

Winthrop University – Fall 2018

Procedures for edTPA Camera/Tripod and Microphone Checkout

edTPA Timeline

August 27th – December 11th

During this time, edTPA camera kits (video camera, tripod, and microphone) can be checked out from the ITC for 10 business days. **You MUST use the Sign-Up Genius form to reserve your equipment.** Since there are many students who will be using the cameras all within the same timeframe, signing up ahead of time ensures that you receive a camera set when you need it. The link to the Sign-Up Genius form is

Check out will happen every day. Choose the checkout period that most closely matches the date that you will be videotaping. We suggest trying to give yourself a day or two before you tape to test the equipment and make sure it is charged, and at least two days after taping to make sure you have time to save your videos to your computer or SD card or to re-film if necessary. **Things always go wrong so plan ahead!!**

Additional notes about checkout

- You will be able to reserve a camera kit beginning August 20th.
- **You can sign up twice for a timeslot. Choose the start date closest to your filming date.**
Example: My film date is February 9th so I need to sign up for a checkout period that starts February 6th, or 8th.
- **You must have your Winthrop ID and WU Number to check out a camera kit**
- You must reserve your camera kit at least one day prior to the date the checkout begins.
Example: My checkout begins February 3rd so I need to sign up for that timeslot by February 2nd
- If you sign up for a timeslot and need to change the slot, you have the ability to make that change up to a day before the equipment is needed.
Example: I want to sign up for the February 10th timeslot, but then my host teacher changes her mind and wants me to videotape on February 7th. I change my timeslot to the February 3rd start date. I can only make that change February 2nd or before.
- **You must take the time to go through the check out and check in process with the ITC staff.**
This is put into place to ensure that you have working equipment and that no items come back damaged or missing. Please allow 5-10 minutes at both check out **and** check in.
- If you have not picked up your camera kit by the 4th day of your reservation, then we reserve the right to give that kit to another student.
Example: My checkout begins on February 3rd. The camera has not been picked up by February 7th, so the ITC Staff has the right to give it to another student who needs it.
- **There are NO EXTENSIONS on time limits. ****
- **You will be fined \$25.00 per day for the camera kit each day late, including weekend days.**
Example: The camera kit is due on February 3rd. You turn it in on February 6th. You will be fined for the 4th, the 5th, and the 6th, which is a late fee of \$75.00.



Sharing Camera Kits

The ITC is not responsible if you choose to share a camera kit with another student. If the equipment is checked out to you, then you will be responsible for late fees or any other fees associated with damaged or missing equipment.

Check Out and Check In Procedures

When you checkout equipment, the ITC staff will go over each item with you. You will be responsible for signing that all items are present and working. This procedure will also happen when you check the item back in to the ITC. **Be prepared to spend 5-10 minutes checking items in and checking them out.** This is a shared responsibility between you and the ITC workers. **Please report any damage or missing items as soon as you see it.**

Late Fees

It is highly important that you return the edTPA items to the ITC on time. Failure to return equipment on time means that the student who is receiving the equipment after you does not receive their equipment on time and that could mean they don't have the items they need to film their lessons. For this reason, the University has imposed a stricter late fee for edTPA items.

edTPA Equipment is due back to the ITC by closing time on the DAY IT IS DUE

Any student returning edTPA items late will be assessed the following fine(s):

- **\$25 per day late fee starting the day after the camera kit is due back (including weekends).**
Even if the equipment is returned when the ITC opens the day AFTER the item is due, you will still be assessed a late fee for that day because the equipment is turned in AFTER the due date.
- These fines will be charged to your student account and will not be waived once the equipment is returned.
- To see a schedule of the ITC's hours, please look at our website www.winthrop.edu/itc/
- In the event of an unforeseen problem such as sickness or snow day, it is the student's responsibility to contact the ITC to see if the camera can be borrowed for an extra day or two. This request must be made at least one day **BEFORE** the camera kit is due. Asking for an extension on or after the date the camera kit is due will not exempt you from late fees.
- **Clear documentation will be required to waive the start of a late fee IF an extension is possible.**
 - **If Winthrop is closed due to weather on a day when your equipment is due back, then it is due the next day.**
 - **If your field placement location is closed due to weather, the equipment is still due back on the original due date.**

The equipment is checked out as a kit with multiple pieces. The \$25.00 late fee includes all items in the kit. If you return the kit **with any piece missing**, you are subject to the full \$25.00 late fee. We cannot send the kit out to the next student with items missing.

Once late fees reach \$200 (8 days late), the item will be considered lost and the FULL AMOUNT of the item's replacement cost, including tax and shipping, will be billed to the patron's Winthrop account. See the chart of estimated replacement costs below.

