



Learning for a Lifetime

No exams, No grades, No pressure!



MEMBER HANDBOOK

2022-2023

INSTITUTE FOR CONTINUED LEARNING ROOSEVELT UNIVERSITY MEMBER HANDBOOK

WELCOME TO ICL

This handbook will help you enjoy the benefits of membership in the Institute for Continued Learning at Roosevelt University (ICL). It provides an overview of the program and its organization, as well as specific information about some of the many benefits available.

Additional sources of information include:

- * The website at ICLRU.org which provides information on current and archived ICL programs and activities.
- * The ICL Membership Directory, (issued once a year in January) which provides contact information on current members and the ICL Board, committee chairs, and our strategic partners. The Directory is available upon request in the ICL Center, Room 705.

Ways to contact ICL include:

- * E-mail at officemanager@ICLRU.org
- * Phone at 224-523-6497
- * Mail to Office Manager, Institute for Continued Learning, Roosevelt University, Room 705, 1400 N. Roosevelt Blvd., Schaumburg, IL 60173
- * In person by stopping by the ICL Center in Room 705, normally Tuesday through Thursday, between 11:30 am and 1:00 pm when classes are in session. Check ICLRU.org in either the “Announcements” or “Classes and More” sections for current hours.

Health and Safety Notes:

- **Photo ID Card and Fee**

Members are required to obtain a photo ID keycard issued by Roosevelt University in order to enter the building and participate in on-campus events. The ID can be obtained in Room 125 during Roosevelt University hours; it will include your photo and identify you as an ICL Member. The card will cost \$10.00. You will be paying the \$10.00 fee to ICL. Do not pay the school when you get your card. The school will periodically send a bill to ICL and we will pay it. We will then contact you to reimburse ICL. When you are asked for payment, you can pay by check or cash. Checks should be made out to ICLRU.
- **Proof of Vaccination**

Proof of vaccination against COVID-19 is also required to participate in on-campus events. Your vaccination card can be presented to a representative of ICL or e-mailed to the Office Manager at officemanager@iclr.org. Once you have received your ID card and provided proof of vaccination, you will receive a green “R” sticker from ICL to be applied to the lower left corner of your ID card. This sticker, available in Room 705, will alert staff that you have been vaccinated.
- **Campus Entry**

Masks are currently optional on campus. Visit ICLRU.org for up-to-date information.

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MEMBERSHIP IN ICL

Members of the Institute for Continued Learning at Roosevelt University are invited to rediscover the joys of learning by participating in:

- Book Clubs
- Field Trips/Excursions
- ICL Reads
- Intrepid Travel Club
- Seminars
- Social Events
- Special Interest Groups
- Study Groups
- Virtual Classes
- Winter Lecture Series

MEMBERSHIP QUALIFICATIONS AND DUES

Becoming a member is easy. One must be at least 55 years of age, must fill out an Admission Form, and pay the annual membership dues. Members must also purchase an ID card (\$10) for entry into the building. Membership renewal letters will be sent the month before your renewal is due. Dues may be paid during regular office hours in the ICL Center (Room 705) at the Schaumburg Campus or by mail to Office Manager, Institute for Continued Learning, Roosevelt University, Room 705, 1400 N. Roosevelt Blvd., Schaumburg, IL 60173.

Make checks payable to ICLRU. Credit Cards are also accepted. Credit card data is not kept on file.

PARKING

ICL Members are entitled to free parking in the University's parking lots. NO STICKER OR PERMIT IS REQUIRED.

ROOSEVELT UNIVERSITY CAMPUS LOCATION

The Roosevelt University campus in Schaumburg, Illinois is called the Albert A. Robin campus. It is located at 1400 N. Roosevelt Blvd., Schaumburg, IL 60173. Most ICL activities are held at the Robin campus in Schaumburg. The majority of these activities are held in the wing housing rooms in the 600 series. Occasionally classes may be in the 300 series rooms. A map showing room locations is included at the end of this handbook. The only way to enter the building is through the main entrance by the circular driveway, on the north side of the building.

