

Teaching Locally Engaging Globally Faculty Fact Sheet

Creating the pieces for an RLO



During the visit to your international destination, you will be asked to create an RLO that captures a topic in your content area through the lens of the host community. The content areas vary by university. Here are the various steps for creating this RLO.

All templates needed to complete the following are available at <http://globaleducationlab.org/resources.shtml>

_____ **Step 1:** Create a PowerPoint presentation using TLEG template. Photos taken during the experience should be used to enhance this presentation.

_____ **Step 2:** If you have a video clip to include in the presentation, provide the raw video files to your university RLO coordinator, for editing and uploading. On the slide you intend to place the video, leave a small note stating video title for later hyperlink insertion.

_____ **Step 3:** While constructing the PowerPoint presentation, create the transcript by writing out your script in the “Notes” section for each slide.

If you choose not to write out your script, you will need to arrange for transcription of your presentation with your university RLO coordinator.

_____ **Step 4:** Once the presentation is complete, use the script to narrate each slide using the “Record Audio” option in PowerPoint.

Even if you choose not to write out your script, you will still be responsible for recording the narration for your RLO.

_____ **Step 5:** Save the PowerPoint file using a PPT or PPTX extension.

_____ **Step 6:** Compile additional required resources

_____ **Bio:** Provide short biographical information blurb.

_____ **Headshot:** Include in file as a JPEG.

_____ **Assessment:** Create a short (5-10 question) knowledge assessment to assess knowledge change due to RLO exposure. Be sure to consult your learning objective.

_____ **Assessment Key:** Create an answer key (MC, T/F, etc.) or grading rubric (if short answer, essay, etc.) for knowledge assessment.

_____ **Transcript Sheet:** Insert the transcript from your PowerPoint into the template.

_____ **Metadata Info Sheet:** Using the template provided, fill out the information for your RLO.

_____ **Step 7:** Place ALL required resources (PowerPoint, Bio, Headshot, Assessment, Assessment Key, Transcript Sheet, and Metadata Sheet) into a single folder entitled LAST NAME_UNIVERSITY (example: Rodriguez_UF). If more than one RLO is created, use subfolders and name each subfolder according to the topic of the RLO.

_____ **Step 8:** Submit the completed folder to your university RLO coordinator.

This person will review the RLO for any missing information or resources prior to sending it on to the University of Florida. If information/resources are missing, they will contact you.