

Course Coordinator Checklist

BEFORE THE COURSE

_____ Three weeks prior to the first session, contact instructor to identify any equipment needed, and reserve it by contacting Paul Hopley at (703) 409 8493 (cell) or phopley4@gmail.com. Make sure the instructor will be ready to present at the appointed time and place and has directions. Also, make sure you and the instructor have exchanged email addresses and cell phone numbers.

_____ The LLI Administrator, Janice Viola, will email the class roster, class contact information, and a Course Evaluation Form containing the course number, title, instructor, and date. Make enough copies of the form to cover the number of attendees. This may be done at home or at the LLI office on the NOVA campus, (CG) building, Room 216-D. The office key is available at the provost's office, Room 202 in the CG building. The consent of the Curriculum Committee Chair, Doug Johnson (703) 628-3115), is required before paying a fee for copying.

_____ The contact list will also include those on the wait list. As cancellations occur contact names on the list as quickly as possible to see if they are able to attend. Continue this process as additional cancellations occur.

_____ Email the LLI Administrator, Janice Viola (llinova.admn@gmail.com) or call her at (703) 503-0600 and give her the new names. **Note:** you may receive emails from the LLI Administrator notifying you of additional registrations (accepted or wait listed). Annotate the original registration list for cancellations and add the names of persons on the wait list who are able to attend.

_____ Arrive at the classroom in sufficient time to make sure it is unlocked, available, and has adequate seating. You may need to set up chairs. If the room is locked or the requested A/V equipment is not in place by ½ hour before the class, contact the appropriate person. *

_____ If for any reason the class needs to be canceled, the venue cancels, or you are unable to coordinate the class, immediately call the Curriculum Committee Chair, Doug Johnson, at (703) 628-3115.

_____ If the instructor does not arrive on time, try to contact them first, then call the Curriculum Committee Chairman, Doug Johnson (703) 628-3115. Additionally, contact the LLI Administrator, Janice Viola, to arrange for an email reminder notice to all registrants.

_____ If the class is at the Ernst Center, greet and assist the instructor and Solomon, the staff A/V technician, whose office can be found in the Continuing Education Office located behind the Forum room on the upper level.

_____ Place the class roster and copies of the Course Evaluation Form in a visible location.

_____ Make sure that all attendees sign in.

DURING THE COURSE

_____ Start the class at the appropriate time, introduce the instructor, and make any necessary announcements, including asking all attendees to silence electronic devices.

_____ Facilitate the question and answer period and close at the designated time, making sure to thank the instructor.

_____ Remind all attendees to complete the Course Evaluation Form.

AFTER THE COURSE

_____ Collect the Course Evaluation Forms and class roster, leave the classroom in the same condition as found, close the door (s), and return the visual aids as appropriate.

_____ Review the Course Evaluation Forms. If the instructor has previously presented, an email thank-you note is sufficient. Do this within one week if possible. Thank the instructor for teaching and provide feedback from the evaluations. If the evaluations contain suggestions for future courses by this instructor let him/her know. If this is a first-time instructor, a formal ready-to-mail thank-you note should be drafted and emailed to the LLI president for signature. Leave sufficient space at the top of the page for the LLI logo (about 3 inches). In addition to the formal thank-you note, first-time instructors receive an embossed leather LLI bookmark. In the thank-you email, mention what our members liked (be specific). Be judicious about negative comments and ignore all comments about room temperature, room size, how far they had to travel, parking fees, etc. Suggestions for future courses/trips should be emailed to the Curriculum Committee Chair, Doug Johnson. Destroy evaluation forms, class contact information, and the class roster.

_____ This may seem like a lot of work, but please remember that all our instructors are volunteers. The only reward they get is our attention, applause, and feedback. A thank-you note can go a long way toward developing good relationships with instructors.

***If the classroom is locked or A/V equipment is not in place, contact:**

- Braddock District Government Center: Check with the front desk at library or office next to Braddock Hall (right side of building as you are facing building from the street).
- Greenspring Village: Check with the front desk where you sign in.
- James Lee Community Center: Check with the Literacy Council Office, upstairs to the right.
- Little River United Church of Christ: The office is to the right of the main entrance.
- Mason District Governmental Center: The Office of the Supervisor. Turn right prior to the doors to the Main Community Room and follow the hallway to the Supervisor's Office.
- NOVA Annandale Campus: Continuing Education Office (up one level from the Forum room) or the provost's office, CG-202.
- St. Matthew's United Methodist Church: The office is on the main level.

Contact Information

Doug Johnson, Curriculum Committee Chair, (703) 628-3115; llinovadoug@gmail.com

Janice Viola, LLI Administrator, (703) 503-0600, llinovaadmn@gmail.com

The LLI Office is located in the CG building, Room 216-D.

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