

FAQs for New Adventures Presenters

How are classrooms equipped?

Most rooms are classroom style with desks, chairs and whiteboards. For classes with over 35 students, the room (Rm 207) is auditorium style with a portable white board.

Rooms 204, 207, and 209 have projection capability for DVDs, videotapes, and computer displays, including PowerPoint and Internet access. If you need other equipment—such as a projector for transparencies—let us know in advance. The scheduling team will assign you to an appropriate classroom based on what you identify as your needs, so be sure to do that on the class proposal form.

NOTE: Computer systems are PCs and are not compatible with Apple Macintosh, although Word and PowerPoint presentations created on Macs usually work on the college computers. We support only our system.

What about handouts?

You may have copies made by staff at the Sun Lakes Center front desk, but give our staff at least a week lead time. If you prefer to have copies made commercially, you can be reimbursed for any photocopies or handouts you buy for your class, to a maximum of \$100 so save your receipts, which are required for reimbursement.

- Pick up a Reimbursement Request form at the main desk. *Leave receipts and form* at the reception desk or main desk at the Sun Lakes Center.
- Because it is more cost effective to have large quantities produced at the center, you might want to use this facility for large quantities, but be sure to allow plenty of lead-time, of course.

Will my classroom be ready?

Each room has a standard set-up. You may assume the classroom will be set up according to the standard upon arrival, and you are expected to leave the classroom in the same configuration. Generally, it's preferable to leave furniture as is, but if chairs are moved, they should be returned to their original position. *We have no staff on site to arrange furniture.* Keep in mind that we're all volunteers. Those attending the classes understand that and are helpful about leaving their area in good shape.

What do I do when I arrive for my class?

Check in at the reception desk at least **15 minutes prior to the start of your class** and pick up your class folder. This folder must be returned to the reception desk at the end of each class. The folder contains:

- Attendance sheet to be passed around at each session for students to sign in. Return this to the folder at the end of class.
- Evaluation forms to be handed out at the last class session—for students to comment on the class. Completed forms should be collected and placed in the folder. You are encouraged to read them before handing them in. In addition, we will send you a summary of your evaluation forms if you request it on the feedback form.
- Feedback form for you to let us know about your experience with New Adventures.

Before class, on the whiteboard in your room, write your name, class name, and class number.

Should I use a microphone?

Microphones are available in the classrooms located on the second floor and in the computer lab. Please use the mic. Even though you may speak loudly, some of our members have difficulty hearing. The microphone helps everyone hear better.

How should I begin the class?

- Introduce yourself at your first class session. Give students an indication of your background, your subject matter, and class format.
- Also, members new to New Adventures will appreciate a welcome from you.
- Remind everyone to turn off cell phones.
- Remind everyone to wear a nametag.

Should we take a break in the middle of class?

Any class lasting two or more hours should have a break to stretch, get a drink or visit the rest room. *No food or drink is permitted in the classroom except bottled water.*

How do I learn to use the equipment?

We provide three ways to help you learn to use the equipment.

- Prior to the beginning of the semester, a session is held to orient presenters to the classrooms and equipment they will use. You will receive an email announcement about this session. We hope you will accept our invitation to attend. A media specialist helps with the orientation but cannot be at the Sun Lakes Center for all classes. Try to avail yourself of the orientation.
- Contact us for a private appointment before classes start. Schedule this at the orientation if possible.
- There are detailed written instructions with the equipment in each room. Buttons and knobs are clearly labeled to help you follow these step-by-step instructions.

What if I need help with the equipment the day of my class?

While our volunteers often are available to provide technical assistance, we cannot guarantee that someone will be on hand to assist you during your class session(s).

Please plan ahead to orient yourself to the equipment prior to teaching your course. Here's how you can best prepare:

- Attend the Orientation Session. Approximately two weeks before the beginning of the semester, presenters of the upcoming semester will be invited to participate in a general orientation to New Adventures and classroom technology.
- Set up a practice session to test your presentation
- If you know you will need extra help make a special request for assistance while attending the orientation session

How many students will be in my class?

If you wish to limit the number of students you may indicate that restriction on your proposal form. If there is no class size restriction we will use the classroom capacity as the upper limit..

You will receive a reminder call or email about one to two weeks before your class begins to tell you how many students are enrolled. If you need to know earlier, call 480-857-5500.