

## MEMORANDUM

To: Adjunct Faculty  
From: Carol Parker  
Re: Educational Technology  
Date: July 31, 2009

This memorandum provides information regarding audio-visual and other electronic teaching aids. It is divided into two principal parts. The first part is an overview of the equipment permanently installed in classrooms. The second part lists the portable equipment currently available and specifies the procedures to be followed to reserve the equipment for your use.

### **Technology Enhanced Classrooms and Smart Podiums**

Every classroom has a display screen at the front of the room. Rooms 132, 135, 136, 339, and 341 are also equipped with a ceiling mounted projector and sound system, a document camera, and a DVD/VCR. Instructors or students may connect their laptop to display PowerPoint or other computer presentations. Our four courtrooms (Rooms 12, 237, 242 and 338) are equipped with a Digital Evidence Presentation System (a.k.a. Smart Podium). The DEPS may be connected to a television monitor or to a portable projector. The DEPS podiums include a port for connecting a laptop, a document camera and a VCR. They also have an annotation monitor which can be used to “mark-up” any displayed information.

### **Outside Sources and Cameras in the Classrooms**

All classrooms are wired to send or receive audio and video to or from the Video Control Room. Rooms 132 and 242 are equipped with permanent cameras and microphones. However, using these to record an event can only be done in the Video Control Room. Consequently most recordings are done using portable camcorders. Portable camcorders can be provided to simply record a class or event or can be connected through the Video Control Room to allow a class to view the proceedings of another room.

## Available Portable Equipment

Currently on hand for use is the following portable equipment:

AV carts containing: LCD Projector, Speakers, DVD/VCR and a Document  
Camera  
TV Monitor and VCR units on carts  
Digital Camcorders  
VHS Camcorders  
Tripods  
Portable CD / cassette players/recorders  
Overhead projectors  
Slide projector

These items may be reserved by contacting Jeff Groah in the Law Library at Ext. 4-6731 or by e-mail to: [jgroah@utk.edu](mailto:jgroah@utk.edu) or LaVaun Browder in the Dean's Office at 4-2521 or by e-mail to: [lbrowder@utk.edu](mailto:lbrowder@utk.edu). Requests for equipment should be made at least 48 hours in advance. When reserving equipment please include the date and time period and the place (classroom) that you require the equipment. Arrangements will be made to deliver or provide access to the requested equipment. If your class runs beyond normal business hours you may be asked to return portable equipment to the Law Library Circulation Desk. **Note: Please do not move any portable equipment from a classroom or any other area without consulting with Jeff or LaVaun.**

If you need a blank video or audio tape or other supplies (transparencies, pens for use with overhead projectors, etc.), let LaVaun know when you reserve the equipment. If you have any last minute needs for audio or video supplies, contact the Business Office. Also please return all tapes at the end of the semester for degaussing so they can be used again. Transparencies, too, should be returned when they are no longer needed so they can be reused by others.