

Special Interest Articles:

- Tech Talk: Wireless.
- Ingram Micro Internship.
- Fundraising: Are you being creative?

Individual Highlights:

Tech Talk	2
Fundraising	3
Career Help	4
e-Learning	5

Updates to the Newsletter

Your opinion regarding this newsletter was asked for and many of you were glad to give it!

Changes

Based on your feedback the following changes to the EDC newsletter will take place. The first is that you preferred the two column style more than the three column style, so that will be the first and most obvious.

The second request was that you actually wanted to see a technical article in here as well. That is fine with me, since my background is technically oriented as well. My plan is of course to offer a technical article that is beneficial to you as an educator. The first technical article will appear in this issue of the newsletter,

as always your feedback is greatly appreciated.

Another piece of feedback was regarding the format. Everyone thought the format was conducive to a good newsletter so no fundamental changes to what you see.

Some of you thought that the newsletter was too general and it needed a little more focus. I agree 100%. The first newsletter was used to generate a discussion and based on your feedback; I could further define the purpose of this newsletter.



Ingram Micro Internship

Creating and maintaining a relationship between the area companies and the local colleges is extremely beneficial to each others existence. The college benefits by exposing their students to jobs and careers that a student may not have considered. The company has an opportunity to attract the best and brightest to their workforce, and the college benefits by building a mutually beneficial partnership with everyone involved. So in reality this is a win-win situation all the way around.

Partnership

The preliminary meetings with Dr. Thompson, Rowland Williams, Jon Brennen and Fran Murello started back in January 2003. The initial meeting basically was a discussion of what each other could provide and what the minimum expectations are. Now that the ground work was laid the next step was to bring in Dr. Bill Linn who is

overseeing the EDC internships at BSC. Each meeting was designed to create a certain comfort level and to make sure that we were all still on course.

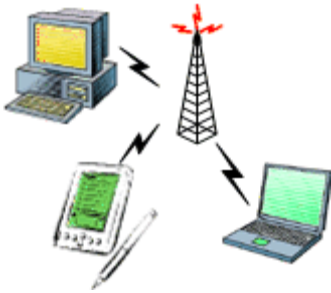
Why Ingram Micro

The majority of students in the EDC program are destined to become teachers in a K-12 setting. However, there is a small minority of us who are not planning on that route and instead are looking at the corporate world to practice our skills. Ingram Micro has had a very long history of training our associates in everything from the soft skills to technical training.

Who can participate?

EDC students are eligible but will need to coordinate the internship with Dr. Thompson and Dr. Linn. Feel free to contact them for additional information.

Tech Talk: Wireless networks



By now most of you have been exposed to the concept of wireless networks. Some of you may even be using them at home or at work, but do you really know how they work, how to build one and what issues there may be?

Alphabet Soup

There are at least three wireless technologies that you need to know about. They are 802.11 a, b, and g. Each has specific characteristics and we will go over them here so when you get asked about wireless you will have a much better understanding. Currently 802.11b is the more mature technology in the market with the most users to date. It is a proven technology and easy to install and maintain. The throughput is 11Mbps and has a range of approximately 300 feet. Depending on your environment this could drop significantly. Make sure a proper wireless site survey is done in any large scale implementation.

Interference

Interference in the 2.4GHz range can come from things like microwave ovens,

cordless phones and a host of other devices. If this is going to be a problem you can use 802.11a. This RF (radio frequency) technology is in the 5GHz range and will have less exposure to outside interference.

