

Dear Leon and Gretta,

First off, we want to thank you for your willingness to participate in the “First Things First” video mentoring series.

This email is a kick off with specific instructions, so please read it carefully and save it for quick reference.

WEEKLY VIDEO DUE DATES:

Each week, starting with Week 2, students are to record a 2 minute or less video discussing the week’s prompt. Faculty are to record a video reply to the student video in 2 minutes or less.

- **Student Videos Due:** Weekly on Monday by 5pm PST (For Week 2, please make and submit your video as soon as you can, then starting Week 3, please submit every Monday by 5pm)
- **Faculty Videos Due:** Weekly on Wednesday by 5pm PST

VIDEO SUBMISSION:

- Please upload your videos in mp4 format to this [Google Drive Folder](#), if you’re not sure how to pull the video file from your phone to Google Drive, here are some helpful links that can walk you through the process:
 - Step 1: Download Google Drive App
 - [iPhone Download](#)
 - [Android Download](#)
 - Step 2: Open the following [Google Drive Folder](#) on your phone/mobile device
 - Step 3: Find your folder and click on the “+”
 - Step 4: Navigate to your videos and upload the files
 - Step 5: Please name your video files in the following format: mmddyyyy - Week X - Student Name
 - If you have an iPhone and Mac, Airdrop the video file to your desktop then upload that file to the Google Drive Folder with your name under the videos folder
 - If Android, connect phone to computer via USB, then upload file from desktop to to the Google Drive Folder with your name under the videos folder
 - Step 5: Email your faculty mentor the Google Drive Link, so they can view the video

WEEKLY PROMPTS:

Please use the following prompts to inspire your weekly videos. Also, please make sure to mention any on-campus resources that you used/visited during the week.

- **Week 2:** Why are you here? (Feel free to interpret this broadly--ie, why are you at UCI? Why did you decide to pursue a university education, and in your specific major? What

are your life goals/dreams, and how will being a first gen college student help you achieve them)?

- **Week 3:** What has been “new” or “different” for you in your first three weeks as a university student?
- **Week 4:**What are you feeling good about so far this quarter? What are you feeling anxious about right now?
- **Week 5:**Student interviews with faculty
- **Week 6:** Now that you’re through half of your first quarter at UCI, do you feel like you belong here? Do you think you made the right choice coming here? What has made you feel like you “belong?” Has anything made you feel that you don’t “fit in” in some way?
- **Week 7:** How are you meeting people/making friends/engaging at UCI, in these tough times? Are you satisfied with the kinds of interactions you’ve been able to have with peers, faculty and staff? What do you feel you have missed out on, having started your university education “remotely?”
- **Week 8:**What university resources have you used during your first quarter? How have they helped you? What other resources do you wish you had, or had used?
- **Week 9:** What advice do you have for next year’s first-years, if we are still in lockdown? How would that change if we are back on campus?
- **Week 10:**Student interviews with faculty

VIDEO GUIDELINES / TIPS:

- Recording a video at minimum 1080p resolution is preferable, as this allows greater flexibility in the editing process. To capture video in 1080p on your device, follow these steps:
 - **IF YOU HAVE AN IPHONE**
 - i. Navigate to the “Settings” application
 - ii. Scroll down to the “Camera” menu
 - iii. Tap the “Recorded Video” menu
 - iv. Select the option “1080p at 30FPS”
 - v. Go back to the “Camera” menu, and select “Formats”
 - vi. Select “Most Compatible” from the menu
 - **IF YOU HAVE AN ANDROID DEVICE**
 - i. Open the “Camera” application
 - ii. Tap the “Settings” icon in the upper-right corner
 - iii. Select “Video Size”
 - iv. Select the “FHD 1920x1080 30FPS” option
- **Audio**
 - Record in a quiet location with minimal background noise
 - Close any windows and turn off fans and AC only if it’s noisy
 - Put your device in Airplane Mode to disable incoming calls and notifications while filming
 - Record a test clip to make sure you can be heard when you play back the clip
- **ORIENTATION & BACKGROUND**

- Position your device on a stable surface about 1–2 feet away from you and at eye level. If possible, use a low-cost smartphone tripod. If a tripod is not an option, make sure the phone is leaning against an object that won't move. Use books or other materials to ensure the device is at eye level. If you are in need of a phone tripod, let us know and we can help source one for you.
- Orient the phone so that it is landscape mode, rather than portrait. Use the front-facing camera to ensure you are fully centered within the image frame. When filming, remember to look into the front-facing camera lens. Avoid looking at your face, as this can change your eyeline and confuse viewers. Additionally, be mindful of any potentially distracting elements in the background of your image, and opt for a simple and neutral background.
- **Lighting**
 - To avoid dark, underexposed video, it is important to make sure you are well-lit using light that is available. Make sure the main light source is in front of you—not behind you. Do not film with a window directly behind you; rather, use the window as a light source to illuminate your face. Avoid shadows on your face. Tap the screen on your face to auto-expose and auto-focus the image. If using an iPhone, tap and hold your finger down to lock in the exposure and focus. You should see the AE/AF Lock appear in yellow
- No need to dress up for the videos, these can be natural reflections of your days

WEEKLY ASSETS:

- You will be able to access assets (photos, videos, social media content) from the Google Drive, and we will notify you when they are ready, via email, and it will be your responsibility to download and share on your social platforms. We will also tag you and provide examples as we start posting more about this project.
- Each week we will be adding an intro and outro to your videos, and will upload to the drive so that you can download them, and post them to your social media channels
- Each week you will have access to pre-written social media intros to help use as a starter, however you are encouraged to personalize them
- We need a headshot from you for the promo material.
 - If you would like to get a professional headshot, please let us know and we will help arrange

VIDEOS ON WEBSITE:

- Videos will live on the firstgen.due.uci.edu website - links to be shared once the pages are set up
- Videos will also be available at weareuci.uci.edu - links to be shared once the pages are set up

VIDEOS ON SOCIAL MEDIA:

- Videos will be shared across social media
- You are encouraged to share each video as well as faculty video replies on your social media channels

- Feel free to share with friends on and off campus and encourage them to share videos as well
- We will be contacting your schools to let them know you are involved in this program, and we will encourage them to share on their respective social media channels

FYI - ARTICLES:

At a certain point this quarter, we will be connecting you with our OVPTL writer Leanne, where she will interview you about your experiences in this program. If you are interested, you can also contribute your own articles, in collaboration with Leanne, so that you will have a publication to put in your resume!

DON'T STRESS - COMMUNICATE:

We understand you are busy, and we want this program to be a benefit to your year. Please communicate with us if you will have difficulty in making a weekly video. Because this video series includes back and forth with faculty, it is important that they have a weekly video to reply to. Communicate early and often, so that we are in touch. If you ever have any questions or get stressed out by any of the technical parts of this process, don't hesitate to ask! We are all here to support and guide you through this journey.

DONE IS BETTER THAN PERFECT:

Don't worry about the videos being perfect. Just be you. We live in a world where your peers will appreciate your authenticity, and by putting yourself out there, you are going to inspire your peers to be themselves too.

AND THANK YOU!

We are so grateful that you are sharing your stories with us and your fellow Anteaters. We will have gift cards for you to thank you for your time and effort!

In the meantime, if you have ANY questions, do not hesitate to contact us. We're looking forward to working with you on this important project!