RTV 4905 Individual Projects in Media
Approval Form
Department of Media Production, Management, and Technology

Section _____   **Credits (1-3)** _____   **Semester** _____

Name _____   **UFID** _____

Telephone _____   **Email** _____

RTV 4905, Individual Projects in Media, is a course designed to provide students with the opportunity to undertake areas of study or to do a project not normally done in regularly scheduled RTV courses. You are expected to work on an individual basis with a professor to accomplish a project or area of study commensurate with the credit hours requested (i.e., students who receive more credit will carry out a larger, more ambitious project).

A student who wishes to enroll in an independent study that requires production must meet all the following criteria:
- Before enrolling the student **must have taken relevant production courses and demonstrated proficiency** with all equipment integral to the completion of the independent study;
- The student's instructor of record (the supervisor of the RTV 4905 Individual Project) **must be familiar with the equipment and be responsible for training** the student **and overseeing equipment usage**; and
- The student **must complete the project** *two weeks before* **the final examination period**. (In the final week of the term and the final examination period students enrolled in the regularly constituted production classes work feverishly on their final projects, and all editing systems are needed all the time to accommodate them. There is no room for RTV 4905 students during this time, even if the facilities *look like* they are not busy.)

NATURE OF PROJECT / AREA OF STUDY (Be specific):

_____

_____

_____

_____

Approximate number of hours of work per week: _____

Name & Title of Supervising Instructor: _____

This course is in lieu of course number: _____

Title of Course: _____

Individual Projects are expected to be completed within the semester of registration. A grade of "I" (incomplete) will be given only in unusual circumstances where failure to complete the project was beyond the student's control. Incomplete projects will be graded by the appropriate deadline reflecting the student's amount and quality of work.

I have read the above and understand all that is required in doing an individual project.

_____   _____
Student Signature   Date

Printed Name of Supervising Instructor _____

E-mail Address _____   Phone Number _____

UFID_____   Signature of Supervising Instructor_____

Approved By _____   _____
                        Department Chair   Date

RTV 4905 Individual Projects in Media
Equipment Use Policy Waiver Request Form
Department of Media Production, Management, and Technology

Please be advised that students registered for RTV4905 are not assessed equipment use fees and are therefore not eligible to borrow/use equipment for individual projects. Priority for all equipment is given to students enrolled in regular courses. We cannot provide tapes, sd-cards, or other supplies.

If you require a waiver to this policy, please indicate below the nature of your project and the type of equipment you wish to use in order to successfully complete your project. Be advised that you can only borrow back-up cameras. If approved by the department chair, we will provide a copy of this approval form to our Equipment Room Manager.

PROJECT DESCRIPTION AND RATIONALE FOR EQUIPMENT NEED:

_____
_____
_____
_____
_____

EQUIPMENT NEEDED:

_____
_____
_____
_____
_____

Approved By _____   _____
                          Course Instructor   Date

Approved By _____   _____
                          Department Chair   Date