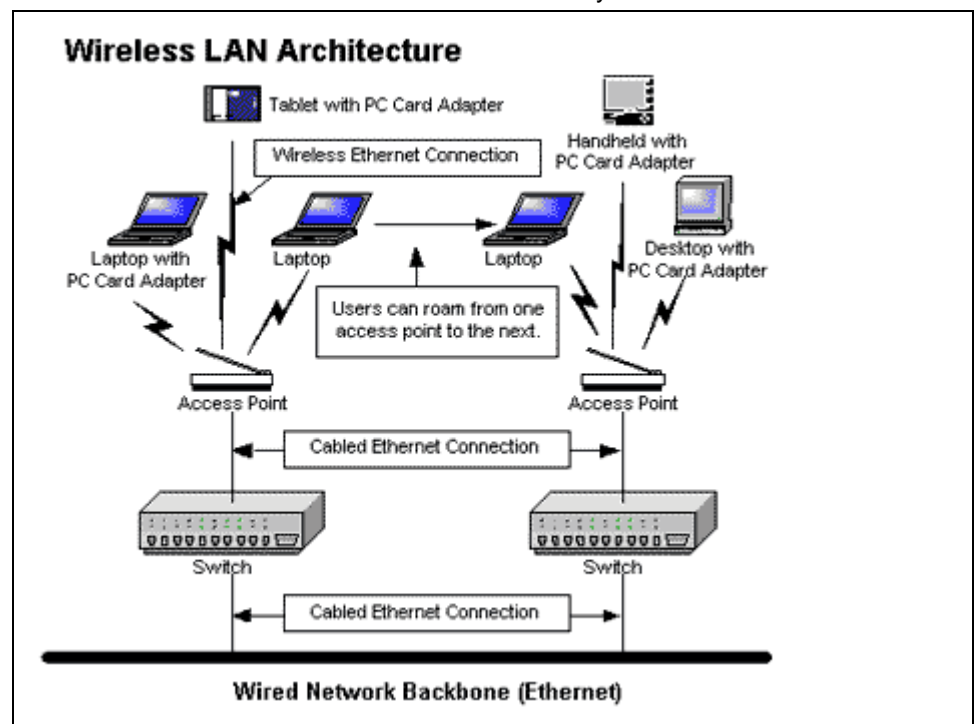
Security

Whenever wireless comes into the picture, there should also be a security discussion. There are some very basic procedures that must be done to prevent any of the schools data from being compromised. Can you imagine if student or faculty information was open to the public!

Equipment

Once a proper assessment has been made, both from a wireless and security perspective, the next thing to do is choose the equipment. Selecting the proper equipment will be crucial to how well your wireless design will work. As with anything else you get what you pay for. And speaking of that, make sure you choose a manufacturer that can provide e-rate funding to you. Every dollar counts.

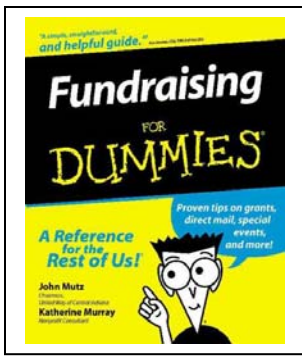
"Wireless networks can help schools make the best out of the schools computer resources".



Fund Raising: are you being creative?



"Fundraising should not be left up to pure luck, plan the work and work the plan for ultimate success!."



"Even if you are a beginner there are resources for you."

One of the biggest problems facing school districts around the country is doing the best they can with the school budget given to them. Therefore school administrators and teachers must look to alternative funding in order to maintain their current standards or even to increase the quality of the programs that are already in place.

What are others doing?

Orange County California schools have had fundraising events that allow the general public to bid on being a Principal for a day. Not only does this allow for additional funds to be raised there is another benefit that may not be as evident, The fun part is that money was raised and some lucky individual gets to see what it is like in a day of the life of a principal. Once that person can see all that a principal does, such as budgeting, scheduling, mediating, and forecasting, plus identifying where to cut programs due to a smaller budget, they will have a better understanding of how complex this situation is. Hopefully the word will get out that a budget shortfall is can only hurt and that the public can make a choice at the next budget vote.

How much can be raised?

"Certainly this is going to be dependent on the local economy. However where there is a will there is a way. Take a look at another California fundraising effort at Crossroads school in Santa Monica.

Current parents, grandparents, trustees, alumni, parents of alumni and friends contribute over \$1.5 million each year in operating revenue. Annual gifts provide support for a diverse population and an enriched palette of exceptional educational programming. Current parents make annual gifts through a 100% Participation Annual Giving Campaign. Participation is emphasized, and each gift is recognized in alphabetical order under the child's class

in the school magazine Cross Sections. Unlike most other non-profit organizations and major independent schools, Crossroads does not have "giving clubs" to recognize charitable contributions and never lists charitable contributions by dollar amount. "For additional information go to:

<http://www.xrds.org/fundrzg/default.htm>

On line resources:

SchoolCash is a site that once you enroll your purchases can support your organization. Go to the site for additional information.

