

Considerations for Video Recordings(s)

- Tapes may be submitted a variety of formats. We are capable of viewing tapes in the following formats: mini dv, dvd, cd, or flash-stick. If you are unsure whether we will be able to view your tape format, please contact Ela Samarxhi at exs038@jefferson.edu **before** submitting your tape.
- CFSRP has video cameras that you may borrow - however, please set this up ahead of schedule so that we may ensure we have a camera available. Contact Ela Samarxhi at (215) 503-4020 or exs038@jefferson.edu
- Please check your recording and make sure that it recorded and may be played back before submitting for your assignments.
- It is optimal for you to make a copy of your recording before turning it in. TLC is not able to copy these recordings for providers or for families.
- When Recording Your Tape:
 - Please use a blank tape (or media) specifically for the Introduction to Early Intervention video.
 - Ideally, you do not want yourself or a family member to be holding the camera. Try to find a colleague who could attend the session with you OR use a tripod (note: CFSRP also has tripods you may borrow). Remember that you are trying to make a recording of a typical early intervention session for you and the family/child.
 - Check the recording at the start to make sure that it is recording and that the sound is appropriate.
 - Introduce/identify participants in the video (remember CFSRP staff do not necessarily know who is the provider versus who is the mother, etc.).
 - Do not tape directly into sunlight.
 - If using a tripod, please check the camera periodically to ensure participants are still in the frame.
 - If recording onto a **DVD**, you must **FINALIZE** your disc or it will not play on independent machines (see your owner's manual).
- Submitting Your Tape:
 - Clearly label your tape with:
 - a. Introduction to Early Intervention Course 2012-2013
 - b. Group number. Video_ (initial or 2nd tape)
 - c. Your First and Last Name
 - d. Agency
 - e. Child's Name
 - If needed, include a note with instructions about viewing tape (e.g., please start viewing tape at 2 minutes).

Please be sure that your disc is packed securely. It should be in a secure disc case and in an envelope with the rest of your materials. Loose materials will not be accepted.

Please make a copy of your tape. We are unable to return discs, flash drives, old tapes from previous courses, or make copies of tapes for you. We have found that over the years participants enjoy watching their tapes over time. Also, having your own copy is useful if your tape gets damaged.