to members.

Prepare for Class – Do you have?

<ul style="list-style-type: none">• Verification of classroom needs with the Osher office.
<ul style="list-style-type: none">• Your class location and know how to find it and where to park.
<ul style="list-style-type: none">• A syllabus or class outline.
<ul style="list-style-type: none">• Class handouts/materials.
<ul style="list-style-type: none">• Class rolls, evaluations, liability waivers.
<ul style="list-style-type: none">• Notified the office and students of any necessary information.

During Class – Have you?

<ul style="list-style-type: none">• Arrived at least 15 minutes before class start time.
<ul style="list-style-type: none">• Created an environment conducive to everyone's learning.
<ul style="list-style-type: none">• Touched base with the office to share how the class is going.
<ul style="list-style-type: none">• Allowed time for students to complete the class evaluations.

After Class – Have you?

<ul style="list-style-type: none">• Returned completed evaluations to the Osher office or the Class Assistant.
<ul style="list-style-type: none">• Noted how you/we might improve the next class.

The Classroom Experience

The classroom experience may be quite different from that to which you are accustomed. Osher Institute students bring a lifetime of experience and education to the classroom. Most are quite willing, even eager to share their insights. While this usually results in rich discussion, it can also present some challenges for the instructor. To ensure a quality experience for all students the instructor must facilitate the class so that no one person or small group of students dominates and so that the learning is not derailed.

Some of our students have significant hearing loss or compromised vision. Please check with the class and make any necessary adjustments to ensure that everyone can hear and see.

Please contact the office as soon as possible if there is anything you need to ensure that your teaching experience at the Osher Institute is rewarding for you and the students.

Working Together to Make Your Class a Success

Who to Contact

Cathy House, Director: 587-9037; cathy.house@continue.utah.edu.

• Press inquiries	• Honorarium
• Instructor Privileges	• Concerns

Tika Beard, Program and Stewardship Coordinator: 587-8263; tika.beard@continue.utah.edu.

• Curriculum ideas	• Course proposals
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Marci Hutchinson, Program Coordinator: 585-1441; marci.hutchinson@continue.utah.edu.

• Letter of Agreement	• Special fee reimbursement
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Erin Thompson, Continuing Education Payroll Reporter: 581-7378; erin.thompson@continue.utah.edu.

• Instructor paperwork	• Payroll
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Office staff: 585-5442, option 2; osher@aoce.utah.edu

• Classroom setup	• Canceling or Rescheduling Classes
• Class Assistant assignment	• Class packets – e.g., class rolls, evaluation forms.

Class Assistant (CA) – contact information will be provided about 1 week prior to the class start date.

• Assistance producing class materials	• Assistance contacting students
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Facility staff (if no Osher staff member on site):

• Classroom and facility issues – e.g., locked doors, temperature, lighting, Multimedia equipment malfunctions
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Material Preparation

Instructors are responsible for preparing their course materials. If you have been assigned a Class Assistant, s/he can make photocopies if you provide a hard copy and enough lead time. Generally providing what you want copied for the next class in class works best. There is no copy machine at any of our class locations other than the Bountiful U of U site (ask site staff for assistance), so don't leave your copying until the last minute. Please note, while some remote locations (e.g., the Tenth East Senior Center) may have a copier, it is not for Osher use, so please don't ask.

The CA does not have the capability to produce copies from electronic versions. If you need copies made from electronic versions, please make arrangements with the Osher staff at least a few days in advance of when you need them. Of course, if we can, we will accommodate shorter notice when unavoidable, but we find we are better able to provide quality service to all instructors and members when we have adequate time to work this into the flow.

If you plan to provide your own handouts or course workbooks, please check the enrollment for your course to determine the quantity of materials needed. We take registrations up to the first day of class and sometimes even after it starts, so, unless your class is full or your materials are costly, allow for a few potential additional students. You can check enrollment online by going to www.utah.edu. Click on [Catalog & Class Schedules](#), then the appropriate semester. Note: Osher's winter term is listed in the University's spring term. Click on OSHER then the catalog number. The enrollment cap, how many are enrolled, and how many seats are available in each section will be displayed.

