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Fall 2008 • vol. 19 no. 1

Professional Development Opportunities



LOCAL

Demos & Discussions

Media equipment orientation & task-based curriculum development

Teaching & Technology

Workshops

WAU, digital audio recording, PowerPoint, & web-page creation

Teacher Portfolio & Prep Series

TIPPS prepares you to face the job market

Hawai'i Ass'n of Language Teachers

HALT fall symposium
Oct 4 • Univ. Hawai'i at Manoa

Second Language Research Forum

31st annual SLRF conference
Oct 17-19 • Univ. Hawai'i at Manoa

NATIONAL

American Council on the Teaching of Foreign Languages

ACTFL convention & expo
Nov 20-23 • Orlando, FL

Computer-Assisted Language Instruction Consortium

26th annual CALICO conference
Mar 10-14 • Tempe, AZ

American Association for Applied Linguistics

AAAL conference
Mar 21-24 • Denver, CO

Southwest Conference on Language Teaching

regional SWCOLT conference
Apr 2-4 • Norman, OK

New Publications



heads up for faculty

Moore Hall Classroom Upgrades

New for Fall 2008 – All general-use classrooms in Moore Hall have been upgraded with on-site computers, projectors, and media players (region-free DVD, VHS, etc.). If you are teaching in Moore Hall, READ THIS ARTICLE to get geared up for the semester! [more...](#)



out with the old, in with the new

New Media Classroom



Over the summer Moore 258 was converted from a class lab with carrels and cassette recorders to a media classroom seating 40. The new media room, similar to Moore 155A but larger, now has a presenter station equipped with a PC computer and monitor, speakers, Elmo presenter, VCR, and zone-free DVD player. The computer is connected to a ceiling-mounted LCD projector for projection onto a new and larger pull-down screen. In addition there is a separate cable connection for faculty to connect their laptops to the projector. Those with Mac laptops must have the correct adapter for the cable connection. Videos and DVDs are viewed on the 35" TV monitor. A whiteboard is also located on the side wall. The room may be reserved for classes and special presentations and lectures, Monday-Friday, 7:30am- 4:30pm. Reservations are taken [online](#).

we all miss him

Remembering John Standal (1962–2008)



It is with great sadness that the Language Learning Center and the National Foreign Language Resource Center inform you of the passing of John Standal. John died on Tuesday, June 24th after suffering a stroke on Thursday, June 19. John was a beloved friend and colleague who will be greatly missed by all who knew him. He was the LLC Information Technology

Specialist from 2002 to 2008. He provided technical support



Documenting and Revitalizing
Austronesian Languages

(see all new publications...)

Online Journals
latest issues



**My
Favorite
Photoshop
Tricks**



This issue:
Better than Botox!
Get rid of wrinkles with the
"healing brush."

Play the 3-minute video.

services to enhance language teaching and learning and facilitated research and development projects and the implementation of innovative language teaching methods and approaches. His invaluable technical expertise contributed to the reputation of the center as a national leader in the field of language and technology.

There is a [Website commemorating John](#) where you can view the photos and clips from his beautiful memorial service and share your own condolences or memories of John by posting a comment on this site.

An additional celebration of John's life will be held on Friday, August 29, starting at 4pm, on the NFLRC lanai on the University of Hawai'i at Mānoa campus ([click here for a map](#)). Please join us for food, beverages, and warm remembrances of John.

you are not alone

**Join Us for the
"Teaching Assistant Survival Society"
(TASS)**



Searching for good language activities or strategies for better organizing and running your classroom? Need a place to commiserate with your colleagues about that class you just don't know WHAT to do with? Never fear – TASS is here! This new series, which will meet once a month, provides an informal forum where TAs can socialize

and share ideas/resources on issues of importance to them. Join us for our opening TASS get-together on Friday, September 5, 3:30-4:30pm, in Moore Hall 151. At that time, we will be asking attendees to suggest and vote on topics of key interest to them (e.g., classroom management, lesson planning, task design, grouping students, handling homework, dealing with problem students, etc.), which will serve as the foci of subsequent TASS gatherings, planned for October 3, November 7, and December 5 (same time, same venue). Each TASS get-together will have an experienced facilitator to get the topic conversation rolling, have snacks and beverages provided to fuel the group idea sharing, and allow ample time for socializing and networking. It is our hope that TASS will help develop a good support network for TAs in LLL. So, whether you're new at teaching or an "old pro," whether you have serious questions to discuss or just want to "hang out," we hope you will make TASS a regular "must go to" event. Questions? [Email us.](#)

do the right thing

Recycle Your E-Waste (October 20–24)



