DEGREE PROJECT PROPOSAL GUIDELINES
9th Edition

A Guide to Preparing Degree Project Proposals
for Students in Electronic Media Technology Programs
by H. Michael Sanders

Electronic Media Technology Program
Electronic Media Communications Department
University of Cincinnati Raymond Walters College

_____
University of Cincinnati Raymond Walters College

Contents

ELECTRONIC MEDIA TECHNOLOGY PROGRAM
DEGREE PROJECT PROPOSAL GUIDELINES

Introduction

_____

The Degree Project is designed to be the culminating studio production project completed by candidates for both the Associate of Applied Science Degree and the Professional Certificate in the Electronic Media Technology program. The project is an opportunity for students to integrate their acquired design skills and production techniques at a professional level of accomplishment. This is done by taking a single project, of appropriate scope and scale, from conception to completion in the span of one academic quarter. The project is completed while enrolled in the seminar course Degree Project Studio (28-EMDT-398).

Proposal Review and Approval

All Degree Projects must be based on a detailed, written proposal that demonstrates the scope and nature of the project, as well as the necessary planning and organization of time and resources required to execute the project at a satisfactory level of professional performance. Degree Project Proposals are reviewed by the program director, the course instructor(s), at least one additional Electronic Media Communications faculty member, and at least one department staff member. Proposals must be approved prior to registration in Degree Project Studio, and before any production work supported through department resources may be initiated on the project.

Proposal Submission

Since Priority Registration for Spring quarter occurs during the fifth and sixth weeks of Winter quarter, the deadline for submission of Degree Project Proposals is the end of the fifth week of Winter quarter (end of January). This will permit adequate time for review, revision and notification before Priority Registration for Spring quarter concludes.

Degree Project Proposals may be submitted for early approval to enable students to initiate work on production activities prior to the beginning of the Spring quarter. In some cases, with an approved proposal, production work on Degree Projects may be undertaken while enrolled in Independent Studio (28-EMDT-397) during the prior Autumn or Winter quarters. Completed proposals will be accepted from students meeting the eligibility criteria noted below at any time between June 1 and the submission deadline in January.

Proposal Development

Students are encouraged to begin work on developing their ideas for the Degree Project Proposal as early as possible following completion of Professional Practice I (28-EMDT-293), and to take every opportunity to discuss possible production projects with department faculty and academic advisors. Working on the Degree Project productions of other students nearing graduation ahead of you is a great way to refine ideas suitable for your own Degree Project Proposal. At the same time valuable production experience, credits and portfolio items may be generated.

Proposal Development Timeline
_____

A recommended timeframe for the development and submission of a completed Degree Project Proposal is suggested below for students on both the two-year and three-year curriculum plans:

1. <u>April - June (Spring quarter of year-one or year-two)</u>
   Professional Practice I (28-EMDT-293) is completed during Spring quarter of the first or second year in the eMedia Technology program. During this seminar the Degree Project Proposal process is reviewed and various production project ideas are examined to help clarify the appropriate scope and scale of potential projects. Working on Degree Project productions of students graduating ahead of you is an excellent way to observe the process unfolding as you prepare your own project planning.

2. <u>April - August (Spring and Summer quarters of year-one or year-two)</u>
   Consult with course instructors, academic advisor, program director and department technical staff concerning the feasibility and practicality of potential Degree Project ideas. Collect necessary information and begin project development.

3. <u>September - December (Autumn quarter of final year)</u>
   Continue consultation with technical and content advisors. Refine project concept, goals and objectives. Identify target audience. Collect data and create needed planning and proposal documents. Draft preliminary proposal. Independent Studio (28-EMDT-395) and Small Group Studio (28-EMDT-396) opportunities can help hone production skills and provide experience in project management while helping to refine Degree Project options.

4. <u>January (Winter quarter of final year)</u>
   Submit completed Degree Project Proposal with all supporting documents no later than the end of the fifth week of Winter quarter, typically at the end of January.

Applicant Eligibility
_____

1. Applicants for the Degree Project seminar must be in their *final year* in the eMedia Technology program with at least 40 credit hours completed in the major (excluding English, social sciences and humanities courses). Applicants must be able to demonstrate and certify that any remaining credit hours required for their degree or certificate program will be completed within three consecutive academic quarters following the Spring term during which they are enrolled in Degree Project Studio (i.e. Summer, Autumn, Winter).

