

**INSTRUCTOR DEVELOPMENT COMMITTEE  
TEACHING AID EXHIBITS  
ELECTRONIC TEACHING AID (ETA) AWARD**

As the use of technology and programs such as PowerPoint has become more widely used as a training aid in the classroom, we realized that our current criteria for evaluating teaching aids at the annual exhibit is not appropriate for the new technology. We, therefore, have added a new award, the “ETA Award”, and judging criteria specifically designed for Electronic Teaching Aids. The primary purpose of the “ETA Award” is to promote the use of computer-generated slides and other electronic media as aids for the instructor to use to enhance his presentation of specific topics and skills. There is a tremendous amount of talent and creativity among our instructors and members and we believe that this is a way to make some of it available for use by all of our instructors. This is an exciting opportunity for members to make a substantial contribution to the betterment of our educational programs.

The following guidelines have been designed to address electronic teaching aids. These guidelines and the judging criteria the committee will use in evaluating the exhibit entries will also be posted on the Instructor Development Committee pages on the Educational Department web site [www.usps.org/national/eddept/id](http://www.usps.org/national/eddept/id).

1. An electronic teaching aid is defined as any form of digital media that can be presented to a class with the express purpose of enhancing the educational goals of a USPS course. Such digital media might include PowerPoint® presentations; audio and visual presentation; animations; electronic charting; virtual reality simulations; and other media.
2. A squadron may enter as many electronic aids as it desires. However each aid must pertain to only ONE of the twelve course categories. Each electronic aid will be evaluated separately for the ETA Award but will also be placed in its intended course category at the annual exhibit for eligibility for the All Courses and Morse-Dreher Awards.
3. All electronic teaching aids should be virus free and formatted on industry standard media such as 3.5” floppy disk or CD-ROM (4x or higher).
4. All electronic teaching aids must use software that is readily accessible to other squadrons. Special or proprietary code is discouraged as a teaching aid.
5. All electronic aids (just like traditional teaching aids) should clearly address a specific educational topic within a USPS approved course. Extensive websites or material covering entire courses is discouraged as a teaching aid.
6. All electronic teaching aids must be capable of classroom presentation (for example, through a projector) as well as viewable on desktop computers or large screen TV.

7. Each electronic teaching aid being submitted for consideration for the ETA Award must be submitted to the Instructor Development Committee prior to **1 December** and must include the following:
  - a. A completed Teaching Aid registration form for the annual exhibit.
  - b. Written Statement of Purpose, printed for judges and electronically filed.
  - c. Presentation notes, printed for judges and electronically filed.
  - d. Operating instructions printed for judges and electronically filed.
  - e. A storage device such as a floppy disk or CD-ROM containing the aid and files of the above paperwork.

Send to: Pat Governale, 65 East Front St., Keyport, NJ 07735 or electronically to:

[pgovernale@optonline.net](mailto:pgovernale@optonline.net)

The ID Committee will evaluate the electronic aids prior to the annual meeting. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place awards will be presented at the annual meeting.

### COMMITTEE JUDGING CRITERIA

“Those of us teaching thru the use of PowerPoint or its equivalent tend to violate the basic principles of slide presentations by putting far too much detail on the individual slides – and then in substance reading the words to an audience that can read for themselves. The end result is a totally boring presentation with a disenchanted audience. Other annoying errors occur by using the gimmicks that come with these programs and jazzing things up with extraneous nonsense. The lesson is: just keep it simple and let the aid help, but not ask it to do the job. Teaching aids are just that – Aids to Teaching – and should not be expected to do the teaching by themselves. That is the job of the instructor.” *Quote from Lew Ward, Hilton Head Power Squadron*

Based on the above simple principles, the committee will be evaluating the aids submitted for the ETA Award on the following points:

1. **Qualification** – Does the aid correctly demonstrate the topic and is it presented in the right course category?
2. **Enhance Learning Process** – Does this use of technology make the subject more easily understood or would another type of TA be more effective?
3. **Supplement/Key Points** – Is it a supplement to the presentation with key points or is there too much script?
4. **Visual Impact** – Are fonts and graphics large and simple enough to be seen and read by all? Are colors used effectively? Does animation, if and, enhance or detract? Are graphics easily understood and germane to the content?
5. **Humor, Spelling, Grammar** – Is humor used tastefully with no derogatory content to offend a diverse audience? Are spelling and grammar correct?
6. **Originality** – Is it a new idea or a new approach?