



Fall 2026 Silver Frogs Instructor Administrative Information

Thank you for being a part of the foundation of the TCU Silver Frogs! We would not be successful without you! Extended Education and the Silver Frogs are here to support you—please do not hesitate to contact us lifelong@tcu.edu or 817-257-7132 if you have any questions.

Participant Communication:

Many instructors want to communicate with participants ahead of the class to introduce themselves, provide any pertinent information and build excitement for their program! For privacy reasons, we are unable to provide you with participant emails. Our office will be happy to send an email on your behalf. Please send your message to lifelong@tcu.edu

Minimum Number of Participants

- **Programs must have a minimum of 10 participants registered 2 weeks in advance of the program in order for the program to run.**

We want to respect the effort you put into your programs and we recognize that many times registered participants have conflicts and do not come to class. This becomes awkward for both the presenter and the participants.

Classroom Hosts

You may have a classroom host depending on availability of volunteers. We will connect you with your classroom host ahead of time so you can go over how you'd like to work together. Typically hosts pick up materials at the front desk, take attendance, pass out materials and support you in any way they can.

Arrival/Departure

Classes and lectures are on a very tight timeline with 30-minute breaks between classes. Please arrive at least 15 minutes prior to your program. Please be respectful of the instructor who may be starting their class and leave the classroom promptly. You can always continue conversations with students outside of the classroom!

Rosters

Your classroom host will take attendance at the start of each session. Please do not admit non-registered students—even if there are empty seats, we do not allow walk-ins for programs.

Instructor Guests/Helpers

For room capacity reasons, we do not allow instructors to bring guests or helpers (except in limited and pre-approved situations).

Classroom Details:

Secrest Wible Classroom 119 (3015 Merida Avenue, Fort Worth 76109): 30 max This is our home base for the Silver Frogs and Extended Education. The classroom seats 30-person max.

Annie Richardson Bass Room 1001 (2800 W. Bowie Street, Fort Worth 76109): 40 max. You will park in the Silver Frog designated parking area behind Secrest Wible.

Zoom Programs: 100 max. TCU will send you and participants the Zoom link prior to the program. TCU will make you the host at the beginning of the program.

The Stayton (2501 Museum Way, Fort Worth 76107): 30 Silver Frogs max/30 resident max
Instructors who are leading programs at The Stayton will receive additional information shortly.

Trinity Terrace (1600 Texas Street, Fort Worth 76102): 30 Silver Frogs max/30 resident max
Instructors who are leading programs at The Stayton will receive additional information shortly.

Stevenson Oaks (6251 Stevenson Oaks Drive, Fort Worth 76123): 30 Silver Frogs max/30 resident max.
Instructors who are leading programs at The Stayton will receive additional information shortly.

Materials & Emails: We are happy to email any materials related to your program to participants either before or after your session. As part of TCU's Going Green Initiative, we are limiting the number of printed handouts. Each instructor may provide up to one double-sided (front and back) handout per class session. Please email your handout and any participant email requests to Lifelong@TCU.edu at least one week prior to the start of your program.

Parking

Due to ongoing construction, parking has become more of a challenge on campus and we encourage you to arrive early! Please use the Silver Frogs parking sticker mailed to you (place on the outside rear window on the driver's side)

- **Secrest Wible & Annie Richardson Bass Buildings: 3015 Merida Avenue, 76109**
Please park in the designated areas behind Secrest Wible. It is best to enter from Sandage Avenue and look for the Silver Frog parking signs. For GPS, use 3024 Sandage Avenue, 76109
- **The Stayton: 2501 Museum Way, 76107**
Free valet parking is available at the front entrance. There is also on-street parking. Please do not park in the Marriott's lot—they fine and tow.
- **Trinity Terrace: 1600 Texas Street, 76102**
Parking is available in the large lot on Texas Street across from Trinity Terrace.
- **Stevenson Oaks: 6251 Stevenson Oaks Drive, 76123**
Enter from Bryant Irvin Road, parking on left side

Audio-Visual Equipment: **PLEASE bring your presentation on a flashdrive!** Laptop compatibility can be a real issue and cause problems.

Access to:

- ✓ Microsoft Office (PowerPoint, Excel, Word, Access)
- ✓ Internet
- ✓ Portable microphone

Teaching Effectiveness

Silver Frogs are here to learn, not because they have to, but because they want to! Here are some suggested do's and don'ts...

Do...

- ✓ Get here early—mentally prepare, access audio-visual system if using, avoid parking problems
- ✓ Engage your audience in your program—ask them questions, encourage discussion
- ✓ Be prepared—use only technology and techniques that you are confident in using—class is not the place to try something new!
- ✓ Watch for distraction—if your audience is looking around, playing on their phone, engaging in side conversations—engage them!
- ✓ Maintain eye contact with many, not few
- ✓ Utilize various teaching methods—computer presentation, writing on the board, walking around the room, showing examples
- ✓ Speak loudly or use the portable microphone—folks in the back may have a harder time hearing you. Ask if folks can hear you! Repeat questions so the entire room knows what's being asked.
- ✓ Recommend outside readings and activities to foster further education
- ✓ Ask for feedback throughout the course if you're teaching a class—don't wait until the end to find out something you could have fixed along the way!
- ✓ Keep the program moving—courses only have 6 instructional hours, mini-courses 3 hours and lectures 1.5 hours! Get started on time, finish on time.

Don't...

- X Lecture to them—this is a dynamic learning process for everyone!
- X Read your notes—know your material and delivery in advance so you can relate to the audience
- X Disparage someone's remarks—members have vast amounts of experiences and skills—acknowledge their comments, engage others for their views
- X Speak with your back to the audience—they won't be able to hear you!

Educational Focus of Programs

Our programs are intended to be educational in nature, not geared toward sales or business opportunities. **Please do not promote or sell any services or items during your course or lecture including offering free consultation services or asking for emails to receive additional information.** Your handouts or presentation may list your company affiliation or website, but no marketing can take place.

Program Evaluations

At the conclusion of your class or lecture, participants will receive an online evaluation via email. Please encourage your participants to complete the evaluation! After approximately two weeks, you will receive an email with evaluation results. The evaluations are also sent to Curriculum Committee for their review. Use the evaluations as a teaching tool—what worked, what didn't, what you could change, what you should keep.

Inclement Weather and Rescheduling Programs

In the event of inclement weather, the Silver Frogs will follow TCU's decision on the campus being open or closed. Extended Education will notify all participants if their program has been cancelled. We will work with you to reschedule your session. This also applies if you are unable to teach due to illness. Please contact Extended Education (817-257-7132) as soon as possible if you are unable to teach!

Our Thanks to You:

You can take one Silver Frogs class (on a space available basis) during the semester you are teaching. Please reach out to Extended Education and let us know which class you are interested in. Instructors can receive a discount on a Silver Frog

membership the semester they are teaching. If you are not currently a Silver Frog but qualify to be one (50+ years of age), please let us know!

Important Phone Numbers

TCU Extended Education	817-257-7132	lifelong@tcu.edu
TCU Emergency	817-257-7777	