

Presenter Support Policies

Member Contact Information

New Adventures maintains lists of members and presenters along with contact information such as addresses, phone numbers, and email contact information. This information is to be used only for New Adventures programming and correspondence.

Members' contact information will not be shared with any outside entity without the express consent of the member or presenter. This provision does not apply to C-GCC or C-GCC staff who work in partnership with NA in setting up programming.

Lists of names of those signed up for a class may be given to the presenter. This list will not include any contact information unless the class involves an offsite component, and the presenter is responsible for organizing the offsite activity.

If a presenter wishes to contact those registered for the class in advance of a class meeting, the presenter should contact the Curriculum Chair who will, with input from the president, initiate a review and follow through with the presenter and database manager as appropriate.

A Council member may, in the course of their duties, request mailing lists specified by a cohort.

Presenter Information

New Adventures maintains lists of presenters along with contact information such as addresses, phone numbers, and email contact information. This information is intended to be used for New Adventures programming and correspondence.

If a member wants to contact a presenter to follow up and the presenter has left business cards or brochures (meaning that they typically give out contact information), New Adventures will give that contact information to the requester. Otherwise, the requester name and phone number should be taken and passed on from NA to the presenter to follow up directly with the requester.

New Adventures will not give contact information of students to the instructor.

Presenters should not be gathering names of participants to build client lists.

Presenter Support (from A few important policies)

Purpose and Ethics

Presentations are intended to be educational in nature.

- Presenters representing businesses may bring business cards or brochures, but the courses are not to be used as sales venues or recruitment venues for new clients.
- Presenters should not be gathering names of participants to build client lists.
- Presenters should not be offering "free" consultations or incentives to bring class participants to their offices.
- Presenters should not be selling products during class sessions nor providing "discount offers" to attendees for products sold by the business/presenter.
- Participants may be asked to purchase supplies or books if these are integral to the educational nature of the class. Information about the supplies or books and their prices must be included in the class

description so participants may obtain the supplies or books from any source they choose.

- Presenters may not use incendiaries, such as candles or incense, or olfactory spray materials, such as perfumes, deodorants, or disinfectants.

Presenters should be sensitive to the diverse nature of the audience and refrain from comments that might be viewed as prejudicial or bigoted.

- Comments on race, religion, gender, ethnic background should not be presented in an insulting or derogatory way.
- Presenters should not interject their personal religious or political views.

Submitting a Proposal

Go to <http://newadventures.info> select '[Get Involved](#)'. Scroll down to get acquainted with the tools needed to navigate being a presenter for New Adventures. Do not hesitate to call the office at 480-857-5500 or email classes@newadventures.info with any questions. Checkout the links: '[presenter FAQs](#)' and '[teaching tips](#)'. The '[New Adventures Class Proposal](#)' link takes you to a Google form that allows you to submit class proposal(s).

Prior to the first-class session:

The following items should be part of the class description and will be published in the Curriculum Guide and in the online description:

- A general description of the content of the class
- Prerequisites for the class like reading a book or having taken a previous class or having a particular level of expertise/knowledge.
- Costs associated with the class (such as for materials for a hands-on project or entry costs for a field trip or purchase cost of a required book).
- New Adventures will not distribute supplemental material in advance of a class to those registered for the class.
- The off-site events' proposal description shall contain all relevant information about the event since ProClass does not provide any other location than the New Adventures office address. For example, a lunch bunch description should also include the complete address of the restaurant location, date, and time.
- New Adventures will not give contact information of students to the instructor except for off-site events such as field trips, lunch bunch, and museum visits.

Presenter Evaluations

Information related to presenter evaluations is confidential. It may be reviewed by Council Members and members of the Curriculum Committee. Summary sheets of student evaluation forms and content of other correspondence with presenters related to the evaluation of their course are confidential and will not be shared outside of the presenter, Council, Presenter Support, and Curriculum Committees.

Presenter Reimbursements

Reimbursements are made only for handouts distributed to students during the class. Presenters are responsible for providing classroom copies and handouts.

Reimbursement will be made for any photocopies or handouts purchased to a maximum of \$100. Other items will not be reimbursed. Receipts must be submitted to the New Adventures treasurer along with the Reimbursement Form (Attached). Submission may be made by leaving the receipts and reimbursement form at the reception desk at Sun Lakes Center.