<http://www.schoolcash.com/>

Fund raising ideas

<http://www.cherrydale.com/fundraising.htm>

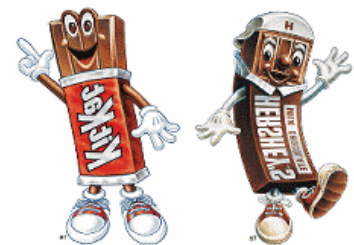
Free web site for fund raising

<http://www.teamads.com/>

The Nonprofit Resource Center Bookshop

<http://www.not-for-profit.org/books.htm>

These are just a few of the hundreds of sites that are available. Make sure you check out each site before doing business with them. Don't let your hard earned dollars get lost on the Internet!



Be creative, candy sales are just one way to raise money.

Career Help: Death by email



“There can be more to email than just the words inside. Say what you mean and mean what you say!”

There is no doubt about it, email will become an important part of both your personal and professional life. How you use email may determine your success in your professional development. In order to present a professional image you will want to make sure that your email is truly conveying the message that you intended.

Bad email

How many times have you received an email for a teacher, a parent, a student or even a peer that upset you? What did you do, did you write a nasty email back, did you ignore it, or did you confront them with it? No matter which approach you may have taken, did you then find out that you had misread their intention? Well if any of that sounds familiar, join the club. Beginning email users make many mistakes such as typing in all caps which will signify yelling. Experienced users may be more to the point and that can be taken as being uninterested or that you are a to bother them.

Personal opinions

Be careful what you put in writing. Once you send that email there is no getting it back. If you are in a highly competitive environment, and who isn't nowadays, your emails can be used against you. Never write anything that you would not be prepared to stand up in a room and defend. Never let your feelings be shown if you are mad or upset. Take a day or two before you send out that email. It could make the difference between being very embarrassed and even losing your job.

Jokes can be no laughing matter

Everyone loves a good joke, but be very careful. Even if you send it to a friend, you never know who they will forward it on to. You also never know who will be reading it

over their shoulder. Any joke that could be construed as being offensive to anyone should not be sent, ever! Jokes that are sexually, racially or ethnically offensive can have a detrimental effect on your career. Would it still be as funny if you lost your job?

Company and School Policy

Every company or school district will have a policy regarding the use of email. It is there to protect the school from any lawsuit that may result from improper use. You will need to see your school administrator for the policy if you are in doubt. If for some odd reason one does not exist, please bring it to the attention of the school administrator. You could be the hero by saving the school from any unnecessary bad publicity.

On line resources

For an excellent article on what you need to consider when it comes to email etiquette go to:

<http://careerplanning.about.com/library/weekly/aa050401a.htm>



Contact Information



E-MAIL:

murello@adelphia.net



FAX:

(716) 565-8119

We're on the Web!

See us at:

<http://users.adelphia.net/~murello/590/>

e-Learning Technologies

e-Learning is the ability to use computers, the Internet and customized software to offer real time training. If you are planning on developing any type of on line learning you should take a look at the latest offering from IBM. IBM has released a program called Lotus Virtual Classroom. This program can be used for both a corporate environment as well as an academic setting.

Session Highlights include:

- Class outline tool
- for instructors: timer and speaker notes for each activity
- for participants: organizing visual structure to session
- Breakout sessions
- Ad hoc and pre-assigned groups with separate outlines displayed
- Assessments
- Adhoc questions, pre-defined assessment sets, polling, and anonymous submission

About Our Organization...

This newsletter is a graduate study independent project. Your feedback will be instrumental in making it a better resource for everyone. Since this is a graduate project its current life expectancy is one semester. If you are

- Materials Management and Reuse
- library of questions and assessment session outlines also available for reuse
- Web follow me sets
- Integrated instant messaging
- Application sharing
- Record and playback of sessions

Administrative Highlights

- Stand-alone application - no prerequisite software required.
- Enrollment tools:
- Allow self enrollment with email notification
- Set maximum # of students in self-enrolled courses
- Manage multiple sessions of a single course
- Broadcast and moderated sessions supported

For more information please see:

<http://www.lotus.com/products/learnspace.nsf/wdocs/about>

interested in continuing this newsletter as your own project, please contact me (Murello@adelphia.net) for more information or Dr. John Thompson thompsjt@bscmail.buffalostate.edu