Should you choose to make your own copies, we encourage you to use the copiers in the Annex building where the Osher administrative offices are located. Use of these machines is free to you and is very low in cost for the Osher program and students. Be sure to allow enough time to wait for others who may be using the Annex machines and to deal with copier jams. There are some free parking meters at the Annex building. The meters have a painted red top and allow you to park free for 20 minutes. You must turn the dial or push the button on the meter to register your free time. The meters are located at the south end of the lot along the entrances to the building. One free meter is also located in the lot east of the "A" wing. There are also pay meters along the entrances to the building. Note, some meters are only valid for 36 minutes while others are valid for two hours.

Two copy machines are available in the Annex. One is on the very north end of the east wing on the second floor at the top of the stairs. The second is located in the Continuing Education mailroom on the first floor in the south wing in room 1215. Both machines have features for double-siding, stapling, and hole-punching. The copier in room 1215 has color copy capability but we ask you to keep the use of color to a minimum as it is expensive. **The ID for both copy machines is 5555. No password is required.** If you need assistance with the machines, seek out an Osher staff member. The Osher staff offices are rooms 2163, 2165, 2197B, and 2197D, all in the east wing on the second floor near the south end of the hall.

If you requested that a special student fee be charged for your class for copies, you have the option of producing your copies through an outside source and submitting receipts to Osher for reimbursement. An original, itemized receipt is required for reimbursement; credit card signature receipts are not allowable. Receipts should be mailed or delivered to the Osher offices in the Annex. We can only reimburse you up to the total amount of the special fee that was charged for your class. If no special fee was charged or it wasn't adequate to cover expenses, do not make copies where you will have to pay as we cannot reimburse you.

Classrooms

Osher Lifelong Learning classes are held at University and non-University locations. The location for your class is determined during the programming process. It is important that you indicate your anticipated classroom needs on the proposal form. This will allow Osher staff to schedule an appropriate classroom and to be able to communicate with course locations with enough time to reserve equipment and ensure your class room needs are met.

Classrooms are set up in classroom style. Most classrooms have tables for the students. Larger class sizes may necessitate lecture seating without tables. You are welcome to rearrange the furniture to suit the needs of your class. Please return the room to the configuration in which you found it.

Should you need assistance with classroom set up or multimedia equipment at the Commander's House or other nearby facilities in the Fort Douglas area when Osher Lifelong Learning staff is not available, (including for locked classrooms), please call 801-230-6836. Please allow up to 20 minutes for response. The Bountiful facility and other community facilities have staff on duty at all times to assist you with classroom and facility issues.

You may decide to hold a classroom session at a time or place different from what is published in the catalog if all of the students are agreeable to the change. You are responsible for alerting all the students to the change, as well as alerting the Osher Institute office. It is important for us to know about these changes so we can notify facilities as appropriate, and so we can properly respond to students who call our office. Please be sure that students who may be absent from a class in which you announce changes to class times, location, or syllabus are informed too. Your Class Assistant can help you with contacting the students.

Class Packets

Class packets include the class roll and liability forms (if applicable). If you have been assigned a Class Assistant, they will be given the classroom packet and provide you a class roll. If you have not been assigned a Class Assistant, your class packet will be delivered to you in your classroom the first day of class or via email in advance

Class Roll, Attendance, Student Registrations

We encourage you to get to know your students by name. To assist you with this we will provide a class roll. A name badge is provided to each student and students are encouraged to wear their badges; it is not mandatory, however. At the Commander's House erasable name tents are available. Feel free to ask your students to use them.

Your Class Assistant will take roll and ensure that all students present in the class are on the roll. If you prefer to take roll yourself, please let the CA know. If a non-registered student is in your class, the CA will take their contact information and communicate it to the office. We will contact the student and take care of their registration needs. We need to ensure that all students attending your class are registered. In addition to financial concerns, safety enters into this policy. In the event of an emergency at the facility we need to know who was possibly in the building at the time of the emergency. If you do not have a class assistant, please take roll and communicate with the office.

