Academic Partnerships Studio

1. **Online Courses**
   Once you have been assigned which online course(s) you will be teaching, please call the Studio (ext. 7382) or email, Jack.Fitch@Lamar.edu, and schedule a videotaping session. Your time should be booked as early as possible, preferably when the course has been assigned. The Studio is located in the John Gray Center, Building B, Room 125.

2. **Scripts**

   After you write your scripts, send the scripts and Power Points to the Studio via email. These should be sent to Jack.Fitch@Lamar.edu and Chris.Busselle@Lamar.edu. Scripts should be sent NO LATER than one week prior to videotaping. All "spoken word" in the videotaped lecture will be scripted. This is done for ADA compliance and Closed Captioning.

   A. Naming/ Labeling Scripts
      When labeling your scripts, please use, for example (if there are two lessons per week) , course title (e.g. EDLD 5366) "Week 1, part 1" or "Week 4, part 4". This is VERY helpful to us when we post your edited videos in your Sorensen 360 account folder. So, again, for example: " EDLD 5366, Week 1. Part 1"   The title of your lecture can be used at the top of your script to help you remember where, but when you hit "Save" or "Save as", please use the "title, week, part" format.

      B. When writing your scripts, it is best to keep them below 11 minutes. Our research has shown that attention and retention drops off dramatically after seven (7) minutes. The best way to judge if your scripts are too long is : one page of typed, single spaced, 14 point font is between six(6) and eight (8) minutes long when read aloud. If your lesson is longer than that, please consider breaking the lesson into parts. Please label each accordingly : i.e. "Week 2, part 1", "Week 2, part 2", etc.

3. **Preparation**
   Once your scripts have been written and your Studio videotaping is soon, print out your scripts and read them aloud in front of a mirror. This sounds

strange but it will familiarize yourself with what you wrote. We understand that it's easy to say, "Well, I wrote it so I should know it!", but you will VERY surprised how much is forgotten from the time it leaves the keyboard to the time it is read in front of the camera. You will catch typos, grammatical errors, and possibly some things that may have been errant in posting.

Additionally, familiarizing yourself again with your scripts will DRAMATICALLY reduce your time in the studio underneath the hot lights. It also reduces the potential risk of frustration by cutting down on 'starting then stopping' over and over again.

RELAX! We will make your time with us as enjoyable and stress free as possible!

4. **Clothing**
   Classroom attire is the norm (coats and ties for men) but there is a catch. Please, no wild patterns(herring bone or houndstooth jackets are the worst!) The more tight and "busy" the pattern is, the more the camera will try and adjust and a "moiree effect" happens. That's where it appears the coat or blouse is moving. Solids or looser patterns are perfect. Also, ladies, please no bulky or shiny jewelry. The jewelry will reflect the light and cause "flares" in your video. The bulkier it is, the louder it will sound on the microphone and distract the students who are watching the video.
   Also, bring changes of clothes so it will appear you are not wearing the same thing week after week. If you have eight(8) lessons, typically four (4) changes of clothes is perfect.

   Here's a secret: the camera only shows from the mid section, up. We have some who wear shorts and sandals. They only change their shirt/tie or blouse. Additionally, they are usually comfortable and relaxed!!

If you have any questions or if any additional help is needed , please do not hesitate to call (7382) or email us , Jack.Fitch@Lamar,edu or Chris.Busselle@Lamar.edu.
 We promise to make your time with us enjoyable and pleasant!

Jack Fitch and Chris Busselle, Academic Partnerships Studio
John Gray Center, Building B, Room 125