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Fw: Requested (for Filming Needs): Undergraduate School/College Class Schedules, ...

WY

Wright-Harp, Wilhelmina Y.

Fri 9/30/2016, 12:31 PM

Zerweck, Stephanie; Terry-Williams, Bernadett; Johnson-Ross, Sheryl; Thomas, Jenn  Reply all | 

Inbox

You replied on 9/30/2016 12:41 PM.

Hi Ms. Zerweck,

I'm following up on your request for representatives from the SOC to participate in the video being filmed for the upcoming undergraduate-program-focused HU Open House on October 8th. Dean Lawson-Borders sent the names of our representatives on Tuesday, September 27th. [They are available to participate in the filming on Monday.](#) I've copied our 3 representatives. See list below:

Ms. Bernadette Williams, Director of the SOC Advising Center
Professor Sheryl Johnson-Ross, Asst. Chair in the Department of Strategic, Legal and Management Communication
Professor Jennifer Thomas, Assistant Professor in the Department of Media, Journalism and Film

Wilhelmina Wright-Harp, Ph.D., ASHA Fellow
Professor/Associate Dean for Research and Academic Affairs
Howard University
School of Communications
[525 Bryant Street, NW](#)

[Washington, DC 20059](#)
(202) 806-6528

From: Wright-Harp, Wilhelmina Y.
Sent: Friday, September 30, 2016 11:23 AM
To: Thornhill, Robin E
Cc: Porter, Miacia F; Zerweck, Stephanie
Subject: Re: Requested (for Filming Needs): Undergraduate School/College Class Schedules, ...

Hi Robin,
The Dean identified 3 individuals (Bernadette Williams, Sheryl Johnson-Ross and Jennifer Thomas) to

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representatives should be scheduled to complete the filming either today or Monday.

Wilhelmina Wright-Harp, Ph.D., ASHA Fellow
Professor/Associate Dean for Research and Academic Affairs
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[525 Bryant Street, NW](#)

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(202) 806-6528

From: Thornhill, Robin E
Sent: Friday, September 30, 2016 10:25:58 AM
To: Lawson-Borders, Gracie; Wright-Harp, Wilhelmina Y.
Subject: Fw: Requested (for Filming Needs): Undergraduate School/College Class Schedules, ...

Robin Thornhill, D.Min., M.A.
Assistant Dean for Student Affairs and Assessment
Howard University
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525 Bryant Street, NW - CBP 108
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robinethornhill@aol.com and rthornhill@howard.edu

From: Porter, Miacia F
Sent: Friday, September 30, 2016 9:58 AM
To: Thornhill, Robin E
Subject: FW: Requested (for Filming Needs): Undergraduate School/College Class Schedules, ...

Good morning,
Per our conversation please see the below email.

From: "Zerweck, Stephanie" <stephanie.zerweck@Howard.edu<mailto:stephanie.zerweck@Howard.edu>>
Date: Tuesday, September 27, 2016 at 10:15 AM
To: "Mair, Bernard" <bernard.mair@Howard.edu<mailto:bernard.mair@Howard.edu>>, "Messac, Achille" <messac@Howard.edu<mailto:messac@Howard.edu>>, "Brown, Gina" <gina.brown@Howard.edu<mailto:gina.brown@Howard.edu>>, "Harvey, Barron H." <bharvey@Howard.edu<mailto:bharvey@Howard.edu>>, "Lawson-Borders, Gracie"

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Cc: "Jack, Laura" <laura.jack@Howard.edu<mailto:laura.jack@Howard.edu>>

Subject: Requested (for Filming Needs): Undergraduate School/College Class Schedules, ...

Good morning,

For the purposes of putting together an efficient production schedule for the filming of videos for use in October 8th's undergraduate-program-focused HU open house, the Office of University Communications is requesting undergraduate school/college class schedules for the following (esp. including subjects, times and building/room locations):

- * College of Arts and Sciences
- * College of Engineering and Architecture
- * College of Nursing and Allied Health
- * School of Business
- * School of Communications
- * School of Education

We will then produce and provide each school/college with the portion of the production schedule pertaining to itself. To this end, please also identify the name and contact information for a point of contact within your school/college who can be reached to trouble-shoot before and during filming days on items like locations (rooms, etc.)

Likewise, we are requesting each given school/college identify names/contact information and 30-min availabilities (on this Thurs., Fri. and next Mon.) for 1-3 speakers (in one-on-one interviews) to represent the school/college as its video's main speaker(s) on points of educational offerings (and possibly a minimal level of school/college history), be they deans, faculty or staff. In considering whom to include or necessary physical accommodations to be made for those identified (additional time for sitting breaks for more senior employees, etc.), please note, as the theme of the event—and thereby, videos—is "Hollywood," interviewees will be standing the duration of their interview-time in order to mimic the style of an Oscars red carpet event. The format of the interview will be Q&A, for which questions can also be provided in advance.

Considering the rapid timeline and subsequent needed time for editing, we are asking that these items be received by or before close of business today, Tuesday, September 27, 2016. If you have any questions or concerns, please let me know.

Ultimately, the videos are also intended for secondary use as recruitment materials by Admissions recruiters in the field—something to keep in mind.

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Cheers!

Many thanks,

Stephanie Zerweck
Communications Specialist
Howard University
Office of University Communications
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202-238-2442