Field Trips

Field Trips can be an important component of the Osher learning experience. To ensure safety of you and your students, compliance with University policies, and a good experience for all, please follow these guidelines:

- Obtain a signed liability waiver (Appendix A) from each participant before the start of the field trip. Return completed forms to the Osher office upon completion of the trip.
- Inform the students of University policy regarding the use of personal vehicles and carpooling:
 - ✓ Carpooling is at your own risk. Please ensure the vehicle in which you choose to ride is safe and properly insured and that you trust the driver. If you choose to accept a ride or to provide rides to others, please be advised of the following University policy regarding insurance:

The University does not provide primary automobile liability or personal injury protection coverage for personal vehicles driven by University employees, authorized volunteers, or students, even if the driver is engaged in conducting University business. If an accident does occur while conducting University business, those affected should fill out the Incident/Accident Report form (Appendix B). Fax the completed form to Risk Management at 801-581-7541.

Notify the Osher office of any incidents/accidents/issues.

- Ensure that adequate personnel are on hand to handle the activity and keep the group safe throughout the field trip.

Class and Instructor Evaluations

Evaluation forms will be made available a week or two before the class is scheduled to end. Your Class Assistant can distribute the forms to students, collect them, and return them to the Osher office. If you have not been assigned a Class Assistant, please administer the evaluations on your own and return them to Annex 2163 (mail or deliver). Evaluation forms are due in the office within 1 week of course completion. Each student will also receive two electronic evaluation requests – one is a one-question survey asking how happy the student was with the class and has a comment field and the other is a duplicate of the paper form. A summary of all of the feedback will be provided to you as soon as it is available.

Student Interface

Continuing Education handles all of the student registrations, collection of tuition and special fees, and records management. We also provide rolls and student contact information to facilitate your interface with the students.

You are responsible to contact the student in the event of class rescheduling or other class specific issues. We will provide contact information at the beginning of the term. If you need contact info during the term, please ask your Class Assistant or contact the office. **Remember that Utah law prohibits the use of student mailing lists or class rosters for dissemination of material of any kind that is unrelated to University business.** Use this information responsibly.

From time to time you may be approached by a student about joining your class. This happens most often when a class is full. **Please refer all such requests to the Osher office.** We maintain wait lists and process students in order. Although students are disappointed when they get closed out of a class, they generally understand. However if they feel they were closed out unfairly (e.g., someone after them or not on the wait list gets into the class), it reflects poorly on the program therefore it is important that all registrations be processed by the office. No special favors are allowed.

Canceling or Rescheduling Classes

If circumstances beyond your control prevent you from teaching a class as scheduled, consideration may be given for rescheduling or canceling the class. Generally this should be done only in extreme situations as enrollment and attendance usually suffer as a result of changes. Please call the office to discuss your specific situation and options. As many of your students have busy lives, contacting them at the last minute runs the risk of someone not getting notified. Please give as much advance notice as possible. Also keep in mind that all students are not present in all classes. Please note any students absent when you make announcements and contact them after class to be sure they are properly informed. Upon request, your Class Assistant can assist you with this. Although email addresses are noted on the form it is not a recommended method of communication, especially for time sensitive matters, as many students do not check their email frequently.

Cancellation of Classes due to Weather:

In case of severe storm conditions, please listen to your local radio station for storm cancellation announcements. If the University closes, Osher Institute classes are cancelled. If the University remains open, so does our Osher Institute. Every attempt will be made to leave a message about closures on the main Osher line (585-5442, option 2) and on the Continuing Education web site (www.continue.utah.edu). The University posts closure information on the home page: www.utah.edu.

