

One of the really important things you will do this semester in 301 is observe your own teaching through watching a video tape of your section. Below are the 4 required steps and 1 optional step in this multi-week assignment. All emails to Colleen should be sent to: ColleenL@berkeley.edu

Part 1 – Before you tape

- Schedule a time with another TA to video tape your section.
- Find a camera to use
 - The easiest is to borrow one from a friend or use a small digital camera that can capture at least 30 minutes of video. The quality doesn't need to be very high.
 - Reserve one of the two cameras on the CS301 schedule in bSpace.berkeley.edu/
 - You will get the camera from Lily Zhang at the Soda front desk
 - You MUST return the camera at the time you indicated on the bSpace schedule.
 - **NOTE: You can only pick up or drop off the camera from 8-12 or 1-4.**
 - **NOTE: There are 2 different cameras available. One charges from the usb port and one uses batteries. If you get the one with batteries make sure to get batteries from Lily Zhang.**
- Let your students know in advance that you will be videotaping that day's class. Explain that the purpose of the videotape is to evaluate and improve your teaching and is not evaluative of them.
- Pick (and write down) three things you want to focus on in improving about your teaching

Part 2 – Tape your section

- You may tape your discussion section, a lab lecture or 50 minutes of your lab section.
- You need a minimum of 30 minutes of video, but 50 minutes is preferred.

Part 3 – Digitize your tape

- Upload your video onto your computer (If you used the camera from the front desk you can do this using the USB connection and it will take up to 20 minutes.)

Part 4 – Give Colleen a copy of your video and your notes

- Get Colleen a copy of your video.
 - You can burn a DVD and leave it in her mailbox in Soda or give it to her during class
 - You can post it on your website (without any links) and send Colleen the link. Colleen will email you when she has finished downloading it so that you can take it down.
- Watch the entire video alone or with a friend and take notes on what you notice.
- Send Colleen your notes and observations from the video.
- Send Colleen three things that you want to focus on in improving your teaching.
- Pick 5 minutes of your video that you think is interesting and email Colleen the start time and a note about why it is interesting.

Part 5 – (Optional) Video meeting with Colleen

- Email Colleen or sign-up in class for a time to meet to talk about your video tape.
- Meet with Colleen at the time you have scheduled in her office, 5608 Tolman Hall.