

# Instructor Handbook



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## ***Welcome Aboard!***

### **Dear Instructor:**

Thank you for teaching for the Osher Lifelong Learning Institute at the University of Utah. We hope you will enjoy teaching as much as Osher members enjoy learning from you.

The mission of Osher is to provide a curriculum of stimulating learning opportunities and special activities and events for people “age 50 and better!” The Institute is possible in large part because wonderful people like you are willing to share their knowledge and experience with our members. The incredible course content that you provide helps bring in new members and keep existing members coming back for more. Your expertise, creativity, and enthusiasm help Osher at the U thrive.

This handbook contains information our staff hopes you will find helpful when teaching for Osher but also know that Osher staff are willing to help you with any additional questions or concerns.

Our offices are located in the University Connected Learning UCL/Continuing Education Building in Research Park at 540 Arapeen Drive, Room 210, Salt Lake City, UT 84108. Office hours are Monday to Friday, 9:00 AM to 5:00 PM. Call us at (801) 585-5442. Please make an appointment to stop by for a visit!

Thanks so much for joining our team. We are delighted to have you!

### **The Osher Staff**

***Jill E. Meyer, Director***

***Sheila Jacobsen, Program Coordinator – Special Events***

***Emily Miller, Program Coordinator***

***Sandy Richards, Program Coordinator***

# **Ensuring Course Success**

Your course will be successful if you deliver a high-quality experience to the class members, honor your commitments, and communicate with the Osher staff in a timely manner.

## **The process of teaching each term**

### **Getting started**

1. Submit course proposals online and on time
2. Update and submit your final course syllabus before the stated deadline
3. Keep an updated instructor bio
4. Send course materials to Osher staff by the designated date

### **Contracting**

1. Sign Letter of Agreement
2. Complete New Hire paperwork (I-9 form)

### **Marketing and outreach**

1. Attend Fall Open House (August/September)
2. Attend the Member Luncheon (December)
3. With the help of Osher staff, record a promotional video of you and your course
4. Invite your friends and colleagues “age 50 or better” to join Osher/enroll

### **Final course preparation**

1. Time your commute, plan for on-site parking
2. Visit your classroom and test the equipment
3. Update and finalize your course syllabus and send to Osher staff *six weeks ahead* of first class and/or the open house
4. Rosters, evaluation forms, and liability waivers (if necessary) will be delivered to your classroom the first week of term.

### **During the term**

1. Arrive early enough to be ready to start class on time
2. Refer to the Osher weekly email newsletters to stay informed about parking
3. Allow the Classroom Assistant to make announcements (if applicable)
4. Foster an environment conducive to everyone's learning
5. Touch base with staff to share how the class is going/concerns

### **Course wrap up**

1. Return completed paper evaluations to Osher staff (if applicable)
2. Think about and discuss with Osher members and staff ideas for improving your course
3. Submit receipts for reimbursement (if applicable)

## The classroom experience

Osher members bring significant education, career experience/expertise, and an enthusiasm for engagement to our classrooms. They are attending because they want to be there and they want to learn.

An important characteristic of the Osher program is the opportunity to study in a community of peers. Class participation is abundant and thoughtful. Being well prepared is essential to successfully fielding questions and facilitating class discussions at this level.

Most members 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 class members, the instructor must facilitate the class so that no one person or small group of people dominate discussion, and that learning is not derailed. A quality learning experience is more than just completing a prescribed amount of material.

Please contact staff immediately if there is anything you need to help ensure that your teaching experience at Osher is rewarding to both you and our membership community.

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

## Addressing hearing loss in Osher classes

As many as **half** of Osher members are hard of hearing. The rooms in the Commander's House, especially, have echoes. Instructors should be aware of this and can do several things to help everyone more fully participate in classes and lectures.