2. Applicants must have earned a grade of C or better in all eMedia Technology courses that serve as prerequisites for subsequent courses in the major. (These include EMDT 161, 163, 181, 221, 231, 232, 241, 271, 281, 282, and 293.) This requirement applies to all such courses taken up to the time of application. Students must also complete all remaining courses from this list, as well as the Degree Project Studio (since it is a capstone course), with a grade of C or better in order to graduate.

3. Applicants must have completed all of the following production course sequences prior to registration in Degree Project Studio: <u>media design sequence</u> – Media Design Fundamentals (28-EMDT-151), Media Design Applications (28-EMDT-152), and Digital Graphics (28-EMDT-253); <u>audio sequence</u> – Audio Production I (28-EMDT-221) and Audio Production II (28-EMDT-222); <u>photography sequence</u> – Photographic Principles and Lighting (28-EMDT-231) and Digital Photography (28-EMDT-232). In addition, applicants must have completed at least one or more of the following courses: Video Production I (28-EMDT-241), Multimedia Production I (28-EMDT-271), Basic Web Production (28-EMDT-281), or Advanced Web Production (28-EMDT-282).

Project Production Medium Suggestions
_____

Since the Degree Project is intended to be a capstone experience allowing you to demonstrate your acquired skills and knowledge, it is not an appropriate opportunity in which to institute experimentation in media production formats new to you, or with which you had difficulty while completing course work. To maximize your ability to succeed with the Degree Project, plan to work in a medium that you have personally demonstrated skill in using.

Proposal Preparation Suggestions
_____

The Degree Project Proposal serves as a summary of the content, stylistic approach and procedural plan for completing the Degree Project. It functions as a means of persuasion (to gain support for the project), a commitment (on your part and on the part of others), and an action plan (to execute the production). A clear, well-organized proposal will also help you segment the project (if necessary) into smaller units or packages that may be individually completed in stages (i.e., chronological packaging into preproduction, production and post-production is a common method).

Some suggestions to help prepare the best possible proposal for your project include the following:
1. Read the guidelines and instructions, carefully following them to the letter.
2. Be clear, with adequate detail, but as brief and concise as possible with all written material.
3. Describe to the reader what he or she will see, hear or learn from your completed project.
4. Use lively graphic descriptions, painting verbal pictures of the proposed project.
5. Don't let your enthusiasm for the project translate into lengthy prose, keep the style simple.
6. Define terms when technical language is required and avoid jargon completely.
7. Use subdivisions and section headings to break up the text and organize the contents.
8. Don't force the reader to search for important information – highlight major points and facts using such techniques as bold, underline and italic.
9. Visual presentation is important – display your craftsmanship through neatness and precision in the presentation of the proposal.

Required Proposal Elements

_____

Each of the following are required elements of a complete Degree Project Proposal: 1) Proposal Form; 2) Project Description; 3) Project Personnel; 4) Project Timeline; 5) Project Budget Worksheet; 6) Project Budget Narrative; 7) Program Checklist Form. A brief description is provided below for each of the seven elements of the proposal along with any technical or presentation specifications applicable. The Degree Project Proposal will be submitted electronically, either by email or on CD. See the Submission Guidelines for specific information regarding submission procedures.

Part 1- Proposal Form
(*file*: 05_Proposal-Form)

The Proposal Form is supplied in the application packet. It consolidates all the basic information identifying the applicant and the applicant's project. Space for a brief description of the project and a summary of the project budget is included. Applicants also use this form to certify both eligibility and ability to complete all remaining program courses within the stipulated time limit. Use the Proposal Form as the cover sheet for the assembled proposal packet. Make sure that the Proposal Form is signed.

Specifications: The Proposal Form must be typed or completed in black ink with a high degree of legibility.

Part 2 - Project Description
(student creates this file)

The Project Description serves as the basic overview and blueprint for your project. It should clarify, both for you and your readers, what the project is about and what you intend it to look and/or sound like upon completion. The Project Description should represent a summary of the decisions made during the project development process (such as project needs analysis, target audience identification, project goals and objectives, and production and delivery contexts) with a discussion of the basic creative strategy to be employed in addressing your content (content outline and program treatment).

