# ChangeMakers video submission form

At ChangeMakers we are piloting different ways to promote and disseminate the impact of the projects we fund. Making a short video is one way you can do this, using just a smartphone. You could also record your video using Teams/Zoom if you’d like to include a few slides etc.

We welcome contributions from students and staff, and we recommend using the following guidelines and submission form as they will provide a framework for your contribution. We will work with you during the process and editing if you need support with this. If you have any queries please send them to: changemakers@ucl.ac.uk

This ‘micro CPD’ (Continuing Professional Development) involves:

* **90-second video summarising information about your project and its impact.**
* **Further text on the project in a case study format with relevant links.**
* **Brief description of how your project could be turned into an** [**Arena session**](https://www.ucl.ac.uk/teaching-learning/events/upcoming-events?collection=drupal-teaching-learning-events&meta_UclOrgUnit=%22VP:+Education%22&facetsort=alpha&&ge_DateFilter=20220629) **(not compulsory).**
* **Key words/tags to use on the ChangeMakers website and blog.**

Please provide the following:

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| **Your name:****Names of the other members of your team:****Department and faculty:****Project title:****Video title (if different from your project title):**  |

1. Final script for 90-second video (Approx. **230 words**)

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1. Further text on your project. This can be roughly **300-700 words**. Include links to e.g. open source resources, departmental webpages etc, if relevant. Our case study template is at the end of this document which may help you structure this section. You **do not** need to fill in both this form and the case study template.

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1. If you think the project and associated innovations or resources you are discussing could be suitable for further CPD (e.g. [an Arena session](https://www.ucl.ac.uk/teaching-learning/events/upcoming-events?collection=drupal-teaching-learning-events&meta_UclOrgUnit=%22VP:+Education%22&facetsort=alpha&&ge_DateFilter=20220629)) please give brief details. This section can be left blank.

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1. Please suggest 3-5 keywords which outline your content themes that we can use as tags.

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# ChangeMakers case study template

**Remember you do not need to fill in both the microCPD form AND this form, this is just here to help you structure your Section 2: Further text on your project.**

# Your project

Please answer the following questions so that we can write up this piece but feel free to skip questions if they are not relevant/applicable to your project or if you don’t feel you are able to answer. Keep in mind that this case study may be used on both websites for both students and staff, from all disciplines.

# 1.What did you set out to do and why was this important?

# 2.How did it go?

# 3.What was the outcome of the project? What difference has this made to staff or students?

**Any statistics, quotes or evidence that the project was successful would be great e.g. changes in NSS scores, from your evaluation, quotes etc.**

# 4.What are you most proud of?

# 5.What was involved in terms of approach, logistics, time or resources? (To give readers a sense of the amount of work it took and any challenges you faced).

# 6.ChangeMakers projects are intended to support students and staff working in partnership. How did this aspect of the project go?

# 7.What was your specific role in the project (if completing on behalf of the project team)? What did you learn as a result of being involved?

# 8.What, if any, are your next steps for this project?

# 9.What advice would you give another member of staff/department who wanted to do a similar project? Please give your top 3-5 tips.

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# Open Education at UCL

Do you have any educational resources (i.e. a teaching rubric, presentation, etc.) to include alongside your case study submission? If yes, you will need to complete an additional [deposit agreement](https://open-education-repository.ucl.ac.uk/483/8/deposit-agreement.pdf) (5 minutes to complete), and this will be published through the UCL [OER repository](https://open-education-repository.ucl.ac.uk/). If you have questions about the OER repository, please email oer@ucl.ac.uk.

# Quotations

If possible, please provide a quote from someone who has benefitted from this action (ideally a student but could be another member of staff or senior management):

Thank you for writing a case study. Return completed forms to: changemakers@ucl.ac.uk

(See our [local privacy notice](https://www.ucl.ac.uk/teaching-learning/about-us/local-privacy-notice) to understand how your information will be stored and used.