

GUIDELINES FOR ON-CAMPUS CLASS MANAGERS

Onsite Student Tech Support: Beatrice (Bea) Pitt Stoller

Contact Phone #: (917) 757-0530 Email: bpittstoller@vassar.edu

BEFORE THE FIRST CLASS

- Speak with the presenter (at least ONE week before 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 so you can introduce them (Brief bios are in the course catalog on the LLI website **except** for the multiple-presenter classes)
- 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 presenter
- Time flies by quickly, best to start class on time
- Review on-campus guidelines with class:
- Share any pertinent announcements.
 - Cell phones in the 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 emergency exits and bathrooms.
 - Encourage use of our Hospitality Room (upstairs in the Kenyon Club Room)
- Announce where the class material (if any) is to be found
- 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 **within 10 minutes of class ending**

BEFORE THE FIRST CLASS AND WEEKLY

- Send a reminder email to each class member 2 days prior to every 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: Guide to Exploring, Friday, Sept. 26 @ 9:30am)

**FOR UNEXPECTED CANCELLATIONS,
IMMEDIATELY NOTIFY EVERYONE BY EMAIL.
MEMBERS ARE RESPONSIBLE FOR CHECKING THE VASSAR
COLLEGE WEBSITE FOR EMERGENCY NOTIFICATIONS (SNOW
CANCELLATIONS OR OTHER CAMPUS-WIDE NOTIFICATIONS)**

TAKING AND REPORTING ATTENDANCE:



Attendance sheets are in file boxes located in the Hospitality Suite in the Kenyon Club Room (2nd floor) until 3pm for pickup before class.

The attendance folders for classes are color coded based upon class time:

- 9:30 am classes (period 1): are **blue**
- 11:05 am classes (period 2): are **green**
- 1:45 pm classes (period 3): are **pink**
- 3:20 pm classes (period 4): are **purple**

Please return all attendance folders to the file box within 10 minutes of class ending

For any classes located Blodgett Hall:

- Folders can be returned to the LLI office in Blodgett, Room 115 to the hanging file box on the wall outside the office at any time instead of going back to Kenyon Hall.

For all 3:20pm classes only:

- The hospitality suite closes at 3pm. If possible, please try to pick up attendance folders before then
- **After 3pm, the file boxes will then be moved to the Kenyon Lobby**
 - They will be available there until 4:45pm
 - After 4:45pm, you may return your folder to the hanging file holders on the wall outside the LLI office (Blodgett 115) anytime before 5:00pm. Blodgett Hall doors LOCK promptly at 5:00pm