Hawai'i's Education and Government eWaste Disposal Days, sponsored by the University of



Hawai'i and Apple Computers, returns to the Mānoa campus on October 20–24! Have obsolete or broken computers or other electronic

equipment taking up space in your office? Now, you have the chance to get rid of them in a way that recycles re-usable materials and helps protect our environment.

Participating departments will need to take care of any necessary paperwork for disposal of items via their inventory process beforehand. Equipment to be discarded should be collected, and any sensitive information should be securely erased from them. There is also an online form for departments to fill out, providing organizers with an important estimate of how much equipment you plan on bringing down. For more information on acceptable eWaste items, preparation procedures, and more, visit the [Website](#).

e komo mai

Meet our LLC GAs!

The Language Learning Center is pleased to introduce our two newest GAs,



*Welcome and welcome back to
Jessica, Matt, and Shilpa*

Jessica Greenfield and Matt Buscemi, and to welcome back returning GA Shilpa Nagar. Here's a little more about each of them.

Jessica Greenfield is currently a master's student studying Chinese linguistics in the department of East Asian Languages & Literatures. She has a degree in computer engineering from Georgia Tech, and she also spent a year and a half teaching English in Sichuan, China. She is quite excited to be part of any project that allows her to combine her seemingly disparate interests in computers and in Chinese language and culture.

Matt Buscemi is currently an M.A. candidate in the Department of Second Language Studies. He has a background in computers and language learning. He's been building websites since he was in junior high school and expanded his skills from there into webscripting and application development. In college he began experimenting with designing language learning video games and has been exploring that field ever since.

Shilpa Nagar is currently pursuing an M.S. in the Department of Electrical Engineering. She has a bachelor's degree in computer science and a first master's in Electronics and Communication. She has five years of experience in providing IT support to academic institutes and professional business clients. She also has 8+ years of experience in software development and design in the field of computer networking and web-based CMS.

free printing privileges!

Volunteer Lab Monitors Needed



Although we have hired federal work study students to monitor our computer labs, we still need volunteer monitors. Sometimes we have time slots that students can't fill, and we also need a pool of substitutes. Volunteers receive free printing privileges for the semester. If you would like to volunteer as a lab monitor on a regular or occasional basis, please e-mail [Dan Tom](#).

answers to all your questions

LLC Multimedia Computer Lab Resources

Upgrade your teaching skills



Each semester LLL faculty and staff offer to share their pedagogical and technological expertise with you in the form of free lectures, demonstrations, and workshops.

[Check out this semester's schedule.](#)

Satellite programming



We subscribe to two channels via satellite, [TV5](#) (French) and [CCTV4](#) (Mandarin). You may view programming in the viewing room, MH156, or in Moore Hall departmental lounges. Although we subscribe to two channels, we can only view one of them at a time. Please contact [Dan Tom](#) to request that he show a channel at a particular time.

Videos and DVDs on reserve



Faculty may place videos or DVDs for their courses on reserve for viewing in our viewing room. We have two zone-free DVD players in the viewing room so instructors may now place any zone DVD on reserve. Videos/DVDs are put on reserve on a shelf in the Mac Lab (MH 153B) and are checked out from the Mac Lab monitor. Students need to present a valid UH ID card and sign a log sheet to borrow a video. Their ID cards are kept until they return the video/DVD. The videos/DVDs must be viewed in the viewing room. There is no overnight checkout. Since the viewing room stays open longer, videos/DVDs kept out after 4:00 pm when the Mac Lab closes are returned to the PC lab. To place a video/DVD on reserve, please bring it to our office in MH 256 first so we may give it a code number.

Language teaching videos/DVDs available for faculty checkout



A collection of videos and DVDs that the NFLRC publishes is available for faculty checkout in Moore 256. Materials include both tools for learning specific languages and lectures and demonstrations covering general teaching and acquisition topics. [See what's available.](#)

New portable digital H2 audio recorder available for checkout



We now have a very versatile portable digital H2 audio recorder for checkout. [More details and a video clip are available on our website.](#) You might also like to sign up for the [Fall 2008 workshop](#) on this new recorder and other recording devices.