Communicate your project idea with as much detail as possible within the four-page limit stipulated for the Project Description. The material should be organized into three major sub-sections with the following suggested space allocations: 1) Introduction – one page; 2) Project Treatment – two pages; and 3) Project Implementation and Conclusion – one page.

Introduction

The Introduction is the opening section of your Project Description and provides the reader with an understanding of your reasons for undertaking the project and clarity about the project's purpose. It also provides the necessary background information concerning how you are particularly qualified to undertake this project and your ability to successfully complete it. To conclude the project development phase of any production process, you must be able to answer the question: What do you want to say (or show), to whom, and for what purpose? Answering this three-part question will

allow you to: define and clarify content; identify the target audience and; clarify objectives. The Introduction should include a detailed discussion of the following:

1. <u>Project Needs Analysis</u> – why are you suggesting this particular project? Why is the project important or valuable and to whom? Define the underlying purpose of the project, the reason why it is significant or worth doing. Are there other projects that already do what you intend? If so, how will yours be different and what particularly qualifies you to do it? Your project should possess educationally or socially compelling elements as well as artistic elements.

2. <u>Target Audience Identification</u> – who do you anticipate to be the primary target audience members for your project (who will see or use the project?), and what is the context of their viewing (i.e. when and where will the project most probably be viewed and what are the circumstances of use)? What is the potential size of the audience for your project? Most successful media projects focus their content, delivery method and style on a particular group of people – one particular audience. Who is that in your case? How much does the audience already know about the content or ideas conveyed through your project (this can greatly effect how you approach the material)?

3. <u>Project Goals and Objectives</u> – includes both short-term and long-term objectives, and details what you hope to accomplish through this project. What is the anticipated outcome? How will the target audience benefit and what will be gained from this project being completed (will the audience be motivated, informed, instructed, persuaded, entertained, etc.)? Why is the project important to you and your career? The fact that the Degree Project is a program requirement for graduation is insufficient as an objective for your proposal and therefore should not be cited. The best Degree Projects have included a clear statement of the producer's personal motivation for undertaking the project.

Treatment

The Treatment is a simple chronological (or logical) narrative description, written in regular prose form, of how you intend to present the content of the project. It describes the content and how the content is presented or "treated" on-screen. The Treatment highlights the strong points of the idea, while outlining the basic narrative, storyline or planned segments of the project. It also includes descriptions of visual style and graphic look, transitions, points of view, main characters, locations and interactive choices for the viewer. Another name for this compact description of the program's content and stylistic approach is the Program Synopsis. Basic program information concerning the genre or program format of the production and program length should also be included in the Treatment.

Project Implementation

The Project Implementation section summarizes how the project will be produced from a logistic and technical perspective: which production media (equipment types) and formats (video, web, CD-ROM, etc.) will be utilized and why have these choices been made; where will production activities take place (facilities, locations and places to which you will need to gain access); and what special technical or logistical problems are anticipated. You should also describe in this section any plans for determining whether the completed project achieves the objectives you have established. Are the results measurable, and by what methods?

Conclusion

Conclude the Project Description on a positive note and suggest what the project will achieve for you and for others. Will there be any continuation of the project? Will there be any direct returns for the eMedia Technology program as a result of its support of your project?

Specifications: The Project Description document must be word-processed, using single-spaced 10 or 12 point type, with one-inch margins. The document must be labeled, "Project Description," at top left in bold type. Sub-headings or section titles may be used if desired. Maximum length is four pages.

<div align="center">

Part 3 - Project Personnel
(student creates this file)

</div>

Media producers assemble, coordinate and supervise all of the elements of production. By proposing a Degree Project for approval, it is assumed that applicants will take complete responsibility for the design, technical and logistical aspects of the proposed Degree Project as producer and project director. However, it is not expected that the producer will personally undertake all of the preparation and production required to execute and complete the project. If the success of the project depends on the participation of other individuals, tentative commitments must be secured from these people and noted in the proposal.

List the name and position of the key production personnel proposed to assist you or collaborate on your project (i.e. producer, director, associate producer, screenwriter, videographer, camera operator, still photographer, art director, editor, graphic designer, web designer, interactive programmer/author, audio engineer, audio recordist, content consultants, technical advisors, etc.). It is only necessary to list the major members of the production team, and major consultants, in order to demonstrate your ability to accomplish the proposed project. For each person you anticipate contributing to the project (including yourself), provide a one paragraph biographical statement that includes a brief description of their qualifications, relevant experience or previous major production credits (if applicable), and/or explain why they are suitable participants for this project.

