

Video Guidelines (Alumni Admissions Navigator Program)

Thank you for taking the time to share your UWS program experience. We have included a small Q&A with items we think will be useful for you to consider when recording your video. If you have any questions, feel free to reach out and we will be happy to help.

Alumni Relations Coordinator - alumni@uws.edu

General Guidelines

- Video must be less than three minutes in length
- Video should be recorded in landscape mode (if possible)
- Avoid places with loud noises when recording

What to cover in your video?

- Information about yourself
 - Name
 - UWS program
 - Grad year
 - Current role
- Topics (Please select one of the topics below you would like to discuss)
 - Talk about your experience in the program and any tips for prospective students, etc.
 - How did the program prepare you for your current role?
 - What were your favorite classes in your program?
 - What resources did you utilize while a student at UWS?
 - Why do you recommend UWS?
 - Why did you apply to UWS?
 - Highlight your practice specialty or what your day to day looks like.
 - How did you choose your specialty?
 - How did the program and classes help you select your practice specialty?
 - How did you find your current job?
 - A tour of your practice.
 - What is one of the things you learned at UWS that you implemented in your practice and/or when working with people?
 - How do you collaborate/engage with other people in your field?
 - What are some of the equipment/assessments you expect to see and use every day?

Q&A

What device should I use to record my video?

- Please use any of the following devices
 - Personal smartphone (e.g., iPhone, Samsung, Google Pixel, etc.)

- Personal tablets (e.g. iPad, etc.)
- Laptop/desktop webcam
- DSLR camera

What app or software should I use to record?

- Please use any of the following
 - Native camera app
 - Camera app on iPhone, iPad
 - Photobooth on iMac, Macbook, Macbook Pro and Macbook Air
 - Camera app on Windows 10 devices including laptops and desktops
 - Camera app on Chromebook
 - DSLR Video Mode
 - You should have the option to record on most DSLR camera, check your manual for more guidance
 - Please **avoid** the following to record your video
 - Screen recording software
 - Zoom
 - Google hangouts
 - FaceTime

How should I set up my device to record videos?

- Position of Device
 - General Tips
 - Position yourself for the video
 - Do not put your laptop on your lap to record
 - The webcam / laptop camera should be a little above eye line
 - Lighting - be as close to a window as possible for best natural light
 - If you are using a ring light or other lights, they should be a little above your eye line and aim at the center of your face
 - Use daylight balance or LED, if possible
 - Turn your screen brightness to the highest level possible
 - Using DSLR
 - Use a tripod if available
 - Place your camera on your computer desk or flat surface to prevent camera from shaking
 - May need to add books/things to increase the height for you to record yourself at eye level.
 - Using smartphone/tablets (e.g., iPhone, Samsung, iPad etc.)
 - You can place your camera on your computer desk or flat surface to prevent camera from shaking
 - May need to add books/things to increase the height
 - Need to put something behind your device to prevent it from falling
 - If available, use a tripod

- Using a laptop (e.g., Windows 10, MacBook, iMac, etc.)
 - Use stand (if available) or utilize your desk to place laptop

Are there example of videos I can see as a reference?

- Please view our alumni career showcase video series on the [UWS career and professional development webpage](#). One great example is the following video <https://youtu.be/ITzHiTsL-8>. Please note we will take care of adding the intro/ending designs.

Another reference video outside of UWS

- You can look at this example from UC Santa Cruz Humanities Spring Awards Recipient
 - <https://vimeo.com/421253704>

UWS reserves the right to edit your video for length and content.