Production Directed Study Policy
Electronic Media and Film Department

Any EMF student enrolling in a Production Directed Study course must **complete, sign, and submit the Production Directed Study Agreement (PDSA) form before registering for the course**.

Only full-time production faculty members will be allowed to sponsor a Production Directed Study that involves the use of department equipment and/or facilities. Due to the limited availability of equipment/facilities, the maximum number of production directed studies is 18 students per semester, determined on a first come, first served basis. If a student provides his/her own equipment/facilities, other arrangements may be possible.

REQUIREMENTS

All students must meet the following requirements in order to be eligible for enrollment in a Production Directed Study:

- Minimum 3.0 average in EMF major
- Junior/Senior Status
- Full EMF major (or EMF Minor with consent of instructor)
- Have previous production course experience with the equipment requested
- Valid EMF ID Card

PROCEDURES

If a student meets the above requirements, he/she follows these steps:

(1) The student meets with a full-time faculty member to discuss the terms of the proposed Production Directed Study. These terms must include the following:

- Project's description and objectives
- Proposed equipment and facilities needed
- Proposed production & post-production schedule
- Criteria and method of grading
- Schedule of meetings for discussion/evaluation.
- Due date of final project

Once the faculty member and student agree upon these terms, they fill out and sign the Production Directed Study Agreement (PDSA) form. *The student is encouraged to make a copy of all documents for their personal records.*

(2) **The faculty member will then** submit the completed PDSA form and all supporting documentation to the department Chairperson. If there are any changes necessary the faculty member will meet with the student to revise the PDSA.

(3) Once approved by the Chairperson, the Chairperson will forward the PDSA and all documentation to the Media Lab Supervisor who will review the proposed schedule of equipment and facilities. After review the Media Lab Supervisor will either (a) sign the PDSA form (if there are no problems) or (b) meet with the student and his/her faculty advisor to discuss any conflicts. After all discrepancies have been resolved the Media Lab Supervisor will sign the PDSA form and submit it to the EMF Office.

(4) The Administrative Assistant will assign a permission number for registration into EMF 495. The student and faculty advisor will receive an email informing them the student is cleared for registration and containing the permission number. The Administrative Assistant will make and distribute copies of the PDSA to the faculty member and the student's permanent file.

INCOMPLETE DIRECTED STUDIES

Students who do not complete their projects by the Directed Study due dates will receive an Incomplete (I) for the course and must arrange with their faculty sponsor to finish the work during the first four weeks of the following semester. If EMF equipment/facilities will be needed the student must make arrangements with the Media Lab Supervisor.

ADDITIONAL REGULATIONS

All Production Directed Studies students agree to follow the rules and policies stated in the Media Lab Handbook. Students who violate Production Directed Study and/or Media Lab Equipment and Facilities Polices will be subject to Media Lab violations, fees, and/or loss of Media Lab privileges as stipulated in the Media Lab Equipment and Facilities Policy.

Equipment/facilities requested by the student outside of regular Media Lab Policies and Procedures are not guaranteed. Only Production Based Directed Studies working with clients and/or live events will be eligible for extended checkouts.

Students enrolled in EMF courses have priority over equipment/facilities.

Students in the Film/Video/Digital Media track may apply a maximum of 3 units of Directed Study/Internship towards the EMF major; an additional 9 units of Directed Study/Internship may be applied towards their general upper-level unit requirements.

Students in the Radio/Audio track may apply up to 6 units of Directed Study/Internship towards the EMF major; an 6 additional units of Directed Study/Internship may be applied towards their general upper-level unit requirements.

STUDIO FACILITIES

Students requesting the use studio facilities (MC 006, MC 209, MC 102), must also agree to the following:

- He/she will be held responsible for ALL people (non-affiliates included) present in the studio facility.
- Any stolen/damaged equipment or misuse of facilities while under the student's care will result in the termination of all equipment/facility privileges granted to the student by their Production Directed Study. Additionally, the student will be held financially responsible for any and all repairs, damages and/or cleaning fees necessary to return the equipment/facility to its original state.
- Only students that have passed EMF 365 will have access to MC 006.
- Due to possible noise disturbances and insurance complications associated with non-affiliates, band recordings will be strictly monitored.

ELECTRONIC MEDIA AND FILM DEPARTMENT

Production Directed Study Agreement Form (PDSA)

Student Name: _____ TU ID#: _____

Cell Phone: _____ Major Status/Track: _____

E-mail: _____ Number of Credits: _____

EMF GPA: _____

FACULTY ADVISOR	
Name:	
Semester:	
Date Due:	
DESCRIPTION/OBJECTIVES OF PROJECT (USE SEPARATE PAGE IF NECESSARY):	
DETAILED LIST OF EQUIPMENT/FACILITIES REQUIRED (USE SEPARATE PAGE IF NECESSARY):	
DATE(S) EQUIPMENT/FACILITIES NEEDED (Use separate page if necessary):	
DATE EQUIPMENT TO BE RETURN:	

I agree to follow all rules stated in the Production Directed Study Policy and in the Media Lab Handbook.

Student _____ *Date* _____

Advisor _____ *Date* _____

EMF Chair _____ *Date* _____

Media Lab Supervisor _____ *Date* _____