**Teaching and Learning Innovation Series**

Speaker Guide

Thank you for agreeing to do a video for the Teaching and Learning Innovation (TLC) video series. Videos are intended to be brief, informative resources for faculty at Eastern Kentucky University, available on demand and archived freely available online.

**Audience:** EKU Faculty from all disciplines

**Goal:** To develop an online repository of informative video resources to enhance faculty development.

Questions to consider before you begin:

* What does a faculty member need to know about your unit?
* What should a faculty member take away from your video?
* Where should faculty members go for additional related resources?

The following are steps to make the process successful:

1. Complete TLI worksheet
2. Draft the script, usually an outline that will help you organize the content of the session.
3. Provide complete and professional electronic content, including any slides or photographs, for your video.
4. Share the script and electronic content with Charlie Sweet, Hal Blythe, and Paul Ramsey via email.
5. Hone the delivery of your session to no longer than 15 minutes unless otherwise approved.