1. Before class begins, ask the classroom assistant to **fully close blinds or curtains**. Glare and overly bright light make reading lips more difficult. People with hearing loss may be reading lips without realizing it.
2. At the beginning of every class, ask if everyone can hear you. Encourage those with hearing loss to move closer to where you will be standing or sitting. Others should be willing to switch places. **Sitting in the first two rows** in a lecture format will make hearing much easier.
3. Remind class members to **raise their hands** at any time during class if they are missing your words.
4. **Do not cover your mouth** with your hands or turn your face away while speaking. If conducting, say, a yoga or exercise class, **first** provide verbal instructions **facing the class** and **then** show an example when possible, rather than speaking while you are turned away from the class.
5. **Enunciate** clearly at all times. Speak up and maintain your natural rhythm.
6. Hold a **microphone next to and just below your mouth** when speaking (not at arm's length). Don't wave it around or use it as a pointer.

7. For classes in which members are encouraged to share with each other, only **one person** may speak at a time. No side-talks, please.
8. Many of our lecturers are hard of hearing as well. **If you need assistance hearing questions from the audience**, please ask your classroom assistant (or someone else whose voice you know you can easily hear) to stand or sit next to you and repeat each question to you so you can hear it. Then repeat the question to the entire class from the front of the room before answering it.

# Working Together with Osher Staff

## Who to contact

### **Osher Office**

(801) 585-5442; [osher@utah.edu](mailto:osher@utah.edu)

### **Jill E. Meyer, Director**

(801) 585-1441; [jill.meyer@utah.edu](mailto:jill.meyer@utah.edu)

Curriculum planning, course proposals, lecture opportunities, honorarium, benefits, scholarships, staff or member concerns, course evaluations, campus and community partnerships, major events, budget matters, marketing, press inquiries, and communications.

### **Sheila Jacobsen, Program Coordinator**

(801) 587-9037; [sheila.jacobsen@utah.edu](mailto:sheila.jacobsen@utah.edu)

Special events, locations, volunteer opportunities, campus and community partnerships, major events.

### **Emily Q. Miller, Program Coordinator**

(801) 585-0891; [emily.q.miller@utah.edu](mailto:emily.q.miller@utah.edu)

Syllabi, rosters, locations, classroom assistants, gift certificates, membership information, course evaluations, liability waivers, class handouts.

### **Sandy Richards, Program Coordinator**

[sandy.richards@utah.edu](mailto:sandy.richards@utah.edu)

### **Christopher Whipple, Human Resources Analyst**

(801) 581-7378; [christopher.whipple@utah.edu](mailto:christopher.whipple@utah.edu)

New hire paperwork, payroll.

### **Osher Curriculum Committee Liaison**

Every Osher instructor has a Curriculum Committee liaison. If you are not sure who is your liaison, please ask the Osher staff.

### **Classroom Assistants**

Please let us know if you require a classroom assistant. Osher staff will recruit a volunteer class member for you. We can provide your classroom assistant's name and contact information once we have a volunteer. *(Due to COVID-19 restrictions, we are providing classroom assistants only as needed for essential functioning of the class.)*

### **Commander's House, University Guest Services**

(801) 587-1234; (801) 230-6836

### **Thomas S. Monson Center**

801-213-8770; [cmortimer@monsoncenter.utah.edu](mailto:cmortimer@monsoncenter.utah.edu)

## Parking

### **Commander's House, Historic Fort Douglas**

1965 De Trobriand Street, Salt Lake City, UT 84113

Parking in the lot to the north of the Commander's House is free when Osher classes are in session. This parking lot is shared with the neighboring buildings. Generally, there is plenty of parking, but if events are scheduled at the Officer's Club and/or Guest House, parking may not be available in this lot.

Overflow parking is available west of the Guest House which is north along Fort Douglas Boulevard from the Commander's House. If that lot is full, additional parking is available around the field to the south of the Commander's House.

### **University Connected Learning/Continuing Education Building**

540 Arapeen Drive, Salt Lake City, UT 84108

Visitor parking is available in the small lot due south of the building and the large lot due west of the building.