Full Classes/ Wait Lists/ Opening New Sections

During the programming process, minimum and maximum enrollments are established. In addition to the recommended class size you noted on your proposal, the available classroom capacity, expected demand for the class, and cost of producing the class are considered when establishing the class size range. If class registrations are below the minimum, the class may be canceled. The Osher office will notify you no later than the day before the first class and in most cases we will contact you the week prior. You can contact the office at any time to check current enrollment numbers. You can also check enrollment online by going to www.utah.edu. Click on [Catalog & Class Schedules](#), then the appropriate semester. Note: Osher's winter term is listed in

the University's spring term. Click on OSHER then the catalog number. The enrollment cap, how many are enrolled and how many seats are available in each section will be displayed.

When enrollment reaches the maximum, the class is automatically closed and no more registrations are taken. Students who call to register are put on wait lists. Depending on the class and other factors, additional sections can be opened, more seats can be added, or a larger classroom can be found. These decisions are made on a case by case basis.

Honorarium/Special Fee Reimbursement

If you selected a monetary honorarium it will be processed through the regular University payroll system. Continuing Education's payroll reporter will contact you with the required paperwork and will set you up in the system as an instructor.

Before a monetary honorarium can be processed, the following materials must be on file:

- Letter of Agreement – executed during the programming process.
- New Hire Paperwork
- Course evaluation forms
- Signed liability waivers if applicable. Note these should be turned in after the first class.

The honorarium is processed once all sessions of the class are completed. The honorarium authorizations are processed twice per month. Barring any unforeseen circumstances, classes ending in the period between the 1st and the 15th of the month are paid on the 7th of the following month, and classes ending in the period between the 16th and the 31st of the month are paid on the 22nd of the following month. This means you can expect payment between three and five weeks after your class ends.

The University's Payroll Office has implemented a mandatory direct deposit policy for all University employees including Osher Institute instructors. The Continuing Education payroll reporter will provide a direct deposit authorization form to you with the new hire paperwork.

Special fees are designed to cover the cost of class materials. In some cases you may have out-of-pocket expenses associated with a class. To be eligible for reimbursement you must:

- Request that a special fee be assessed during the programming process.
- Request a fee adequate to cover the expenses as **reimbursement can be made only up to the amount collected from students.**
- Submit itemized receipts (credit card receipts are not accepted) to document use of the special fee monies. **Reimbursement can be made only for actual expenditures.**
- If you are using supplies from a larger personal supply and cannot provide specific receipts, provide a list of materials used and cost of each per student.

Special fee reimbursement can be processed anytime after the executed Letter of Agreement (LOA) is returned to our office and the expense has been incurred. Submit your original receipts to the Osher Lifelong Learning office. Please keep a copy of all receipts for your records. The time between when the office receives your documentation and when your check is cut is typically three weeks. Let us know when you submit your invoice if you want to pick up your

check, and we will make arrangements for you to do so. Otherwise it will be mailed to the address you have on file with the University.

Follow On Classes

Follow on classes can be scheduled in subsequent terms if there is member interest and a fit with the curriculum mix and direction. You can contact the program director or your curriculum committee representative to discuss your ideas at any time. It is ok to ask students what their interests are but care must be taken to avoid setting expectations that the program cannot support. Therefore, unless specifically requested by the director or program coordinator, please refrain from any activity that might imply to members that a course will be offered.

Because the needs of all members must be considered along with program, financial, and facility constraints, please do not approach the site staff with curriculum or program matters. They are there to support your classroom needs only.

Media Inquiries

From time to time the media may contact you about doing a piece on your class. These are wonderful opportunities to help get the word out to the community about your class and about the program and we appreciate your willingness to accommodate these requests when possible. Please refer the media contact to the office so that we can coordinate their attendance at class and provide appropriate support.

Professional Conduct

You are a representative of the Osher Lifelong Learning Institute at the University of Utah and as a professional in your field; we count on you to conduct yourself in a professional manner with students.

If you have a problem or concern with the Osher program, please direct the problem to our office in a timely manner. We are committed to your success and the success of the program and will make every effort to resolve your concerns in a manner that benefits both. Discussing issues or concerns related to the program with students is counter-productive to the program and to the student experience.

Students choose the Osher program because of the high quality and variety of offerings. They are here to enjoy themselves and learn—not to be sold any product or service. Promoting your product, business, or facility, either directly or indirectly, to students during class time is inappropriate and prohibited.