Room assignments for all Study Groups are posted in the hallway near Room 620, and on the ICL bulletin board outside Room 705. In addition, room assignments are e-mailed to all members prior to the beginning of Study Groups.

THE ICL BULLETIN BOARD AND WEBSITE

ICL maintains a bulletin board outside of Room 705, where information pertinent to ICL members is displayed. Members are encouraged to periodically review the board.

ICL maintains its own website at ICLRU.org, where you will find up-to-date information regarding all of the activities of ICL.

CAMPUS MAP

A map of the campus can be found at the end of this booklet. ICL members do not have access to the second floor as it is the location of the Roosevelt College of Pharmacy.

EMERGENCIES AND UNIVERSITY CLOSURE

If a member needs to be reached for emergency purposes, the person calling should dial the member's cell phone first, or call the Schaumburg campus security office at 847-619-8989.

For information about University closure due to inclement weather or other reasons, check the website at ICLRU.org. A banner at the top of the home page will contain the closure information or call 224-523-6497.

GOVERNANCE OF ICL

ICL is a 501(c)3 tax-exempt organization. It is governed by an elected Board made up of ICL volunteers. The Board establishes the policies and administers the programs of ICL. The Bylaws and Articles of Incorporation are available on the website.

ICL ADMINISTRATIVE CENTER

ICL maintains an Administrative Center on the Schaumburg Campus in Room 705. The ICL Center is normally open on Tuesday through Thursday from 11:30 AM to 1:00 PM when Study Groups are in session. Check ICLRU.org in either the "Announcements" or "Classes and More" sections for current hours.

The Center telephone number is 224-523-6497, and the email address is: officemanager@iclru.org.

Members seeking information on any aspect of ICL, its Officers and Committee Chairs, should contact the ICL Center.

ICL BOARD

The mission of ICL is to offer its members a noncredit, non-degree educational program, together with social and cultural opportunities, through which adults 55 and older may share their talents, experiences and skills.

The Board's objectives are to expand and enhance the program, maintain and/or increase membership, increase community awareness of ICL, and continually evaluate programs.

There are nine members of the ICL Board. A nominating committee, consisting of two Board Members and at least three members from the general membership, is formed each year for the purpose of recommending candidates for election to the board. Once this committee has been formed, members of ICL are invited to submit nominees for positions on the Board. The Nominating Committee is responsible for conducting the election and for tallying and certifying the votes for Board Members. Board Members are elected at the ICL Annual Meeting in June, for a three-year term. The Board elects a President, Vice-President, Secretary and Treasurer from its members. The names and pictures of each of the Board Members are posted on the bulletin board outside of Room 705. Profiles of each of the members of the Board are posted on the ICL website (ICLRU.org).

A vacancy on the board shall be filled by a member appointed by the president, and approved by the Board.

The Board generally meets once a month throughout the year (except December). All ICL members are welcome to attend. Meeting dates of the Board are published on the ICL website at (ICLRU.org). Board meeting minutes are also posted on the ICL website and on the bulletin board outside of Room 705.

For a listing of the current Board Members and Committee Chairs, please see the Membership Directory or the ICL website (ICLRU.org). Printed Directories are available in the ICL Center in Room 705.

ICL COMMITTEES

The Board has established the following committees to help carry out the objectives of ICL:

Development — Makes current and potential members, along with the community, aware of our organization and enhances those relationships to ensure current and future funding.

ICL Reads — Plans presentations and study groups, book discussions, a social event, and other activities that will complement the book selected for the general membership to read. ICL Reads maintains a Facebook Group page at ICL Reads! when programming is in progress.

Membership — Recruits and welcomes new members to ICL and promotes meaningful engagement with current members to encourage participation in ICL events and activities which enrich the membership experience.

Program Development — Recruits coordinators and provides assistance as needed, schedules Study Groups and develops brochures to convey information about upcoming and current study groups to members.

Social Media — Communicates information about ICL and its activities to members and the community through media such as Facebook.

Special Events — Plans and implements activities that may be of interest to ICL members including:

- * Field Trips
- * Social Events for members and guests
- * Seminars
- * Other (Operas, plays, sporting events, etc.)