Equipment check-out



We have AV carts equipped with VCRs, DVD players and monitors; tape recorders; CD players; Mini-DV camcorders; VHS camcorders; LCD projectors; wireless mics; digital cameras and tripods for checkout. Some of the AV carts also have multi-system VCRs that play PAL and SECAM videos and all have multi-zone DVD players. To reserve, please come to MH 256 and fill out a request form.

Media classrooms and class lab

We have three media classrooms (Moore 155A, 258, 259) and one class lab (Moore 257) available for reservation. [Reserve](#) a media classroom or lab.



Hours of operation : [check for updates](#)

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PC Lab (MH153A)

Digital Listening Lab (between Mac & PC labs)

Media Viewing Room (MH156)

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Mon-Thu 8am-6pm; Fri 8am-5pm

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Mac Lab (MH153B)

...

Mon-Fri 9am-4pm

.....
Faculty Development Lab (MH155B)

...

Mon-Fri 8am-4pm

.....
Check current lists of [hardware](#) and [software](#) available in the lab.

[See all schedules](#) including reserved times and monitor duty roster.

[Reserve a lab](#) for your class.

.....**expanded article follows or** [return to top](#)

heads up for faculty

Moore Hall Classroom Upgrades

"What's in my classroom?"

There is a full list of the equipment in each classroom [here](#). Each room on the list is clickable for greater detail. On the details page for each classroom, you will see a link to a customized PDF document that gives specific instructions for the equipment in

that classroom.

Tip: Print out the PDF and bring it with you when you use the classroom. Most classrooms have the same equipment, but in Moore Hall 119 and 202, the computers are a bit different. Rather than being Windows-only machines, they are Intel Macs that can be booted in either Windows Vista or Mac OS X operating systems.

“How do I get the key to access the cabinet?”

Important: Before you can use the equipment, you will need to unlock the cabinet. Keys are available for checkout to faculty (UH ID card required). To check out a key, you must go in person to the main office of the Center for Instructional Support, Kuykendall 107, between 8am and 4:30pm, and fill out a purple form. You will need to know which classroom you will be using. Check out the key now and keep it all semester, returning it on or before the last day of class.

“If I have a PowerPoint or other file I want to show, how do I do it?”

It depends. Most of the time, you will email the file to yourself and then “pick it up” using Web-based mail on the PC that is already in the classroom, and then save it and open it on that PC.

Another possibility is to carry the file on a USB drive (memory stick) and then plug the memory stick into the USB ports on the front of the computer. (There are also USB ports on the “auxiliary inputs” box in the cabinet.) When you start the computer, your USB drive should show up as a drive under “My Computer.”

If you are carrying a PC laptop, you can also display directly from the laptop to the classroom projector using “Input 4,” which is a VGA cable plus a speaker plug for sound. (Mac laptops may also be connected to the projector using the VGA cable connector, provided you have the correct adapter.) If this sounds a bit complicated, your best option may be to have your computer-savvy students step up and help you!

Note: Most classrooms do not have desk display monitors at this time. The pull-down screen will act as the “monitor,” projecting your WebMail box and allowing you to download and display a PowerPoint attachment, for example.

Remember: If your PowerPoint file uses any media within it (video, audio, etc.), they need to be there in the same folder as your ppt file to work.

“Where can I get dry erase markers for the whiteboards?”

Check with your department to see if they provide dry erase markers for writing on the whiteboards in your classroom. If they don’t, you may request one in Moore 256. Please be sure to use ONLY an erasable dry erase marker on the whiteboards.

“Where can I get extra help?”

Several classroom upgrade orientation sessions are being

offered for faculty this semester on a walk-in basis. Consult the [demo schedule](#) for day, time, and location. You are advised to take advantage of these sessions so that you will be prepared to utilize the equipment to its full potential.

The upgraded classroom equipment in Moore Hall is not the only service on offer from the Center for Instructional Support. Find information on their services [here](#).

Special thanks goes to the Moore Hall classroom upgrade committee and its chair, Richard Day, as well as to Cliff Fujimoto and Al Hart at CIS for their collective effort on this project. [**return to top**](#)

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