Damaged or Missing Items

The edTPA equipment has been tested to be in good working order. Damages do occur, however we hope that you minimize the damage by doing everything in your power to protect the equipment. We have placed the items in appropriate bags and containers to help minimize the risk of damage. If damages are found when the equipment is returned, the patron will be charged for those damages based on the severity of the damage. If the item can be repaired, then the patron will only be billed for that amount. If the item needs to be replaced, then the patron will be responsible for the full cost to replace the item.

<u>Item</u>	<u>Estimated Replacement</u>
Canon Vixia Camcorder	\$300
Tripod	\$50
Canon WM-V1 or Sony Microphone *Note- these work as a set. If one is damaged or lost, the entire kit needs to be replaced.	\$200
Physical Education Microphone *Note- these work as a set. If one if damaged or lost, the entire kit needs to be replaced.	\$275
Audio Splitter	\$50
Rechargeable Batteries	\$10
Assorted Objects *Note- this includes pieces that can be replaced such as batteries, cables, tripod boot, etc.	\$20-\$100

If a replacement item has already been purchased, **no charges can be reversed, even if the item is returned.** If the item has not yet been replaced then only late fees will be applied to the patron's Winthrop account.

Note: Patrons who return items late more than twice in a semester will not be able to check out items from the ITC for the remainder of the semester.

Tips for Keeping Items Secure

- Do not leave the items in an unlocked car.
- Do not leave the items in a locked car in plain view.
- Do not leave items in your car overnight. In the cold weather, this causes condensation on the equipment when brought into a warm building.
- Do not leave the items in an unlocked classroom.
- Be sure to place items back in bubble wrap or in the appropriate bags when transporting.
- Be sure to check the list of items in each bag before you leave school to make sure you don't unintentionally leave any pieces behind.
- Be sure to turn off microphones to avoid batteries being drained.
- Be sure to return the rechargeable batteries.

edTPA Equipment Checkout Form – Fall 2018

I understand that missing and damaged items are my responsibility. Therefore, I am required to work with the ITC staff to check these items before taking them from the ITC, before bringing them back to the ITC, and when I return them to the ITC to make sure nothing is missing or damaged.

I can use the checklists below to make sure all items are returned and in good working order. I understand that all bags with many parts also have a laminated card that illustrates what those pieces look like to help me keep track of them and that this should also be returned with the equipment at check in.

Signature _____

Canon Vixia Camcorder

Items	OUT	ITC	IN	ITC
Battery				
Camcorder is working				
Battery is charged at least 90% or can film for at least 120 minutes				
Video is recording as an MP4				
Video is recording at 4 Mbps				
SD Card- <u>Circle Below</u> <i>Belongs to Student</i> <i>Belongs to ITC</i>				
Previous videos are removed from camera				
Bag				
Power Charger				
HDMI cable				
USB cable				

Audio Splitter

Items	OUT	ITC	IN	ITC
Splitter				
Audio Cable				
Bag				

Tripod

Items	OUT	ITC	IN	ITC
Tripod				
Bag				
Boot/ Mounting Plate				
Handle				
Knobs are working				
Legs				

Canon or Sony Microphone

Items	OUT	ITC	IN	ITC
<u>Rechargeable Batteries</u>				
Microphone				
Receiver				
Audio Cable				
Wind Screen				
Earbuds				
Bag				

PETE Microphone

Items	OUT	ITC	IN	ITC
Microphone				
Receiver				
Audio Cable				
Antenna				
Clip on Microphone				
Audio adapter				
Earbuds				
Batteries working				

edTPA Equipment Checkout Form – Fall 2018

Name: _____ Phone: _____

Winthrop Email Address: _____

Winthrop ID Number _____ Date of Reservation: ___/___/___

To Be Picked Up On: ___/___/___

Signature at check out: _____ Date: ___/___/___

To Be Returned On: ___/___/___ **before closing to avoid late fees**

Signature at check in: _____ Date: ___/___/___

Camera # _____

Tripod # _____

Microphone # _____

Additional Items _____

I acknowledge that I have read, understand, and will be responsible for following these procedures by initialing next to each item.

Item	Initials
edTPA Timeline	
Additional Notes About Checkout	
Extra Checkouts	
Schools With Camera Kits	
Sharing Camera Kits	
Check Out and Check In Procedures	
Late Fees	
Damaged or Missing Items	
Tips for Keeping Items Secure	

FOR ITC USE ONLY

Checked Out By: _____ Date: ___/___/___ # of Items: _____

Checked In By: _____ Date: ___/___/___ # of Items: _____

Equipment Tracking emails (date when email is sent):

1 Day Past Due: ___/___/___ 3 Days Past Due: ___/___/___ 6 Days Past Due: ___/___/___

Date billed to patron account: _____ Amount Billed: _____