Volunteer Services — Members are occasionally asked to lend a hand at special events. To volunteer, register online using the Volunteer link on the navigation bar at the top of the ICL home page.

Website — Maintains the ICL web site at ICLRU.org.

Winter Lecture Series — Plans and implements ICL's annual Winter Lecture Series.

ICL EDUCATIONAL AND SOCIAL PROGRAMS

BOOK CLUBS

ICL currently has two different book clubs: Multicultural Themes and Mystery. Information about the book clubs, including meeting dates and the titles and authors of the books being read is posted on the bulletin board outside of the ICL office (Room 705) and on the website, (ICLRU.org).

FIELD TRIPS / EXCURSIONS

During the year, ICL offers field trips to places of interest to its membership. There have been trips to places such as the Pilsen and Pullman Neighborhoods in Chicago, a cooking school experience, baseball game, as well as museums and other points of interest around the Chicago area. These excursions are in addition to a field trip that a Study Group may propose. Other excursions have included plays and concerts. There is usually a charge for entrance or admission fee as well as a transportation fee for these trips. Notices of such events are e-mailed to members and posted on the ICL bulletin board (outside of room 705), on the ICL website, and announced by coordinators in their classes.

ICL READS

ICL Reads provides members with an annual opportunity to engage in a common reading experience that addresses universal themes, issues, and topics. The book selection is introduced in December and the program continues from March through August. Book discussions, researched Study Groups and Presentations and special activities complement the book. To supplement copies available at area libraries, a limited number of books will be distributed to members on a first come, first served basis. Detailed information is available on the ICL website at ICLRU.org.

INTREPID TRAVEL CLUB.

The goal/purpose of the travel club is to provide a forum for members to find like-minded members with whom to travel. Trips are researched by interested parties who then make their own arrangements.

Meetings, whether on-campus or virtual, will be announced on the website and during weekly Study Group announcements.

SOCIAL EVENTS

Annual social events typically include a Summer Picnic and Holiday Party (additional fees may apply). In addition, an Ice Cream Social and Art Fair is hosted in late summer. The Annual Meeting is conducted virtually in June.

STUDY GROUPS

The core of the ICL experience lies in its Study Groups. These Study Groups meet for two hours once a week for up to 5 weeks during the Winter Session and up to 9 weeks during the Spring, Summer and Fall Sessions. Winter study groups will be offered via Zoom only. Each Study Group explores a specific topic and is coordinated by an ICL member or members. There are no prerequisites, no exams, nor is there academic credit for participating in a Study Group - just learning and fun. Advance registration (online at our web site, by mail, or in person) is required. Some of the Study Groups have limited enrollment and some have nominal materials or other fees. Some include field trips to locations related to the Study Group topic. No limits are placed on the number of Study Groups a member can register for. However, experience has shown that taking two or three at one time is usually sufficient.

Each session, a wide variety of Study Group topics and presentation styles is offered. Study Groups may use a peer-led format or a lecture or video format. Some include participant discussion, visiting speakers, and/or panel discussions.

A brochure containing descriptions of the Study Groups is e-mailed to members before the beginning of each session. It can also be picked up in the office (Room 705) and is posted on the ICL website at ICLRU.org.

Being a Coordinator

Just as the Study Groups are the core of the ICL experience, coordinators are the heart of the Study Groups. The role of the coordinator includes defining the scope of the Study Group topic, preparing and presenting subject matter, organizing group members to study and present various aspects of the topic, stimulating lively and orderly group discussion, and providing administrative support to enable the group to function effectively.

To assist Coordinators, the Program Development Committee has developed a Handbook for ICL Coordinators containing information that is valuable to all ICL members including:

1. a definition of peer-led learning
2. the coordinator's responsibilities
3. the role of Study Group members both before and during the sessions
4. the role of the discussion leader to stimulate lively and orderly discussion
5. a copy of the Study Group session evaluation form.

A copy of the Coordinators' Handbook may be found online at our web site, ICLRU.org or can be requested by any interested ICL member from the Chair of the Program Development Committee.

Coordinator Training is also periodically made available to all those serving as coordinators.