### **Tenth East Senior Center**

237 South 1000 East, Salt Lake City, UT 84102

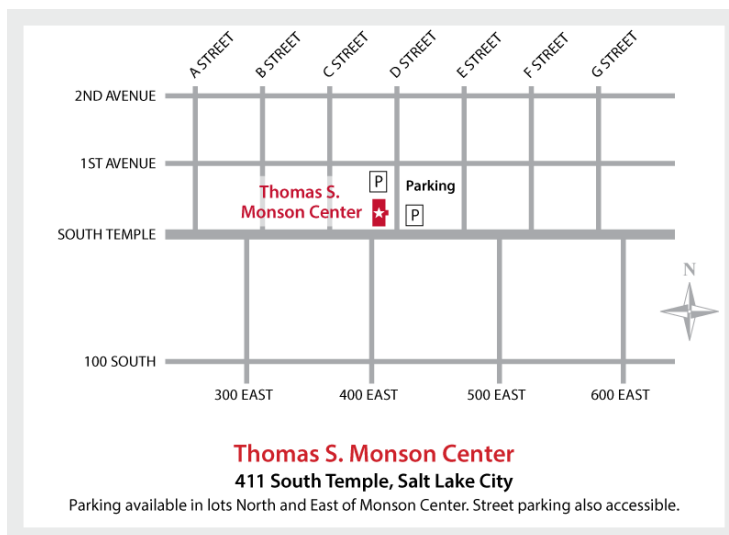
The parking lot is behind (east of) the building. Parking is free and some street parking is also available.

### **Monson Center**

411 East South Temple, Salt Lake City, UT 84111

Parking is available for instructors and Osher members in the parking lots to the east of the Monson Center. There are upper and lower parking lots.

The east entrance of the Monson Center has a u-shaped driveway. Osher members with mobility concerns (i.e. unable to walk up and down stairs) may park on the right side of the u-shaped driveway.





## Course materials preparation and production

Instructors are responsible for preparing their own course materials. Please email or bring in original copies/class handouts you want for class to Osher staff by **one week before your next class**. Do not leave your printing/copying until the last minute.

*Please note: while some remote locations (e.g., the Tenth East Senior Center) have copiers, they are likely not for Osher use so please do not ask. Osher staff can advise you about this.*

If your class is at the Commander's House and you have given adequate notice (by **one week before your next class**), your copies will be delivered to your classroom. We accept registrations up to the first day of class and sometimes even after class starts.

You can check your enrollment online by going to [www.utah.edu](http://www.utah.edu). Click on [Catalog & Class Schedules](#), then choose the appropriate semester (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. If you wish to call or email, Osher staff will always have the most up-to-date information.

Reimbursement for producing your own copies/handouts by using an outside source is generally not available. If your class is off campus and/or it is not possible to produce copies by one of the methods described above, we can charge a special fee to cover the production cost. This must be arranged in advance during the programming and contracting process and published in the catalog. An original, itemized receipt is required for reimbursement; credit card signature receipts are not allowable. Receipts should be delivered to the Osher offices in Research Park. 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 was not adequate to cover expenses, we cannot reimburse you for photocopying costs.

## Class format

Classes are usually scheduled in six-week terms every Fall (September/October), Winter (January/February), Spring (March/April), and Summer (May/June). A typical class meets 1.5 hours, once per week for six weeks. Some classes meet for more or fewer weeks, for a shorter or longer time, more than once per week, or start early and/or end late. All deviations from the typical, six-week format require special handling and can present scheduling challenges. Please work closely with staff about your programming needs.

## Classrooms

The location for your class is determined during the programming process and is largely dependent on class size/enrollments.

The main classroom locations are the Commander's House in Fort Douglas on the east side of the University of Utah campus and the UCL/ Continuing Education Building in Research Park. We use some non-University locations when either the needs of the class dictate (e.g. yoga or art studio) or where we have identified new classroom space at community partner

organizations (e.g. 10<sup>th</sup> East Senior Center).