The Treasurer should send a check for the appropriate amount with a memo stating the policy that \$100 is the

maximum that New Adventures will reimburse for copies and handouts.

If the request includes reimbursement for things other than handouts, the Treasurer will deduct those amounts and issue a check for the copies and handouts only.

Guidelines for breaches of these policies by presenters – Presentation Guidelines

Breaches during presentations—either too much selling/promotion of a presenter’s business or too much content that appeared insulting or derogatory or that promoted the presenter’s religious or political beliefs.

When New Adventures receives feedback from students that an instructor has violated one or more of these standards, it will be handled as follows:

Reports of violations of the policies: When apparent violations of either of these two policies are reported (either via comment cards, evaluation forms, letters or verbal complaints to the President, Council, or Curriculum Chair), the President will ask one or more members of the Council to review the evidence and weigh the number of complaints and the specifics, interview a number of students and council members who took the class to confirm the allegations, and report back to Council with a recommendation of either:

a. Most members did not see any problem and the report received may have reflected an overreaction on the part of one or two individuals but did not represent an actual violation of the policy. No follow-up is needed. The issue will be considered dismissed.

Or

b. That the behavior reported was confirmed and does require that we remind the presenter of the policies.

The council will review the issue at a convened meeting. If the Council agrees that the presenter needs a follow up reminder of the policies, it will happen as described below.

1. For a first offense: The President will send a letter/email indicating that we received feedback from several members who were concerned about the issue (including some specifics about the complaints) and that we trust they will keep this policy/standard in mind as they prepare future presentations. (Strike 1)
2. For a second offense: The President will ask one or more Council members to meet with the presenter to review the issue and assure that he/she understands the policy standards and that what he/she did is unacceptable. The Council members might make suggestions on how to avoid this problem in the future. The President will then send a follow-up letter summarizing the meeting and indicating that should this occur again; New Adventures will no longer invite the presenter to be part of our program. (Strike 2)
3. For a third offense: The President will send a letter to the presenter thanking them for volunteering in our program but that because they have not met the standards, they will not be invited back. (Strike 3)

Accepted by the Council: February 13, 2024,
Revised March 3, 2024

RECOMMENDATIONS FOR TEACHING A SUCCESSFUL AND ENJOYABLE NEW ADVENTURES CLASS

- Inform New Adventures of any AV needs to ensure you will have our state-of-the-art equipment available.
- Be aware that some of the students have hearing and eyesight impairment. Urge these students to take seats up front. Speak slowly and enunciate more than usual. **USE THE MICROPHONE.**
- If a student asks a question, **REPEAT** the question for the class before answering it.
- Arrive early; many of your students will enjoy asking you questions and conversing before class begins. Leave a few minutes after class for the few who might want to chat further. Consider a few minutes at the start of class to remind students of the highlights of the previous class, if applicable, and to make additions and/or corrections.
- New Adventures students are very enthusiastic and excited to learn. They want presentations to go for the fully allotted time. If the class lasts two or more hours, plan for a five- to ten- minute break, recalling the class promptly.
- Seek ways to vary the content, tone, and pace of your time. Some lectures are fine and may well be essential (but who wants to listen to one's own voice for two hours?) Film, music, art, and PowerPoint, etc., will be welcomed by the students. Do not just read your lecture notes; be comfortable and knowledgeable with the material to paraphrase, and make eye contact with the class.
- **NOT** welcomed by the students are "fellow" students notorious for "going on" with comments and stories: **TAKE CONTROL, AS MOST STUDENTS ARE IN CLASS BECAUSE OF WHAT YOU HAVE TO OFFER.**
- If your class is a discussion class, be sure to provide opportunities for as many to participate as possible; as a general rule, no one should speak twice until all that wish to speak have a turn. **BE FIRM, BE RESPECTFUL, BE RESPECTED.**
- Treat your subject seriously. The students do. **HUMOR**, however, is always welcomed.
- Lists of key names, dates/events, terminology/definitions, quotations, issues, diagrams, etc., are welcomed by students. These can take the form of printed handouts, overhead projections, or PowerPoint projections.
- For the final class, consider distributing a "Suggested Reading List" of those items you have found most useful and interesting in preparation.

**KEEP IN MIND: Teaching
A New Adventures class is different from teaching other courses.
"EDUCATION IS NEVER WASTED ON THE MATURE."**

Version 1
2/24/2024

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.** 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 restroom. *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.