

# First II and SI Course Video Taping Information

## Course information form:

Institution: \_\_\_\_\_  
Instructor: \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Frequency Instructor Teaches Course: \_\_\_\_\_  
Level (100, 200, 300 etc): \_\_\_\_\_  
Class Size: \_\_\_\_\_  
Majors(circle one): *Majors* *Non-Majors*  
Lecture/Lab(circle one): *Lecture* *Lab* *Lecture/Lab*

## Taping date information form:

Date of video taping: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Time of video taping: \_\_\_\_ : \_\_\_\_ *AM PM*  
Approx. # of students during taping: \_\_\_\_\_  
Semester: \_\_\_\_\_  
Tape label: \_\_\_\_\_

Notes about taping:

## Taping procedure:

- 1) Set up camera so as not to disturb the class.
- 2) *For audio: Try to capture faculty and student voices.*
- 3) For video:  
If taping self, set up so that students, faculty and materials (e.g. ppt slides) can be seen.  
If someone else is taping, try to capture faculty presentation, student interaction and materials (e.g. ppt slides). Check audio during taping.
- 4) Make sure there is **NO** date/time stamp on video.
- 5) Tape entire length of the class.
- 6) Please rewind tape.
- 7) Make sure all of the above form is filled out.

Send tape with this form back to:

Dr. Everett Weber  
270 Plant Biology  
Dept of Plant Biology  
Michigan State University  
East Lansing, MI 48824

*Note: Each instructor is video taped twice in two different semesters (total of 4 tapes) for the same course.  
Tapes within a semester should be separated by more than one month.*

For questions call or email [weberev@msu.edu](mailto:weberev@msu.edu) or (517) 353-6787