Classrooms are set up in a traditional classroom style setting. Most classrooms have tables for writing and notetaking. Larger class sizes may necessitate lecture seating without tables. You are welcome to rearrange the furniture to suit the needs of your class. Please let Osher staff know if you plan to rearrange the furniture and return the room to the configuration in which you found it at the conclusion of each class.

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 staff are not available, including for locked classrooms, please call the University Guest House at 801-587-1234 or 801-230-6836. Allow up to 20 minutes for a response. Other community facilities have staff on duty at all times to assist you with classroom and facility issues.

If all of your class members are agreeable, you may decide to hold a class session at a time or place different from what is published in the catalog. You are responsible for alerting your class to any changes. You must also alert Osher staff so that we can notify facilities and respond to any inquiries. Please be sure that class members who may be absent from a class in which you announce changes to class times, location, or syllabus are informed too. Osher staff can help you with contacting everyone. We only rent the Commander's House for six weeks each term so please keep in mind that it is generally not available for make-up classes or classes that meet outside of the term's six-week parameter.

## **Class roster, attendance, registration**

We encourage you to get to know your class members by name. To assist you with this we will provide a class roster. **Use of the roster is for class business only. Please refer to your Letter of Agreement (LOA) regarding prohibited uses of this information.**

Name badges are provided to each Osher member but they are not required to wear them. At the Commander's House and 540 Arapeen, erasable name tents and magic markers are available. Please ask Osher staff to supply them, if desired.

Please take roll and ensure that all people present in the class are on the roll. If you prefer to have a classroom assistant take roll, please let the Osher staff know. If a non-registered person is in your class, please write their contact information on the roster and communicate this to Osher staff. We will contact them and take care of their registration needs. We need to ensure that all Osher members 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.

Attendance is not required. If attendance drops off significantly it can sometimes be indicative of unmet expectations, but health and travel are more frequently the cause. Osher staff or your Curriculum Committee member can contact the absent class members on your behalf to obtain feedback. Be sure to review your course evaluations at the end of each term. We want to help you succeed and are happy to discuss any adjustments you and your class members would consider worthwhile.

## Field trips

Field trips can be an important component of the Osher learning experience. To ensure the safety of both you and your class members, please follow these University guidelines:

- Obtain approval for field trips from Osher staff.
- Include field trip(s) details in the course listing in the catalog.
- Collect signed liability waivers (Appendix A) from each participant before the start of the field trip. Return completed forms to Osher staff upon completion of the trip.
- Ensure that adequate personnel are on site to handle the activity and keep the group safe throughout the field trip. Please take into account that participants will have varying levels of physical fitness and will move at different speeds. It is recommended you let them know for how long they will be standing, walking, and/or sitting and provide parking information.
- Inform members of University and Osher policies regarding the use of personal vehicles and carpooling listed below:
  - Carpooling is at your own initiation and risk.
  - Osher staff, instructors, and volunteers cannot arrange carpooling.
  - 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 or injury occurs while on a field trip, those affected should fill out the Incident/Accident Report form (Appendix B). Send a photograph of the completed form to the Osher office at [Osher@Utah.edu](mailto:Osher@Utah.edu) and phone us at 801-585-5442.
- Be sure to notify Osher staff of any incidents, accidents, injuries, issues, or concerns.

## Course and instructor evaluations

Evaluations are an important part of our efforts to deliver the highest quality learning experience to our members. Once compiled, a summary of the feedback we collect will be provided to you.

Class members complete evaluations on paper and/or electronically, as appropriate.

Upon completion of a course, each Osher member will receive an electronic evaluation request. Evaluations are online surveys designed to gather in-depth evaluations of the course, instructor, and Osher program.

*After COVID-19 restrictions have been lifted, we may return to using our paper evaluation forms, as we have done in previous terms. When appropriate, these will be made available before your final class.* Please encourage class members to participate by filling out the evaluations (digital surveys or paper). Return paper evaluations to Osher staff.

