

## Style Guide for the Gluck Fellow *Topic Information Visual Aid - TIVA*

**All fellows need to prepare a Topic Information Visual Aid, TIVA**, this visual aid contains pictures and graphics and comprises the foundation of learning about your topic for your audience; it will be used for both Live and Digital programs. It is required of all fellows. (This replaces the TPVA)

The idea behind the **TIVA** is to produce a simple and clear introduction to your topic for the audience; this document will be uploaded to the Gluck Creative Classroom and part of the Public Domain, so please follow all relevant copyright and documentation standards by including only copyright free material that is suitable for general audiences.

The **TIVA** can be prepared as a slide show or something similar to use when delivering the Topic Information via Zoom screen sharing or on a projector if in the classroom in a **GluckLive** Presentation, and the narration recorded or sub-titled and saved as an .mp4 to become part of a **Digital DIY Curriculum** for the Gluck Creative Classroom.

**TIVA summary** (replaces the TPVA)  
Required of all fellows

The purpose of this piece of work is to introduce the audience to your topic – the information of your topic.

This document will be uploaded to the Gluck Creative Classroom web page, and so all information in the document should be for general audiences, Public Domain, copyright free and free to download

The **TIVA** should contain between 10-15 pages of pictures and narrative information. You can make the **TIVA** with PowerPoint, Word, Prezzi, etc, but it must be saved with presenter notes – so that it reads like a document and is usable and understandable without needing to hear your narration.

The **TIVA** is part of a Digital DIY Curriculum and can also be turned into a .mp4 file with narration.

The **TIVA** will be used with your GluckLive presentations and usually lasts about 15 minutes, contains between 10-15 slides, and it is narrated by you with presenter's notes not visible.

### **Uses:**

**Gluck Creative Classroom** – this will become part of the library of resources for students and teachers.

**GluckLive** Presenters will use the TIVA as a screen share on Zoom when they do their 15-minute Topic Information or as a projection when face-to-face in class, before the activities.

**Digital DIY Curriculum** programs will use the TIVA as the basis of their Digital DIY Curriculum and build TAVA activity files around the information in the TIVA.

Notes on TIVA format:

- Please be sure to **provide image credits/captions for all images and cite all quotations**.
- Please brand your resource by using the Gluck Program logo, available for download in the Fellows Resources section on the Gluck website.
- Please include your name and fellowship department in the header of your file.
- Please **do not** include your fellowship year.
- Please use easy-to-read fonts and colors in the body of your visual aid.
- Please confirm that all web links are functional before submitting. Double check links!

### **Examples:**

[Preparing Your Gluck Classroom Fellowship](#) series was made as a model for a Digital DIY Curriculum. There is a Program Pack, references, worksheets, and a handbook. Each of the 5 parts contains a TIVA PowerPoint, TIVA PDF and TIVA MP4

See the [Gluck Creative Classroom](#) for other examples of Topic Information Visual Aids.

Please brand your TIVA using the Gluck UCR logo, available for download in the Fellows Resources section on the Gluck website. <https://gluckprogram.ucr.edu/arts-education-resources>

