

## Style Guide for the Gluck Fellow *Topic Presentation Visual Aid*

**All fellows need to prepare a Topic Presentation Visual Aid pdf**, 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 CORD)

The idea behind the **Topic Presentation Visual Aid** pdf 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 **Topic Presentation Visual Aid** can be prepared as a a slide show or something similar to use when delivering the Topic Presentation 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.

**Topic Presentation Visual Aid pdf summary** (replaces the CORD)

Required of all fellows

The purpose of this piece of work is to introduce the audience to 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 **Topic Presentation Visual Aid** pdf should contain between 10-25 pages of pictures and narrative information. You can make the **Topic Presentation Visual Aid** with PowerPoint, Word, Prezzi, etc, but it must be saved as a pdf – your Slideshow with presenter notes – so that it reads like a document and is usable and understandable without needing to hear your narration.

The **Topic Presentation Visual Aid** pdf is part of a Digital DIY Curriculum and can also be turned into a .mp4 file with narration.

The **Topic Presentation Visual Aid** will be used if you do GluckLive presentations and usually lasts about 15 minutes, contains between 10-25 slides, and it is narrated 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 Topic Presentation Visual Aid as a screen share on Zoom when they do their 15-minute Topic Presentation or as a projection when face-to-face in class.

**Digital DIY Curriculum** programs will use the Topic Presentation Visual Aid as the basis of their Digital DIY Curriculum and build element files around the information in the visual aid.

Notes on Topic Presentation Visual Aid 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 after you convert your file to a PDF!

**Examples:**

The 5-Part [Preparing Your Gluck Fellowship for Online Learning](#) series was made as a model for a Digital DIY Curriculum. There is a Syllabus with Abstract, references, worksheets, and a handbook. Each of the 5 parts contains a Topic Presentation Visual Aid pdf, a Topic Presentation Visual Aid PowerPoint, and a narrated Topic Presentation Visual Aid mp4.

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

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