

VIDEO **STORYTELLING**

LESSON **THREE**

Equipment Care & Protocols

Purpose

This unit will prepare learners to use the video camera, both in and out of school settings. Keep in mind that school administrators may dictate how equipment is utilized at your school as well as for learner use outside of the school day. It is important that this lesson directly follows Unit Two, as the information is interconnected.

Goal

The learner will understand his or her responsibility for the care and proper checkout of video equipment.

Objectives

The learner will

Know how to properly care for the video camera (do's & don'ts),

Understand how to keep the camera safe from theft,

Know his/her responsibility regarding the camera's care and safekeeping, and

Know how to report technical problems, loss or theft.

Estimated Length of Session

The instructor should plan one hour or one class session for this lesson. If this is your first time presenting information or you are incorporating peer mentors in the process, you should extend the lesson by one additional class session.

Handouts

The following handouts are recommended:

- "Resource Management: Equipment Policies & Procedures"
- "Resource Management: Parent Letter"
- "Resource Management Permission Form"
- "Resource Management: Overnight Check-Out Form"
- "Resource Management: Delinquency Notice"
- "Quiz: Equipment Care & Check-out Procedures"

Equipment

The following equipment is recommended:

- A video camera with charged battery or A/C plug-in
- A tripod
- Camera and tripod bags
- A television monitor or video projector
- A DVD player
- A set of RCA cords (for connecting the DVD player

Viewing Material

The following media may be used to complement a live demonstration or lecture:

- PowerPoint presentation: "The Do's and Don'ts of Camera Care"

Preparation

Assign a peer mentor to prepare the equipment, charge batteries, set up a computer with the PowerPoint presentation, and set up a video monitor or projector. This requires approximately one and one-half hours. The instructor should oversee the duplication of handouts, forms, and the quiz.

Role of Peer Mentors

Depending on their levels of skill and experience, peer mentors are often able to present a majority of the information in this lesson. If peer mentors are new to presenting information, the instructor should present the PowerPoint lecture. Mentors may facilitate the large group discussion by sharing their experiences checking out equipment.

Process

The following steps should be followed when introducing equipment care and check out procedures:

- Show the PowerPoint presentation, "Equipment Care & Check-out Procedures"
- Hold a group discussion about details related to equipment care
- Present the overview and discussion about the "Parent Letter" & "Permission Form"
- Assign a deadline for returning the signed forms (within two to five days)
- Present the overview and discussion about the "Overnight Check-out Form"
- Present the overview and discussion about the "Delinquency Notice"
- Give the written quiz on "Camera Care and Checkout Procedures"

Assessments

The following assessment strategies are recommended for this lesson:

- Informal observation (student participation)
- Completion of quiz, "Equipment Care & Checkout Procedures"
- Term-long tracking of the number of delinquency notices given to individual students.

Grading Breakdown	Possible Points
Quiz: Video Camera & Tripod Knowledge	
Participation	
Responded verbally to video works	
Asked questions about the course	
Listened attentively	
Responded knowledgeably when asked a question	
Attendance	

Recommended % of total grade: 1%¹