

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 6 steps that this multi-week assignment will have. All emails to Colleen should be sent to:

ColleenL@berkeley.edu

**Part 1 – Before you tape**

- Get a video tape and blank DVD from Colleen
- Schedule a time with another TA to video tape your section.
- Reserve a camera (<https://av.berkeley.edu/>)
- Let your students know in advance that you will be video taping that day's class.
- 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.

**Part 3 – Digitize your tape**

- While you still have the camera you will need to “capture” the video, which means to convert the tape into a digital file and burn it to a DVD.
  - Final Cut Pro is a video editing program from Apple. It is installed on the Macs in 349 Soda.
  - PC users can download a free trial of Video Edit Magic to capture the video
    - [http://www.deskshare.com/download\\_details.aspx?ID=1](http://www.deskshare.com/download_details.aspx?ID=1)
  - Mac users can download a free trial of Apple iMovie

**Part 4 – Return your tape**

- Drop off your video tape and a digital copy of your video in Colleen's mail box on the third floor of Soda near the front desk.
- Email Colleen to let her know you have dropped off the video tape.

**Part 5 – Review your video**

- Watch the entire video alone or with a friend and take notes on what you notice.
- Send Colleen notes and observations from the video about the three things that you want to focus on in improving your teaching.
- Pick 5 minutes of your video that you and Colleen will watch together and email Colleen the start time of the 5 minute segment and why you chose that selection.
- Email Colleen or sign-up in class for a time to meet to talk about your video tape.

**Part 6 – Review your video with Colleen**

- Meet with Colleen at the time you have scheduled in her office, 5608 Tolman Hall.