## Student interface

The Department of UCL/Continuing Education handles all registration, collection of tuition and special fees, and records management.

You are responsible to contact your class members in the event of a class rescheduling or other class-specific issues and to keep Osher staff informed. To facilitate your interface with the class, we will provide a class roster with contact information at the beginning of the term. If you need further contact information during the term, please ask the Osher staff. **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 an Osher member about joining your class. This happens most often when a class is full. **Please refer all such requests to Osher staff.** We maintain waiting lists and process member requests in the order in which we receive them. Although Osher members are disappointed when they cannot get into a class, they generally understand. Special favors are unethical and not allowed.

## Cancelling 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 cases as enrollment and attendance usually suffer as a result of schedule changes. Please call Osher staff to discuss your specific situation and to consider optimal solutions.

As many of your class members 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. Please note if anyone is absent when you make announcements and contact them after class to be sure they are fully informed.

Although email addresses are noted on the form, email is not recommended as a sole method of communication, especially for time sensitive matters, as many members do not check their email frequently. If using email, we advise you request a read receipt confirmation. Any email address in the format [uXXXXXXX@utah.edu](mailto:uXXXXXXX@utah.edu) will likely be ignored. These email addresses are assigned to all students by the University of Utah and Osher members do not frequently, if ever, use them.

## Cancellation of classes due to weather

In the case of severe weather, please listen to your local radio or television station for cancellation announcements. If the University closes, Osher classes are cancelled. Every attempt will be made to leave a message about closures on Osher's main line, 801-585-5442, and on the UCL/Continuing Education website [www.continue.utah.edu](http://www.continue.utah.edu). The University also posts closure information on its home page: [www.utah.edu](http://www.utah.edu).

## Full classes, waiting Lists, opening additional sections

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 of five (5), the class may be canceled. Osher staff will contact you the week prior to determine how long you are willing to wait to make the decision. You can contact the office at any time to check current enrollment numbers. You can also check enrollments online by going to [www.utah.edu](http://www.utah.edu). Click on Catalog & Class Schedules, then the appropriate semester. *Note: Osher's winter term is listed in the University's spring semester.* 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. Osher members who call to register are put on waiting 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 considered case by case.

## Honorarium

If you selected a monetary honorarium, it will be processed through the regular University payroll system. You must contact the UCL/Continuing Education payroll reporter with the required paperwork and two forms of government issued identification to set you up in the University system as an instructor any time during the term you are teaching.

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

- Letter of Agreement
- New hire paperwork
- Course evaluation forms
- Signed liability waivers (for field trips and classes that involve risk – e.g., with food, alcohol, or physical activity).

The honorarium is processed after all classes are completed. Monetary 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 instructors. The UCL/Continuing Education payroll reporter will provide a direct deposit authorization form to you with the new hire paperwork.

## Special fee reimbursement

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 class members.**
- Submit itemized receipts (credit card receipts are not accepted) to document use of the special fee monies. **Reimbursement can be made only for pre-approved 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 class member.

Special fee reimbursement can be processed any time after the executed Letter of Agreement is returned to our office and the expense has been incurred. Submit your original receipts to Osher staff. Please keep a copy of all receipts for your records. The time between when the office receives your documentation and when your reimbursement is sent can take up to three weeks.

## Follow-on courses

Follow-on courses can be scheduled in subsequent terms if there is member interest and a fit with the curriculum mix and direction. Contact the Osher Director, Jill E. Meyer at (801) 585-1441 or [jill.meyer@utah.edu](mailto:jill.meyer@utah.edu) or your Curriculum Committee liaison to discuss. It is a good idea to ask class members what their interests are but care must be taken to avoid setting expectations that Osher cannot support. Prior to approval, 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 (i.e., non-Osher staff) with curriculum or programming matters. They are there to support your physical classroom needs only.

