

Scenario: External Contributors

Description:

A mid-sized second-year cohort is being developed and the tutor would like to invite a guest speaker to contribute a lecture. She would like to capture it for her students to review, and is considering using the recording as a resource for future years. While it is likely the guest speaker can attend in person, he is based overseas and there is a chance he may have to give the lecture remotely. The tutor would like to incorporate more guest speakers if this instance goes well.

If using this scenario for a staff development activity, the accompanying document "Scenario worksheet: External contributors" may be useful.

Resource Summary

Topic: Guest lecturers

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Institution: University of Sussex, JISC, Coventry University

Target audience: Staff Developers

Keywords: scenario; external; guest lecturers; issues; distance

Date produced: 18 March 2010

Comment:

Discussion Points

- Awareness and permissions - consent forms? University ownership? One-off or repeated use?
- Does the capture system (in person or distance) require training for the lecturer?
- What planning is needed if they cannot attend in person? (Technology, time zones, recordability)
- Is the available capture technology suitable for the intended performance?
- What is the university policy on potential copyright violation in recordings of guest lectures?
- What criteria will the lecturer use to determine whether to continue recording external contributors?

Recommendations

- Plan ahead - written briefing, copyright clearance
- Brief the guest lecturer about any special delivery needs (where to stand, etc.)
- Test run with the guest lecturer on the day (could be used to create a backup)
- Consider alternatives in the event the guest lecturer cannot attend in person (web lecture, skype video, videoconference, delivery of a specially-recorded version of their lecture, flip video, digital recorder)
- Keep it as simple as possible - if an external contributor is broadcasting from outside the university, use technology they are familiar with

Resources

ELTAC Scenario worksheet: External Contributors

ELTAC document: What About... Different methods of lecture capture?

Web2Rights guidance and template forms regarding IPR (<http://www.web2rights.org.uk/>)

University guidance and copyright clearance forms

Authors: John Davies, Paul Bailey, Jenny Mackness, Amanda Hardy