

# Course introduction videos

## Student Academic Support Series (SASS)

### Introduction:

Centre for Learning Innovation and Professional Practice (CLIPP) are encouraging staff to consider using an introductory 'talking head' video as a means of welcoming students to the University and to their course of study. This provides an accessible, quick overview of the course which can complement the more detailed and downloadable course description, and can help build relationships between staff and students. It will allow the student to put a 'face to the name' while gaining an understanding of what the course entails.

### Course introduction video outline:

- Introduce yourself
- Learning objectives
- Give a summary of what the course is about; outlining broad topics.
- What does the course prepare students for?
- Are there any particular prerequisites required?
- Your expectations (readings, lecture attendance, tutorial participation, group work).
- Conclusion

### Guidelines:

- Make it concise – 2-3 minutes (engagement drops sharply after 6 minutes).
- Use general course titles rather than course codes.
- Keep video content broad and use general topics outlined in the course rather than semester specific content; you may be able to re-purpose this for multiple semesters.
- All content in the video must be your own and you must own the copyright.
- Be well prepared and rehearse your video before filming; a natural video will be more appealing to your students.
- Refrain from including specific assessment details in the course introduction video, a separate video should be developed to be semester specific\* (see below).
- Be prepared; you will be given a 30 minute time slot to arrive, deliver and conclude your video. If you have time, you may want to film a separate 2 – 3 minute assessment video\* (see below).
- For more information on planning your video, [please view our website](#).

### \*Additional video opportunity:

#### Assessment overview video:

If you have time within the 30 minute time slot after you have completed a course introduction, you may want to take the opportunity to film a 2 – 3 minute video overview on the assessment within a specific program.

Here are some tips if you are interested in creating an assessment video:

- Introduce Assessment
- Key points and expectations on assignments, readings, group work, other projects
- How is this course assessed?
- Where to submit the assignment?
- Where to go for online help? ([Students Learning & Study Website](#) / [Moodle login page: 'Study Help' Link](#))
- Hints and Tips

If you want to be able to reuse this video, do not include percentages of grades, due to potential changes per semester.

## Booking and Filming Process:

- CLIPP are providing free video filming sessions for all staff who would like to produce high quality course introduction videos.
- If your school has multiple videos to be developed, we would prefer a full day of filming to be organised if possible.
- Filming can occur; Monday – Friday within these two time slots; 9:30am – 11:30am & 1:00pm – 3:30pm. Please remember to allocate 30 minutes per video.
- Filming will occur in the media studio on the Mt Helen campus, basement level of the Library.
- For more information on planning your video, [please view our website](#).
- Please contact Jaimee Westin on 5327 6208 or via email [j.westin@federation.edu.au](mailto:j.westin@federation.edu.au) to book a date and time slot for filming.

## Disclaimer:

Please note that these videos will be publicly available on multiple platforms. By agreeing to be on film, you agree to the following University disclaimer.

“I acknowledge that photograph/film may be taken and used for University purposes and that it is my responsibility to contact the University’s Privacy Officer in writing if I wish to have my photograph/film withheld from University use.”

## Support:

- For more information or assistance on this project please contact Jaimee Westin on [j.westin@federation.edu.au](mailto:j.westin@federation.edu.au) or phone (03) 5327 6208.