

SAMPLE INTRODUCTION SCRIPTS

Sample Class Aide Introduction for First Class Meeting Introduction

I am (Name), Class Aide for this Course. (Name) is the co-Class Aide.

Welcome New Members – Please take a moment to have new members raise their hands, introduce themselves including their name and where they live, and welcome them to Encore Learning. If the instructor agrees, invite all students to introduce themselves briefly to the class or, in the case of larger classes, introduce themselves to their neighbor.

Class Time and Place: Our classes will be held here at the (place and room) for the next (number of classes, day of class) from (start time to end time). Note any changes to schedule including skip dates and/or room changes.

Class Materials: If your instructor has provided materials, please remember to log into the class website (link and password shared in the class reminder email). You will receive an email when new materials are added. The class webpage has important information including the schedule.

Attendance Sheet: Please be sure you have checked-in to record your attendance.

Name Badges: Please wear your name badge. If you do not have one, let me know and we'll have one for you next week.

Hearing and Classroom Audio: Please consider sitting near the front of the classroom if you have hearing concerns. If you have difficulty hearing during the class session, please raise your hand to alert the instructor. Those with hearing issues may benefit from viewing the "How do I use my smartphone to hear better in class" video under the courses section of the FAQs on Encore Learning's site.

Weather-related Cancellation: In case of inclement weather, (spell out the inclement weather policy for your building. See the Closures and Delays section of the guide for details.) For GMU classes, please note that GMU may decide to close all locations based upon weather conditions at the Fairfax campus or other locations, even if the weather conditions are fine in Arlington.

Other Cancellations: If class is canceled for a reason other than weather, e.g., unexpected schedule change, staff will notify you by email.

Guest Policy: If you wish to bring a guest to class please contact info@encorelearning.net.

Special Needs: Let me know if you have any special needs, such as reserved

seating for handicap purposes.

Electronics: Set your cell phone to silent mode. Be mindful of disturbing other students if using a laptop or tablet device. Sitting in the back row lessens distractions to others.

Course Evaluations: You will be asked to fill out course evaluations via SurveyMonkey at the end of the course. You will receive an email with the survey link on the last day of class. Results are reviewed by the Academic Programs Committee and shared with the instructor.

Courtesy Reminders: As we have a limited amount of time per class session, please keep questions and comments brief and to the point and be respectful of the perspectives of others in the classroom. Please take care of your trash on the way out of the classroom.

Classroom Concerns: If you are, for any reason, uncomfortable or unhappy with how this course is being implemented, please speak with a class aide or contact the Encore Learning staff so we can address any issues.

Introduce Instructor: This is the first session for Course (number and course name). It is my pleasure to introduce to you our instructor, (instructor's name).

Brief Class Reminders for Subsequent Class Sessions

Good [morning/afternoon]. I'm (Name), your Class Aide.

Just a few quick reminders before we start today's class session:

- Please be sure you've checked in for attendance.
- Kindly wear your name badge.
- Class materials are posted on the course website. Contact staff if you need help accessing the webpage, (if applicable)
- Please silence cell phones and be mindful when using electronic devices.
- If you have difficulty hearing, please consider sitting near the front of the classroom. Please let us know by raising your hand during the class if there are any audio issues.

If you have any other questions or concerns, feel free to speak with a class aide.

And now, I'll turn it over to our instructor, (Instructor's Name).

Last Class Session Announcement

Staff may provide flyers to be distributed at the last class session. Please make this announcement:

We are so glad you've been here at class – In addition to learning something new, hopefully you've made a new friend or two, and also gotten energy from being among your fellow learners.

You should have received a SurveyMonkey class feedback form in your email inbox this morning. The survey is also available at the bottom of the class webpage. We encourage you to share your class feedback to assist our Academic Programs Committee with planning for future classes. Your feedback will also be shared with the instructor.

Now that this class is ending, we'd love to alert you to some other opportunities to keep meeting other Encore Learning members and to give back some of your talents and a bit of time. (If there is a flyer: We are passing around a flyer that describes some of the needs and niches that you might find just describe you!)

Some options require just a couple of hours, like helping to distribute flyers to library branches and community centers, or helping to staff an information table at one of our outreach events. Other possibilities might allow you to contribute to ideas for future classes, or help organize a social event!

Please contact the office if you'd like to get more involved. We'd love to have your help and expertise, and give you a chance to keep making new friends!