

PALM Video/Audio Recording Instructions

Why we ask for recordings

One way we investigate whether the PALM mentoring experience has had any effect on the classroom behavior of PALM Fellows is to look at what happens in their classrooms. We use the Classroom Observation Protocol for Undergraduate STEM (COPUS) for this. Because PALM Fellows are scattered around the country we don't come to physically sit in on your class, but instead do the observation through video/audio recordings of you in class.

Pre-mentoring recording

Please do your pre-mentoring recording **as soon as it is feasible** to establish a true baseline of teaching practices and to begin the approval process for travel funds to work with your mentor.

Details of the pre-mentoring recording:

1. Record authentic video and audio of you teaching a **full class period** (see instructions below on how to do this)
 - this could range in time from 40 minutes to three hours
 - name the pre-mentoring recording with your last name, PALM, the date of recording, and pre
 - i. e.g. Jones_PALM_29_Feb_2018_Pre
2. If your course has a different structure, e.g. all lecture on Monday, group work on Wednesday, and quizzes or discussion on Friday, you may need to record **more than one** pre-mentoring class period to take this into account
 - PALM is **not** designed for purely lab or discussion courses, thus we cannot fund projects for courses that do not have a lecture component

How to create and submit the required recordings

The point of the recording is to be able to analyze what you are doing like lecturing, asking a question, assigning a group activity, answering a student question, polling students for an answer, doing something administrative (e.g. handing out a homework assignment), interacting with students in other ways, etc. Students who are trained in COPUS scoring will do the analysis once we receive your file. Corresponding student activities are also noted in COPUS: whether students are listening to you lecture, answering a question individually, working with another student on a problem, asking you a question, etc., and will all be included in analysis.

How to set-up and record your teaching

1. Obtain video releases from your students.
 - Even though it is likely that your students will only be filmed from the back (i.e. their faces will not be recorded), it is important to obtain permission from them to be included in your video submission to PALM.
 - Videos will **not** be made publically available and will only be viewed by the COPUS scorers and potentially the PALM Steering Committee members
 - i. You will retain copyright to your videos
 - ii. However, it is possible that the PALM network or professional societies may be interested in disseminating your post-fellowship video as dissemination and advertising of the PALM network outcomes.
 - iii. If this is the case, PALM will contact you and obtain permission in the form of a creative commons license **BEFORE** dissemination occurs
 - Depending on the layout of your classroom, student faces may occasionally be captured by the camera. If a student objects to this, just be sure that the submitted recording doesn't include any footage of that student's face.
 - Please see the **sample video release form** adapted from one used at the University of Minnesota.
2. Check with your education and classroom technology departments, or similar, to see if they have any devices commonly used for classroom recording (e.g. a Swivl). These devices follow the instructor's movements—especially useful if you are moving around the classroom at all.
3. Set your recording device to record at **low resolution** to prevent large file sizes
 - If recording with a smart phone or tablet for example,
 - i. go to settings → camera → record video (or video settings)
 - ii. select lowest resolution possible (e.g. 720p at 30 fps, or lower)
4. Set up your recording device in the back or side of your classroom so that **you** are the focus of what is recorded. Students should only be visible from the back or side, if possible.

How to submit your recording to PALM

1. Place file in a Dropbox, google drive, Box, or other file share system folder and share with Sue Wick (swick@umn.edu) and Thea Clark (tclarke@ascb.org).
 - If the final file is several Gb, please compress it and save it at a lower resolution before sending it to PALM.
2. Once Sue Wick receives your pre-mentoring recording, she will notify Thea Clarke at the American Society for Cell Biology (ASCB) that you are eligible for travel reimbursements for trip(s) to work with your mentor.

What happens to your recording after submission?

The PALM recordings will be available for viewing by the COPUS scorers and by the PALM PI and other PALM Steering Committee members,

You will retain copyright to your videos unless you give PALM and professional societies express permission to disseminate. This will be done by a creative commons license.

Anonymous COPUS scoring results will be used in PALM promotional and dissemination materials such as posters, oral presentations, and publications.

After your PALM mentoring experience, you need to submit a **second recording** of you teaching a **full** class period so we can compare your teaching approaches before and after PALM work.

If you have any questions, please feel free to contact Sue Wick at swick@umn.edu