

Scheduled Meeting Times with Mentor: _____

Please list specific equipment and post-production access you will need to accomplish this Senior overview or ILE from the Media Center (be very specific): example Sony PD-170

Director of Photography (DP) if needed _____

NOTE: The Media Center Director reserves the right to limit or deny access to equipment should the requested access cause an overload on such equipment, or if the student has not had the proper prerequisites for use of said equipment. Students in regularly scheduled courses will be granted equipment access over students with ILE's.

Due Date of completed project: _____

Production Schedule Due Date: _____

At the conclusion of an Independent Study, Practicum, or Senior Overview the student should file a typed ILE course description form with the Mentor. The Mentor forwards this description to the Registrar's office with the grade sheet for inclusion in the student's permanent record. The title of the ILE is entered in the student's transcript. At the conclusion of a Sabbatical, the student should file a detailed one page abstract with the Mentor. The abstract is attached to the student's transcript. The grade for an ILE will be recorded as incomplete if the course description form or one page abstract does not accompany the grade sheet.

Student Signature: _____ **Date:** _____

Mentor's Signature: _____ **Date:** _____

Department Chair Signature: _____ **Date:** _____

Media Center Director Signature: _____ **Date:** _____

(only required when equipment or studio access is being requested)