

## 2023 GUIDELINES for ON CAMPUS CLASS MANAGERS

### BEFORE THE FIRST CLASS

- \_\_\_\_\_ Speak with the presenter (the week before the first class)
- \_\_\_\_\_ Confirm date, time and location of class and find out if there are any planned cancellations/modifications to the schedule
- \_\_\_\_\_ Obtain his/her bio and make sure to introduce them at the start of the first class. (Brief bios are in the course catalog on the LLI website **except** for the multiple-presenter courses)
- \_\_\_\_\_ Exchange your emails and phone numbers for emergency cancellations
- \_\_\_\_\_ Discuss how questions and comments will be handled

### FIRST CLASS

- \_\_\_\_\_ Arrive on campus a few minutes early to retrieve your attendance sheet.
  - \*Ask members to sign in as they arrive
- \_\_\_\_\_ Get acquainted with the presenter
- \_\_\_\_\_ Time flies by quickly, best to start class on time.
- \_\_\_\_\_ Make sure to review on-campus guidelines:
  - Share any pertinent announcements
  - Cell phone is off/airplane/silent mode – complaints have been received regarding vibrating cell phones.
  - Beverages are **only allowed in COVERED, CLOSED containers.** **No food** is allowed in classrooms.
  - Point out exits and bathrooms.
  - Encourage use of our Hospitality Room (upstairs in Kenyon Club Room)
- \_\_\_\_\_ Announce where the class material (if any) is to be found (on Moodle).
- \_\_\_\_\_ Ask if anyone needs to sign the attendance sheet.
- \_\_\_\_\_ Introduce the presenter using the bio you've agreed upon
- \_\_\_\_\_ Discuss how questions/comments will be handled, during or at the end of presentation.
- \_\_\_\_\_ It's a nice touch to thank the presenter and give a round of applause.
- \_\_\_\_\_ Return attendance sheet to Hospitality Room/LLI office.

### BEFORE THE FIRST CLASS AND WEEKLY

- \_\_\_\_\_ Send a reminder email 2 days prior to the class.
- \_\_\_\_\_ Make sure your Subject Line in the email refers to VC LLI, the name of the Class, date of the class and time (Example: VC LLI – Gentle Walks, Thursday 9/21@ 9:20am)

**IN THE EVENT OF A LAST MINUTE CANCELLATION IMMEDIATELY NOTIFY EVERYONE BY EMAIL. MEMBERS ARE RESPONSIBLE FOR CHECKING THE VASSAR COLLEGE WEBSITE FOR EMERGENCY NOTIFICATIONS (SNOW CANCELLATIONS OR OTHER CAMPUS-WIDE NOTIFICATIONS)**

**If you would like 1:1 “hands on” training on sending an email to course registrants via Pro Class, please contact one of the following:**

**Rob Cohen** [rob.cohen@gmail.com](mailto:rob.cohen@gmail.com)

**Rachel Reisman** [MsRachelR@aol.com](mailto:MsRachelR@aol.com)

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