## Class promotion

To help promote the Osher Lifelong Learning Institute and your class, Osher staff publishes and mails Fall, Winter, and Spring catalogs to thousands of people – both members and prospective members of Osher. Osher staff publishes course descriptions and instructor bios on its website, posts to social media outlets like Facebook and YouTube, and presents at community events (e.g. service clubs such as Rotary and Kiwanis, retirement seminars, senior communities), and organizes course/instructor preview events each year for hundreds of Osher members.

Your attendance at these major events can really help build interest. Attendance ranges from 300 – 400 members and prospective members.

Each event includes an hour of mingling during which guests enjoy light refreshments and visit with instructors. Course materials are distributed at high top tables around the room. These events also feature a guest lecturer and program highlights from the year.

Nothing motivates people to register for an Osher course more than your enthusiasm for and expertise in your topic. For convenience, members can register for courses on site at these events. *During COVID-19, we have also been offering online open houses via Zoom webinar.*

## **Media inquiries**

From time to time the media may contact you about doing a piece on your course. These are wonderful opportunities to help get the word out to the community about your course and about the program. We appreciate your willingness to accommodate these requests whenever possible. Please refer the media contact to the office so that we can coordinate their visit to your classroom and provide additional information and support.

## **Professional conduct**

You are a representative of the Osher Lifelong Learning Institute at the University of Utah. As a professional in your field, we count on you to conduct yourself with dignity and respect.

- If you have a problem or concern with the Osher program, please alert 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 all concerned. Discussing issues or concerns related to the program with class members is often counter-productive to the program and to the Osher member experience.
- Osher members choose our 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 class members during class time is inappropriate and prohibited, as is using Osher member contact information for any non-class related purpose.
- Members have paid hard-earned money to attend their courses of choice. Please do not invite anyone to attend a class without proper registration. On a case-by-case basis and with prior approval of the Director, exceptions can be made to this policy.

## **Instructor privileges**

Instructors are invaluable members of our Osher community. You are eligible to register at no charge for one (1) course during the term in which you teach. Special fees may apply. We find this a wonderful opportunity for instructors to participate in our learning community in a synergistic way as a class member as well as an instructor.

To register for your membership, please call the office at 801-585-5442 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 course start date to check availability, to register, and to pay any applicable special fees.

Tuition waivers will not be applied retroactively. Osher membership additionally entitles the instructor to all membership benefits and, if taking a class, UCL/Continuing Education student benefits. Visit [www.osher.utah.edu](http://www.osher.utah.edu) for an up-to-date listing of courses.

Instructors 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)).



# Emergency Procedures

## Classroom and field trip emergencies

- **IF YOU ARE IN IMMEDIATE AND IMMINENT DANGER, DIAL 911**
- 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.
- Report the incident to the Osher staff person on duty.
  - If an Osher staff person is not on site, report the incident to the main office at 801-581-6461
- 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 and inform the staff of the request.
- After the emergency is over, complete the Accident/Incident Report form in Appendix B.

## In the event of a fire alarm/drill

- Evacuate the building by use of stairways, not elevators. Without jeopardizing your own safety, assist those who may need help.
- Stand away from the building.
  - At our main building, gather at the posted EAP points in the south and west parking lots.
  - At the Commander's House, gather on the field in front of the building.
  - At other locations follow the exit and gathering instructions of that site.
- Make a count of class members who have evacuated & inform emergency personnel immediately if anyone is missing.

## Campus Police & Public Safety

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.

## #SAFEU

A comprehensive website for all safety-related information, reporting and support resources, training and more at the University of Utah: <http://safeu.utah.edu/>.

## 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

## Appendix B - Accident/Incident Report

<https://safeu.utah.edu/how-do-i-report/>

## Appendix C - References

Teaching Adults: An Annotated Bibliography compiled by Michael Brady, Osher Lifelong Learning Institute 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

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. 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.

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.

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.

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.