**Data Collection Day Schedule**

* Get to the office
  + Put the **camera** bags together and make sure all the necessary equipment is there.
    - Canon camcorder
    - 1 battery already on camcorder
    - 1 SD already in camcorder
    - 1 extra battery
    - 1 extra SD card
    - BRING YOUR OWN HEADPHONES
    - Tripod
    - **Microphone kit**
      * Lavalier microphone and cover
      * Transmitter and receiver attachment
      * Extra microphone battery
    - **Clipboard**
      * Class ID sheet
      * Video logs (2)
      * Checklist
    - Pencils
* SIGN OUT the camera equipment before we leave to the centers
* Drive to the centers
* Arrival at the centers
  + ***Introduce yourself to the director or the person at the front desk and sign in if applicable***
    - My name is so and so and I’m here from the University of Miami on behalf of the United Way to record (teacher’s names) classroom.
  + Head to the assigned classrooms
    - ***Greet teacher and introduce yourself***
      * My name is Milena Mieles, I’m from the University of Miami, here on behalf of the United Way to observe and video record your classroom in order to do the CLASS coding.
      * Just in inform you, we are going to be recording for about 2.5 hours to collect your interactions with your children. We want you to behave as you would any other day. Pretend we’re just a fly on the wall. We don’t want to be in your way.
      * We’re going to be giving you a small microphone to hear your voice clearly because we want to capture all of your moments with the infants. This helps us listen to your interactions more clearly and it helps us not get in your way.
      * During the video recording, I won’t be able to speak with you or the infants because my voice would ruin the data we’re collecting. Any questions you have I will be able to answer after the video recording. I will also be asking you a few questions after the video recording, so we’ll have time to talk then too.
    - Set up mic on the teacher
    - Set up the camera and start recording
      * **Before you record the classroom, put the CLASS ID sheet in front of the camera for about 5 seconds so that we know which video we are watching.** Then record for 2.5 hours straight. During these 2.5 hours, fill out the Video Log with the activity settings appropriate for that day.
      * **Interview the teacher after recording** - DO NOT STOP RECORDING WHEN INTERVIEWING TEACHER AT THE END.
      * After you stop recording, you let the teacher know you need to **take a picture of all the lesson plans for the children.**
      * **Then you video record the environment of the classroom**
        + Walls to see if children’s work or family pictures are up
        + See if the toys/books are accessible for the children to get on their own
      * Let the teacher know you appreciate them letting you observe and record and tell them thank you and have a great day
      * Check that you have ALL of your EQUIPMENT you brought with you to the center
        + EVERYTHING IN THE CAMERA BAG
      * Sign out of the center if applicable
      * **Fill out the checklist - classroom characteristics**
      * **Answer the video recorder questions**
      * **Fill out the teacher/child language use in the classroom page**
      * **VERIFY AND SIGN all of the documents you filled out that day. Make sure all the teacher questions and video recorder questions are answered.**
* Car ride back to the center
  + Make sure all of the paperwork is filled out properly and verified and signed
  + Ask the RA’s how their experience was in the classroom; any concerns or anything that they liked
  + Talk to each other in the car about the centers or about anything they need to talk about
* Arrival back at UM
  + Check in your camera equipment with your team leader and make sure ALL of the equipment is there