Students have paid hard-earned money to attend their class of choice. Please do not invite personal friends or business associates or clients to attend your class without proper registration. An important characteristic of the Osher program for members is the opportunity to study with a peer age group. Therefore we cannot grant class privileges to people who are not yet 50 or over.

Emergency Procedures

Classroom and field trip emergencies:

- In the event of any emergency, call 911. NOTE: When calling 911 from a University phone you must first dial a 9 to get an outside line). State the nature of the emergency and follow the instructions given.
- Anyone trained and/or certified in medical response can assist if willing to do so.
- Designate someone in class to assist emergency personnel to the location.
- Have someone stay with the injured. Keep the class calm and out of the way of those attending to the injured and the emergency personnel. You may want to send the class to another space.
- Have someone inform the staff person on duty at the facility.
- If an Osher staff person is not on site, have someone inform the Osher Institute office at 585-5442, option 2.
- Ask the injured person how you can be helpful (e.g. call for a ride home, get them water).
- If the injured party requests you to contact someone on their behalf, please do so or inform the staff of the request and the contact information.

In the event of a fire alarm/drill:

- Evacuate the building by use of stairways, not elevators. Assist those who may need it.
- Stand away from the building. At the Commander's House, gather on the field in front of the building.
- Make a count of class members who have evacuated & inform emergency personnel immediately if anyone is missing.

Instructor Privileges

Faculty members are valuable members of our Osher community. You are eligible to receive a complementary Osher Membership and are eligible to take Osher classes during the term in which you teach, on a space available basis, at no tuition. Special fees may apply. To register for your membership call the office at 585-5442, option 2, any time after your executed Letter of Agreement and any applicable instructor paperwork has been submitted. To take advantage of the tuition waiver for classes, please call the Osher office within the four days before the class start date to check availability, to register, and to pay any applicable special fees. To guarantee a space, register at full price anytime. Tuition waivers will not be applied retroactively. The membership additionally entitles the faculty member to all membership benefits and, if taking a class, student benefits. Visit www.osher.utah.edu for an up to date listing.

Faculty members are also eligible to get a University of Utah ID card. The card is available at any U-card office (<http://www.ucard.utah.edu/> 801-581-card (581-2273)).

Contact Information

OSHER INSTITUTE STAFF

Main Office Number – 801-585-5442, option 2

This line rings on all of our phones and messages can be checked frequently by any staff member. This number is your best chance of reaching a person. Please give this number to students with concerns.

Cathy House, Director: 801-587-9037; cathy.house@continue.utah.edu.

Tika Beard, Program Coordinator: 801-587-8263; marci.hutchinson@continue.utah.edu

Marci Hutchinson, Program Coordinator: 801-585-1441;
marci.hutchinson@continue.utah.edu

Jessica Huber, Work Study Student: 801-581-3827; jessica.huber@utah.edu

SECURITY

Immediate police or security response on main campus (including the Fort Douglas area) is available by calling the main dispatch number, 801-585-COPS (2677). At other facilities contact the staff on site for assistance.

ADDRESSES

Web: www.osher.utah.edu

Main office:

Osher Lifelong Learning Institute, University of Utah
1901 E. South Campus Drive, Room 2163, 2165, 2197A, and 2197D
SLC, UT 84112-9359
801-585-5442, option 2

GUEST HOUSE STAFF

Call 801-587-1234 or 801-230-6836 for assistance with classroom setup or multimedia needs at the Commander's House.

Appendix A Liability Waiver

UNIVERSITY OF UTAH

**IMPORTANT: THIS IS A LEGAL DOCUMENT,
PLEASE READ AND UNDERSTAND THIS DOCUMENT BEFORE SIGNING.**

ASSUMPTION OF RISK, WAIVER OF LIABILITY AND INDEMNIFICATION AGREEMENT

This Agreement must be completed in order to participate in the activities associated with this program and course.