Study Group Coordinators receive a 50% discount on their yearly membership dues.

Study Group Evaluations

In an effort to increase the effectiveness of Study Group topics and coordinators, evaluations may be requested during the last few classes of each session. Your replies are important in helping the coordinators assess their effectiveness and make improvements where warranted.

Audio/Visual Equipment

Many of the ICL Study Groups make use of audio/visual materials, especially DVD's and PowerPoint presentations. Available equipment includes University owned computers and projectors, and DVD players. ICL has its own equipment also called COWs (Computers on Wheels) with projectors, laptop computers, and sound systems. Many members use their own laptop computers. Internet access is also available.

To reserve use of A/V equipment, the coordinator should complete the appropriate section of the Study Group Proposal Form available at ICLRU.org.

VIRTUAL CLASSES

Virtual Classes are offered via Zoom to provide programming for members who are unable to attend on-campus classes due to health or travel. These classes are typically one to two hours and may meet for a single session to an extended number of sessions. Links to these presentations are typically e-mailed to members the Saturday prior to the presentation. Hybrid classes are also available for select study groups to provide members the option of an on-campus or online experience.

WINTER LECTURE SERIES

ICL sponsors a series of Friday morning lectures from mid-January through mid-March. Unlike ICL Study Groups that are peer-led, the Winter Lecture Series is presented by professional speakers and academic professionals. ICL members are encouraged to attend in person or join the event via Zoom. A brochure describing each of the lectures is typically sent out in early December. At that time, members can sign up for the lectures they plan to attend. The website and the bulletin board also post details about the Winter Lecture Series.

CAMPUS ENTRY

MEMBER ID CARDS

You need an electronic ID Key card for the main entrance to the Roosevelt Schaumburg campus. You will need this card to open the electronic lock each time you enter the school.

New ICL members, and members who may have misplaced their card, must go to the Schaumburg Campus to obtain a card. This card will have your picture on it and identify you as an ICL member.

In addition, you will need to prove you are fully vaccinated against COVID-19 to attend classes and events on campus. Once you have provided proof of vaccination, either in person or by e-mailing a copy to officemanager@iclru.org, you will be given a green "R" sticker for the lower left corner of your card. This sticker, issued by ICL, will alert staff that you have been vaccinated. Contact the ICL office at officemanager@iclru.org to make arrangements to get the green "R".

Obtaining your ID Card

1. **The card may be obtained in Room 125.** Room 125 is located on the right, past the circular information desk at the main entrance.
2. **Roosevelt Office Hours.** The hours are Monday through Thursday, between 9:00 am and 5:00 pm.
3. **Cost.** The entrance ID card will cost \$10.00. This is the school's charge to ICL for providing the card. You will be paying the \$10.00 fee to ICL. Do not pay Roosevelt University when you get your card. The school will periodically send a bill to ICL and we will pay it. We will then contact you to reimburse ICL.
4. **When you are asked for payment, you can pay by check or cash.** Checks should be made payable to ICLRU.

Lost your ID card or never had an ID Card

If you have never had an ID Card, or if you have lost yours, you must get a new card. Once you have a new ID Card, you must make arrangements with the ICL office to get your proof of vaccination sticker.

