Submission Guidelines for End-of-Year Best Practice Video

Due May 17, 2024

As we approach the end of another impactful academic year, we are excited to provide guidelines for the End-of-Year Best Practice Video to showcase the incredible work being done across our community colleges. We're asking each college to submit a short video highlighting one best practice or success from 2023-2024 Perkins **required activities.**  The goal is to highlight a strategy or initiative that has significantly contributed to the success of your CTE programs, without focusing on the **purchase of equipmen**t if possible.

**Video Submission Guidelines:**

* Length and Format: Please ensure your video is in MP4 format (5MG) and does not exceed five minutes.

**Content Suggestions:**

* Introduction: Briefly introduce your college and the specific CTE program(s) or initiative being highlighted.
* Best Practice: Describe the best practice developed or implemented over the year. This could include innovative teaching methods, successful industry partnerships, effective student support strategies, or unique approaches to remote and hybrid learning.
* Impact and Outcomes: Share any actual or anticipated outcomes or impacts these practices have had or will have on your students, the community, or the labor market alignment.
* Reflections: Include reflections from faculty, students, or partners about the benefits or lessons learned from the practice.
* Visuals: Incorporate footage or images of the practice in action, student engagement, and any relevant data or graphics that support your narrative.

**Technical Guidelines:**

* Video Quality: Please ensure your video is of high quality (at least 720p resolution) and that the audio is clear and without background noise.
* File Naming Convention - name your video file as follows: [CollegeName\_BestPractices2023-24.mp4].
* Submission: Email your submission to Stefanie Schroeder at [schroeders@nccommunitycolleges.edu](mailto:schroeders@nccommunitycolleges.edu). If you encounter any issues with the process, please contact us immediately for assistance.

**Tips for a Successful Video:**

* Plan your content and script to ensure a clear, cohesive presentation within the 5-minute limit.
* Use natural lighting and a steady camera setup for the best visual quality.
* Conduct a test recording to check for audio clarity and background noise.
* Be creative and authentic! This is an opportunity to celebrate your achievements and inspire others.

We look forward to showcasing the innovative and effective practices of our community colleges. These videos will be a highlight of our end-of-year presentation and will serve as a valuable resource for sharing knowledge and ideas across the system.

Should you have any questions or need more guidance, please reach out.

Thank you for your participation and your continued dedication to excellence in career and technical education.

Best regards,

Stefanie Schroeder

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