



## INTRODUCTION TO THE INSTITUTE FOR LEARNING IN RETIREMENT FOR STUDY GROUP LEADERS (SGL)

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### **WELCOME to ILR**

The Institute for Learning in Retirement (ILR) is a 30+ year old non-profit, community-based group of adults who share a love of learning. At its heart, ILR is an academic program designed to suit varied interests.

In the company of like-minded peers, members have the opportunity to enjoy varied interests without concern for credit, grades or prerequisites. This creates unique educational opportunities made possible by active membership participation and collaborative leadership.

Structurally, ILR is composed of several committees, including Technology, Volunteers, Curriculum, and Communications which collaborate to ensure the smooth and efficient flow of information to our members and instructors.

### **WHEN**

ILR has two semesters: Fall (September-December) and Spring (March-June) and may offer an abbreviated winter session (January-February).

Most of our classes are held on a weekday, mid morning or mid afternoon, but a few can be held in the early evening, and occasionally on a Saturday.

### **WHERE**

In-Person classes take place at local venues in the greater New Haven area. Examples may include but are not limited to: the Jewish Community Center and Woodbridge Library in Woodbridge, or the Daniel Sullivan Education Center and Area Cooperative Educational Services in Hamden.

Remote classes take place on Zoom.

### **WHO**

Many of the courses we offer are led by active or retired professors from various colleges and universities in our area. Others are led by ILR members who want to share their academic interests and passions with their peers.

Our Study Group Leaders (SGLs) or instructors determine the duration and number of sessions to achieve their course objectives. Each class can range from 60 to 90 minutes for singular or multiple sessions.

Our instructors receive no compensation, other than the satisfaction of teaching an adult audience that is highly motivated, very knowledgeable, and interested in furthering its pursuit of knowledge. ILR offers SGLs free registration for any course(s) during the semester in which they teach. (See SGL Benefits)

### **WHAT**



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Our courses include a variety of topics including current events, art and music history and appreciation, health issues and science, literature and poetry, creative writing, hiking, and field trips. The Curriculum Committee is continually adding new areas of interest.

### **COURSE FEEDBACK**

ILR offers you the opportunity to get feedback on your class and has created an optional ILR Course Feedback Form, in paper form or email. The form is completely confidential for the in-person class member to complete and is handed over directly to the SGL. No one other than the SGL sees this form.

Alternatively, you may choose to have feedback sent directly to your personal/professional email, if you are amenable. Feedback Forms from Zoom classes are sent to the SGL by email by students, therefore, negating confidentiality.

### **SGL BENEFITS**

SGLs are invited to register for any classes they find of interest, as a guest, during the semester which they teach. A registration code will be provided by email shortly before the semester begins.

### **CLASS FORMATS:**

#### **In-Person Classes**

As the SGL, you are offered your choice of venue, day, dates, times, and type of classroom arrangement. Either the venue or ILR will provide the needed technology.

There are several procedures you are asked to follow:

It is suggested that you arrive approximately 30 minutes early to class to set up your materials and make sure that all of the technology, which you have requested, is present and ready for your use. Your Liaison will be present to assist you.

Handouts can be distributed during class or emailed to class members before the class. Each class has an assigned Liaison who can assist with copying, beforehand, and distribution of handouts at the first class. As an alternative, the Liaison can email materials to students in advance of the class. If you wish to copy the materials yourself and distribute, these costs will be reimbursed. The Curriculum Committee can provide you with the "Expense Reimbursement Form".

For each In-Person class the assigned Liaison will:

1. contact you well in advance of the start of class to offer assistance and prepare an introduction based upon your biographical information.
2. be present when you arrive at the venue.
3. will distribute and collect the ILR Course Feedback forms at the last session and hand them over to you, IF you had requested Feedback.
4. assist you in recognizing and responding to questions if necessary.



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### **Remote classes on ZOOM**

Each ZOOM class will have a Host and one or more Co-Hosts. They will work with you prior to the class to determine how you would like the session to be run. Examples would be how to manage questions, time allotment for discussion at the end, etc. The Host will introduce you to the class, go over basic Zoom procedures, then turn the session over to you. During the session, the Host or Co-Host will handle any difficulties participants might be having.

The Registrar will register you for your ZOOM class.

No later than 48 hours before the start of class, you will receive an invitation by email containing the Zoom link to join. If you have not received it by then, please contact your Host or [volunteers@ILRNH.org](mailto:volunteers@ILRNH.org).

You can create PowerPoint presentations and use the Zoom "Share Screen" feature in real-time. If you choose to share your presentation with students at the conclusion of the course, the Host or Co-Host can assist by sending the files via email.

### **Cancellation PROCEDURE**

Cancellations within 48 hours of the start of class due to illness or unexpected conflict can be handled by notifying the Host or Liaison or [volunteers@ILRNH.org](mailto:volunteers@ILRNH.org) or phone Rita Esposito at 203-687-8966.

If the problem arises more than two day before the start of classes notify the Curriculum Committee Co-Chairs at [curriculum@ILRNH.org](mailto:curriculum@ILRNH.org) or phone David Phelps 203-731-0750.

Cancellation of a course due to low enrollment will be handled by the Curriculum Committee Co-Chairs who will monitor the class roster and notify the instructor well before the start of the course.

In-Person classes may be canceled due to inclement weather. A Curriculum Co-Chair will notify you of the cancellation. The class may be rescheduled.

### **Co-Chairs of the Curriculum Committee are:**

David Phelps- 203-288-0479, [phelps2829@sbcglobal.net](mailto:phelps2829@sbcglobal.net)

Serena Guerrette – 202-988-5128 [petitewar1@gmail.com](mailto:petitewar1@gmail.com)