COVID VACCINATION REQUIREMENT AND STICKER FOR ID CARD

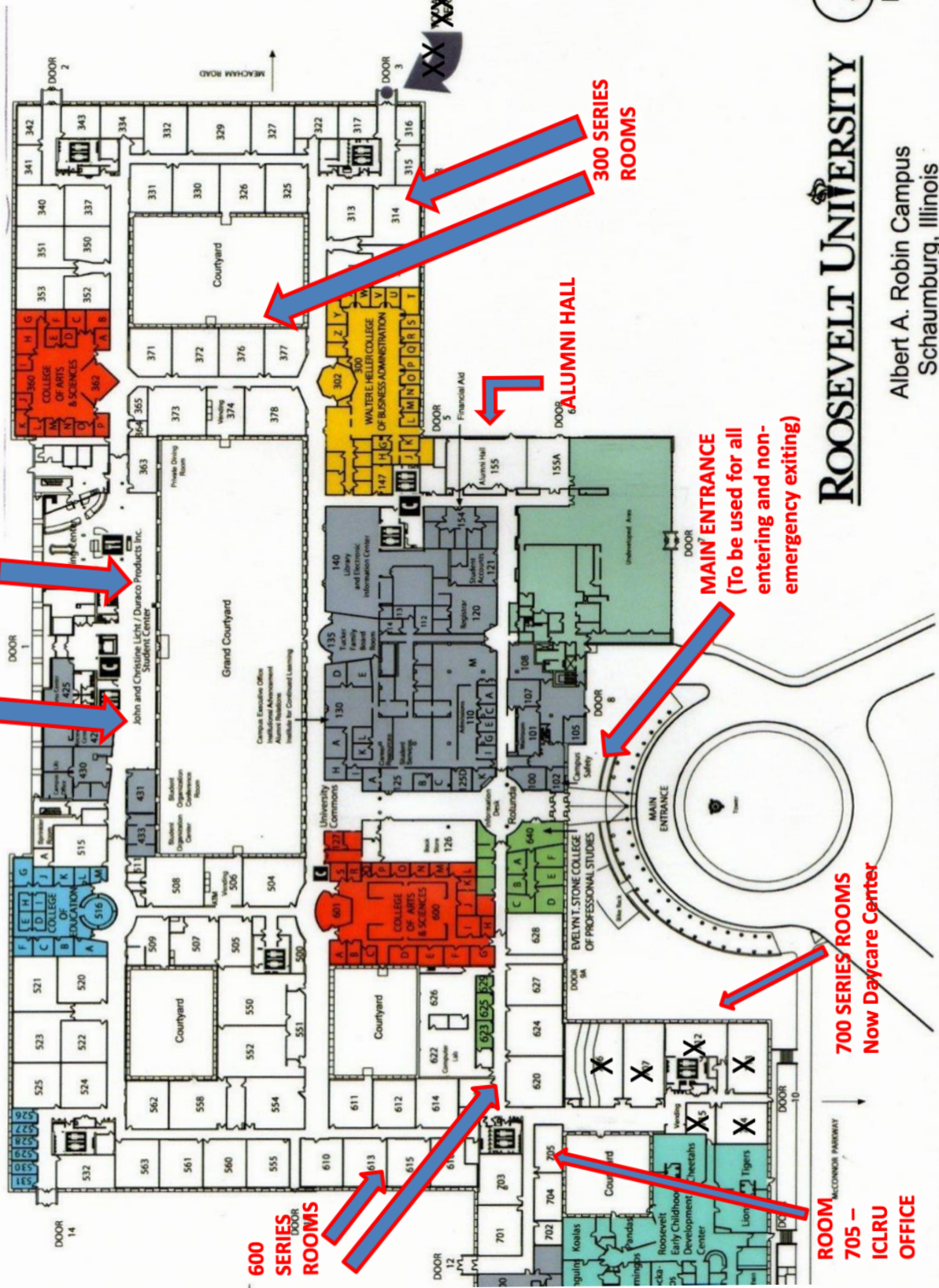
Roosevelt University requires that everyone entering the campus building be fully vaccinated. ICL is meeting that requirement by asking that members provide us proof of vaccination and then receive a sticker to put on the white ID Card used to enter the building.

Once you have provided proof of vaccination, either in person or by e-mailing a copy to officemanager@iclru.org, you will be given a green "R" sticker for the lower left corner of your card. This sticker, issued by ICL, will alert staff that you have been vaccinated. Contact the ICL office at officemanager@iclru.org to make arrangements to get the green "R".

If you do not have this sticker on your ID Card, you can obtain it in the ICL Center, Room 705, the first day you attend a study group. Proof of vaccination is required as detailed above.

NOTE: If you have **not** already submitted your proof of vaccination, on your next day on campus, you must bring both your proof of vaccination, and your ID Card to Room 705 to get your sticker.

LIGHT CENTER/CAFETERIA



ROOSEVELT UNIVERSITY

Albert A. Robin Campus
Schaumburg, Illinois