Participant (print full name): _____

Program: _____

Course: _____

I, the undersigned, am either the Participant named above or the parent and/or legal guardian ("Guardian/Parent") of the minor Participant named above. I am familiar with the curriculum and the activities which take place in the above named course.

TERMS AND CONDITIONS

I will participate or authorize the Participant to participate in the above program and course at the University of Utah (the "Program"). I understand that such participation can include foreseeable and unforeseeable risks and other hazardous activities inherent in the program which may expose the participant to illness, injury, or death. Participant or guardian/parent freely and voluntarily participates or allows participation in the program with the knowledge of the danger involved and hereby agrees to assume and accept any and all risk of injury or death.

WAIVER, RELEASE AND INDEMNIFICATION

Participant or Guardian/Parent of Participant understands and acknowledge that the University of Utah ("University") is not an insurer of Participant's behavior, actions or participation in the program, and that the University assumes no liability whatsoever for personal injuries or property damages to Participant or to third persons arising out of Participation in the Program activities. Participant or Guardian/Parent hereby agrees to release, waive, covenant not to sue, indemnify and hold harmless the University, and all of their officers, employees and agents (collectively the "Releasees") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by Participant or loss or damage to any property belonging to Participant arising out of or related to participation in the above named Program, and excepting only such loss, damage or injury as may be caused by the sole negligence of any Releasee.

Participant or Guardian/Parent of Participant agrees that the site of any lawsuit arising out of or related to participation in the Program shall be Utah and that this Agreement will be governed by and construed in accordance with the laws of the state of Utah, without application of any principles of choice of law.

Participant does not have any medical conditions that would prevent participation in course Program.
Participant has adequate health insurance to cover the costs of treatment in the event of any injury.
Participant shall pay any attorney fees or costs incurred by the University in enforcing this Agreement.

If any portion of this Agreement is held to be invalid by a court of law, then it is agreed and intended that all the remainder shall, notwithstanding, continue in full force and effect.

PARTICIPANT OR GUARDIAN/PARENT OF PARTICIPANT HAS CAREFULLY READ THESE TERMS AND FULLY UNDERSTANDS THEIR CONTENT AND IS AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN PARTICIPANT OR GUARDIAN/PARENT OF PARTICIPANT AND THE RELEASEES AND SIGNS IT OF HIS OR HER OWN FREE WILL.

_____ I am signing this Agreement for myself as Participant. I acknowledge that I am eighteen (18) years of age and that I understand the terms of this Agreement. I also acknowledge that this Agreement shall bind my heirs and personal representatives.

Signature of Participant Date

_____ I am signing this Agreement on behalf of a minor Participant. I acknowledge that I am the Guardian/Parent of the Participant and that I understand the terms of this Agreement. I also acknowledge that these terms shall bind my heirs and personal representatives and the heirs and personal representatives of Participant.

Signature of Legal Guardian and/or Parent of Participant Date

Participant's Insurance I.D. number and insurance carrier, carrier address and phone number:

Appendix B Accident/Incident Report

UNIVERSITY OF UTAH INCIDENT/ACCIDENT REPORT

INSTRUCTIONS:

1. This form should be completed by **University Personnel** whenever anyone is involved in an incident which could have/did result in personal injury or property loss, except for occupational or automobile related accidents. **DO NOT** issue a blank form to injured persons to complete and return.
2. Requests for a copy of the completed form should be directed to the University Risk Manager at 581-5590. All requests are subject to approval.
3. Keep a copy for your records and submit a completed form to Risk & Insurance Management, 110 Park Building, by fax (581-7541) or by clicking send above.

