

ePistle

Volume 1, Issue 1

June 2018

Editor's Comments

Jim Dunphy



Welcome to the first edition of the OLLI ePistle, sure to be a collector's item!

As you know, OLLI has started a Teacher Resource Initiative, and asked me to chair the effort. We are hoping to offer our elite cadre of instructors various resources. We also hope they will share best practices. This will be a multi-faceted initiative, involving

- A monthly Newsletter, which you have in your hands
- Formal classes on teaching techniques, which Kathie West will have the first

continued on page 2

INSIDE THIS ISSUE

- 1** Editor's comments
- 1** Power Point Tips
- 2** Alice and Jen's Corner
- 3** Calendar of Events
- 4** A Tale of Technology

Power Point tips

Doris Bloch



Note – Doris is working on a revision to the Teachers' Manual which will include a full version of Power Point tips. For now, just a sample!

POWERPOINT AND PRESENTATION TIPS

- *PowerPoint is a visual tool; it is not your presentation. Don't put all that you have to say in PowerPoint.*
- *Use color judiciously, e.g., a dark background with gray text is very hard on the eyes. Usually the overhead lights are dimmed for PowerPoint presentation projection.*
- *Use an Outline (a feature built into PowerPoint) to keep your text organized – this is to benefit you – find under View Outline) while building the presentation.*
- *Develop a Title Page for your starting point. Include title of talk, your name, and your contact information.*

continued on page 3

- A revised teachers manual, which Doris Bloch is working on and which will be highlighted in this issue
- A centralized list of teacher resources, which will be easy to access and use
- A series of teacher only social events for teachers to network and to exchange best practices

We will also include in this edition and further additions Alice and Jennifer's corner, where the two hardest working people I know can provide admin information and tips, and a calendar of events related to the initiative.

Of course, what we are really looking to do is to create a dialogue among OLLI instructors. What are your thoughts and concerns?

Each month we will provide a question and hope to stir some discussion. As noted, please reply to me at dunphyjj@aol.com, and I will provide your thoughts in the next newsletter.

Alice and Jen's Corner

Greetings from Alice and Jen's Corner,

We want to begin by thanking you for all that you do to provide excellent courses for our OLLI members. We appreciate you!

Our request for this month is, please be flexible with your time requests. The most popular time instructors request is Tuesday at 11:50, especially at Tallwood. We have nearly 200

offerings this fall. Granting instructor preferences for teaching times is becoming more challenging as our number of offerings continues to grow. When you are submitting your course proposal, please do continue to choose the three best times that work for you, but if you can be flexible, please let us know in the comment section. For example, you might say, "I have indicated my three preferences, but I am actually available anytime except Wednesdays after 1:00." Anything you can do to help us fit in the maximum number of high quality offerings is appreciated.

Also, please note course submission dates in the calendar.

With many thanks from our corner,
Alice and Jen

Kathie's class

As noted, a prong of the Initiative is classroom instruction. As we launch the Initiative, Kathie West will be providing F902 Teaching Tips for OLLI Instructors on Tuesday, July 3 from 11:50 to 1:15 - From the catalog:

Come learn the tips to make your teaching at OLLI more interesting and exciting. The class presents important years and ways of teaching.

If you have not done so already, please sign up for what promises to be a dynamic class. Kathie West, an OLLI member, was a theater teacher at Robert E. Lee High School and Thomas Jefferson High School for Science and Technology

CALENDAR OF EVENTS

SPECIAL EVENT

PLACE FAIRFAX TBA
TIME JULY 3, 1150
F902 Teaching tips.

SPECIAL EVENT

PLACE OLLI
TIME JULY 17
Winter 2019 Course Proposals due

SPECIAL EVENT

PLACE TALLWOOD TA1
TIME SEPTEMBER 6, 1230
Teacher Welcome

SPECIAL EVENT

PLACE OLLI CAMPUSES
TIME SEPTEMBER 17
Fall Semester Starts

- *Next, present a brief overview of what you plan to cover, either for the current day or over the entire course.*
- *Use bullets, not sentences, if at all possible, and skip “the”, “a”, and “He, She, It” for brevity. No need to end bullets with a period.*
- *Keep text on each page to not more than six bullets.*
- *Page titles should be in at least 28 - 32 point font, text at least 20, but 24 point is better. Page titles are optional.*
- *Try to avoid using the bottom line of the page; some members in the back row might have to stand up to see that line.*
- *Use slide numbers on the page – it is helpful for YOU. But keep them small.*
- *Never, ever just read the text on the screen word for word, at a minimum paraphrase or add comments or otherwise expand on the ideas!*
- *Consider turning off lights. Presentations will show up better in subdued light.*
- *Don't be afraid to summarize at the end.*

First Teacher Event!

As I mentioned in the initial email, we will be having a teacher event at Tallwood on Friday, September 6 at 1230. This will be a great opportunity for instructors to get together, discuss their issues and best practices, let me know what is needed in the initiative, and allow OLLI to express their appreciation for all that you do. Plus have a little pizza and soda!

Cont page 4

TEACHER EVENT (CON'T)

The event will not be in the catalog, and is limited to instructors or potential instructors. Many of you have already indicated that you will be attending – that is most helpful for myself and the OLLI staff to be able to gauge needs. If you are interested in attending but have not let me know, please do so at dunphyjj@aol.com

And for you folks in Reston and Loudoun – we have not forgotten you! We plan to have a similar event in Reston at the beginning of the spring 2019 session, and then continue to alternate between Fairfax and Reston.

So mark your calendars and save the date! .

QUESTIONS

IN THIS BOX, WILL ASK SOME QUESTIONS THAT I HOPE WILL LEAD TO AN INTERESTING DISCUSSION. PLEASE PROVIDE ANY ANSWERS OR THOUGHTS TO DUNPHYJJ@AOL.COM

Q: How do you come with the idea for an OLLI class? What are the first things you do after you have this idea?

Remember to send your thoughts to dunphyjj@aol.com, and some thoughts (along with another question!) will appear in the next issue of the ePistle!

A Tale of Technology

As many of you know, I incorporate in my classes technology, particularly power point slides and videos. So when I was doing the last class in my spring course on a Tour of the Service Academies, I fired up my PC with slides and videos before the class, only to be greeted with “update loading.” One of the students pointed out that this huge update could take up to an hour to load.

So as panic set in, I realized that I had downloaded the slides (with links to the video). Turning to trusty Bill, I asked if I could be connected to the internet on the OLLI computer, then went to the docstore and downloaded the slides from there – the students never even realized.

Thinking I had dodged a bullet, I was driving a few days later to Reston for the makeup class on Protest Music. While, as usual stuck in traffic, I received a call from Susan that the Reston site assistant had been in a fender bender and might be late. Well, he made it, but only about 10 minutes before class started, after another panic set in on how to teach a class without power points or videos.

So the lessons learned, or at least reinforced, were:

- 1) Technology is great
- 2) And sometimes it doesn't work, so always have a Plan B available.

