**ARI 3202 Documenting and Disseminating Development Information**

**Lecturer:** Dr. Haroon Sseguya

**Course Type:** CORE (BARI III)

**1. COURSE DESCRIPTION**

Course Credits (CU): 4 CU i.e. 60 Contact Hours per semester

Course Duration: 15 weeks (60 hours) i.e. 85 ISH, 35 PH/TH

The course equips students with skills to document events, processes, and lessons of development work; learn from, and share their experiences and lessons for the benefit of their own organization and others. It will cover the definition and importance of documentation; developing a documentation plan; gathering and creatively/effectively presenting information using different documentation/communication products (such as news items, feature articles, leaflets, case studies, success stories, radio programmes, photo story books, policy briefs, newsletters, workshop and annual reports; abstracts; proceedings). Students will be attached to various organizations to enable them carry out practical work in producing different communication products. They will acquire skills in recording (photography, videography), interviewing, observation, reporting, analyzing, writing, editing, and designing communication products.

**2. COURSE OBJECTIVES**

The course will help students improve their documentation and communication skills. It will help them plan their work more effectively, develop different documentation and communication products.

At the end of the course, the students will be able:

1. Define and explain terminology and concepts of documentation and communication;
2. Demonstrate knowledge of preparing plans for a documentation and communication product;
3. Operate professional photography and video camera, as well as production equipments;
4. Acquire skills in developing print and audio communication product in agriculture and natural sciences; and
5. Apply knowledge by developing different documentation and communication products namely; news items, feature articles, success stories, case study; newsletter; workshop reports and video.

3. **RECOMMENDED REFERENCES**

1. APA 2002. *Publication Manual of the American Psychological Association*, Washington, DC, USA.
2. FAO, 2003. *Communication and Natural Resource Management: Theory and practice*. Rome, Italy: Food and agriculture Organization
3. Fraser, C. and Villet, J. 1994. *Communication: A Key to Human Development*, United Nations Food and Agriculture Organization, Rome.
4. Goodman, R.M. and McGrath, P.J. 2003. *Editing Digital Video: The Complete Creative and Technical Guide*. NewYork, USA: McGraw-Hill Publishing Company.
5. Gordon, R. 1995. *Interviewing: Strategy, Techniques and Tactics*. Homewood, Ill.: Dorsey Press.
6. **IIRR. 1996. *Recording and using indigenous knowledge*.** International Institute of Rural Reconstruction (IIRR), Institute for Development Training, Philippines.
7. Selener, D., Purdy, C. and Zapata, G. 1996. *Documenting, Evaluating and Learning from our Development Projects: A Participatory Systematization Workbook*. New York: IIRR.
8. White, S.A, Nair, K.S, Ascroft, J. 1994. *Participatory Communication: Working for Change and Development.*London: Thousand Oaks.

4**. COURSE CONTENT, TOOLS AND EQUIPMENT REQUIRED and METHODS OF INSTRUCTION**

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| **Topic** | **Content** | **Tools/Equipment needed** | **Method of instruction/time allocated** |
| **Introduction to documentation and Communication** | Introduction to documentation and communication | Course notes, course reader materials, student scratch book, PowerPoint projector, flip-charts | 6 IS |
| **Introduction to documentation and Communication** | **Making a plan for a documentation and communication product** | Course notes, course reader materials, student scratch book, PowerPoint projector, flip-charts | 6 IS |
| Data collection and analysis | Procedure for collection and analysis of data for different documentation products | Course notes, course reader materials, student scratch book,  PowerPoint projector, flip-charts | 5 IS  1 TH |
| Operation of data collection equipment | * Understanding camera/video controls and exposure * Operation procedures for camera and video | Course notes, course reader materials, student scratch book,  PowerPoint projector, flip-charts,  35 mm and digital Cameras and video camera | **1 TH**  **5 PH** |
|  |  |  |  |
| Processing digital photos and video scripts | * Editing & placement of digital photos * Editing video scripts * Fault finding | Computer with adobe suite software (Photoshop In-design, Page-maker, illustrator etc), CDs | 1 TH  5 PH |
| Design, layout and presentations | * Introduction to design and layout * Using Adobe Suite packages (In-design, Page-maker, illustrator, Photoshop) | Course notes, course reader materials and student scratch book, adobe Suite software, computers | 2 IS  2 TH  2 PH |
| Documenting development information materials | Processes and practices of documenting IEC materials | Course notes, course reader materials and student scratch book, adobe Suite and MS-office software, computers | 4 IS  1 TH  1 PH |
|  | Processes and practices of documenting advocacy materials | Course notes, course reader materials and student scratch book, adobe Suite and MS-office software, computers | 4 IS  1 TH  1 PH |
|  | Processes and practices of documenting good practices and case studies | Course notes, course reader materials and student scratch book, adobe Suite and MS-office software, computers | 4 IS  1 TH  1 PH |
|  | Processes and practices of documenting case studies | Course notes, course reader materials and student scratch book, adobe Suite and MS-office software, computers | 4 IS  1 TH  1 PH |
|  | Processes and practices of documenting print media (e-fora, radio, television and news items) | Course notes, course reader materials and student scratch book, adobe Suite and MS-office software, computers | 4 IS  1 TH  1 PH |
|  | Processes and practices of documenting print media (e-fora, radio, television and news items) | Course notes, course reader materials and student scratch book, adobe Suite and MS-office software, computers projector | 4 IS  1 TH  1 PH |
|  | Processes and practices of documenting technical presentations (conference papers, posters, other technical reports) | Course notes, course reader materials, student scratch book, flipcharts, computer & PowerPoint projector | 4 IS  1 TH  1 PH |
|  | Processes and practices of documenting community media (community radio, drama, bulletin boards) | Course notes, course reader materials, student scratch book, flipcharts, computer & PowerPoint projector | 4 IS  1 TH  1 PH |
| Dissemination | Developing and operating a dissemination plan: steps and key considerations | Course notes, course reader materials, student scratch book, flipcharts, computer & PowerPoint projector | 6 IS Hrs |
| Monitoring, evaluation and records management | Importance of M & E; Considerations in developing a monitoring framework; How to use M & E data to get feedback;  Elements of records; Types and uses of records management |  | 6 IS Hrs |

**5. SUMMARY OF TIME NEEDED**

Interactive lectures covering theory 30 Hrs = 30 CH

Tutorials and assignments 30 Hrs = 15 CH

**6. OVERALL COURSE EVALUATION**

Continuous Assessment Test 15%

Individual and Group Based Assignments 25%

Final examination 60%