GENERAL INFORMATION

1. Injured Person or Property Owner		2. Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	3. Age
4. Address			
5. Home Telephone	6. Work Telephone	7. <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Volunteer <input type="checkbox"/> Visitor	
8. Date and time of loss/accident			
9. Exact location of loss/accident			
10. Witness Name	11. Phone Number	12. Other Phone Number	

INCIDENT OR ACCIDENT

13. How did the incident/accident occur? Describe fully the events; give details on all facts that led to the accident or injury. Identify the individual(s) who may have caused or contributed to the injury.		
14. Reported to Police <input type="checkbox"/> Yes <input type="checkbox"/> No	15. Name of Police Agency	16. Case Number
17. Apparent nature of injury	18. Part(s) of body injured	
19. Describe immediate action taken		
20. By Whom		
21. Explain any first-aid given		
22. By Whom		
23. Method of transportation		
24. Attending Physician	25. Hospital	

PROPERTY DAMAGE OR THEFT

26. Exact description of loss			
27. Describe property in detail			
28. Approximate dollar value \$	29. Reported to Police <input type="checkbox"/> Yes <input type="checkbox"/> No	30. Name of Police Agency	31. Case Number
32. First noticed by whom		33. Phone Number	

ADDITIONAL INFORMATION

34. Person completing report	35. University Department
36. Phone Number	37. E-mail Address
38. Area Supervisor	39. Phone Number
41. Additional Comments or Information	
42. <input type="checkbox"/> I attest that the information given here is accurate to the best of my knowledge.	

Appendix C References

Teaching Adults: An Annotated Bibliography compiled by Michael Brady, OLLI Research Fellow

Brady, M. and Lampert, A. (2004). *The New Teacher of Adults: A Handbook for Teachers of Adult Learners*. Portland, ME. New Teacher Concepts.

This is a “how to” manual for beginning teachers with a major focus on working with adult learners. The authors provide guidance on planning a course, managing the initial class meeting, establishing a healthy learning environment, lecturing, facilitating group discussion, and other teaching methods. Numerous examples are provided (e.g., course syllabi, journal writing probes, mindmaps, etc.).

Brookfield, S. (1995). *Becoming a Critically Reflective Teacher*. San Francisco: Jossey Bass.

The author, an internationally renowned adult educator, has written numerous books about teaching, only two of which are noted in this bibliography. The primary focus of this book is reflective practice and self-knowledge on the part of the teacher. Brookfield introduces the reader to concepts such as teaching diaries, “good practice audits,” and structured critical reflection.

Brookfield, S. and Preskill, S. (1999). *Discussion as a Way of Teaching: Tools and Techniques for Democratic Classrooms*. San Francisco: Jossey Bass.

The authors explore the numerous reasons why discussion is the optimum way of facilitating learning among adults. The challenges and opportunities presented by class discussions are examined, including those special situations that arise when teaching a highly diverse group of learners. The book is based on sound theory and research but also has a practical and applied focus.

Christensen, C.R., Garvin, D.A., and Sweet (A.) (Eds.). (1991). *Education for Judgment: The Artistry of Discussion Leadership*. Cambridge, MA.: Harvard University Press.

This is a compilation of essays about facilitating discussions based on the experiences of numerous teachers at the Harvard Business School and elsewhere. While several chapters focus attention on the case discussion method (which is standard pedagogy in business curricula), a broader vision of discussion facilitation is also shared. Most essays are well written and insightful.

McKeachie, W.J. (2002). *Teaching Tips: Strategies, Research, and Theory for College and University Teachers (11th Edition)*. Boston, MA.: Houghton Mifflin.

An amazingly long-lived primer, with the original editions dating back to the early 1950’s, designed for the beginning college teacher. The book includes many practical “tips” (yes – the title is accurate) about course design, facilitation, and related issues such as uses of technology. Integrated with practice suggestions are research findings about teaching and learning.

Nagel, G. (1994). *The Tao of Teaching*. New York: Donald Fine.

The author writes 81 brief reflections on teaching, each based on an important quotation (and principle) in the ancient Chinese *Tao Te Ching*. While most of the examples the author uses are based in K – 12 education, it is not difficult to make inferences to the teaching of adults.

Palmer, P. (1998). *The Courage to Teach: Exploring the Inner Landscape of a Teacher's Life*. San Francisco, Jossey-Bass.

This book, which is a beautifully written philosophical treatise on teaching, has quickly become a modern classic in education. The author claims that good teaching ultimately does not depend on method(s) but on the character of the teacher. The author stresses the importance of community in teaching and learning.



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