A completed Letter of Intent Form (included in the Guidelines Appendix) is required for each participant or interview subject/talent that you anticipate will take part in your project. The purpose of this form is to insure that you have spoken to each of the proposed production personnel and interview subjects/talent, securing commitment from them to participate.

Specifications: The Project Personnel document must be word-processed, using single-spaced 10 or 12 point type, with one-inch margins. The document must be labeled, "Project Personnel," at top left in bold type. Maximum length is two pages plus copies of all completed Letters of Intent forms.

<u>Part 4 - Project Timeline</u>
(student creates this file)

The Project Timeline is a comprehensive overview of all activities, from conception to distribution, which must be undertaken in order to complete the project. **It must be presented as a list of carefully ordered activities with due dates, in chart format, or as a calendar.** The essential feature of the Project Timeline is that a due date or deadline is listed for each activity required to successfully complete the project. For practical purposes, you should begin with the Degree Project completion deadline (end of the eighth week of Spring quarter) and calculate backwards to determine your planning and production schedule.

As a starting point, you should allocate two to three weeks for information gathering, scripting and approval. Another two weeks should be allocated to production. Post-production should be allocated another two to three weeks. The week following the deadline for Degree Project completion will be devoted to final revisions, closing the project, and packaging and duplication. The Project Timeline document should be organized around the three major aspects of the media production process: 1) Preproduction; 2) Production; and 3) Post-production.

Preproduction

In this section of the Project Timeline you should include such activities as: project proposal; content outline; treatment; script-draft; script-final; storyboards; interactive flow-chart; talent list; location scouting; set design and prop list; and stock picture and footage research. For each activity a definite deadline should be noted. Approvals or sign-offs by the Degree Project Studio seminar instructor should be obtained at each of these steps in the process.

Production

In the production stage of the project you should map out the sequence of, and deadlines for, such activities as: location video; studio video, still image production; graphics and template design; interface design; audio production; voice-over recording; special audio effects; special visual effects; interactive authoring; and preparation of final editing script.

Post-production

The activities that should be accounted for in the final stage of the project with sequencing and deadlines include: music selection and recording; graphics and title production; camera inserts and pickups; rough cut edit; fine cut or final edit; design of printed support materials and packaging; duplication; publicity design; evaluation; and distribution.

Timeline Overview

The Timeline Overview below is provided to offer a suggested starting point for developing a detailed timeline for your specific Degree Project. Your timeline should include actual dates for all deadlines. It should also include a description of the activity, the person responsible, and the estimated time required for completion of each item.

Project Timeline (Model)

<u>Deadline</u>   <u>Activity</u>

Preproduction

Deadline	Activity
5th Week – Winter Quarter *End of 5th Week*	Project Development (completed Degree Project Proposal)
7th Week – Winter Quarter *End of 7th Week)*	Receive Proposal Notification (Approval, Revision, or Rejection)
8th Week – Winter Quarter *End of 8th Week*	Submit Proposal Revisions (as needed), Begin Production Activity
8th Week – Winter Quarter	Complete Content Research and Production Element Research
9th Week – Winter Quarter	Review/Revise Content Outline, Prepare Script
10th Week – Winter Quarter	Revise Script, Prepare Shotlist, Review/Revise Schedule

Production

Deadline	Activity
11th Week – Winter Quarter	Begin Production – Crew/Production Meetings, Prep Gear
12th Week – Winter Quarter *(Spring Break)*	Production – Animation, Audio, Graphics, Photos, Video
1st Week – Spring Quarter	Production – Animation, Audio, Graphics, Photos, Video
2nd Week – Spring Quarter	Production – Screen Design, Navigation, Coding
3rd Week – Spring Quarter	Final Content Decisions Production – Color Scheme, Layout, Final Text, Narration
4th Week – Spring Quarter	All Major Production Elements Completed

Post-Production

Deadline	Activity
5th Week – Spring Quarter	Begin Editing/Assembling, Reshoots
6th Week – Spring Quarter	Editing/Assembling, Coding, Reshoots, Packaging Graphics
7th Week – Spring Quarter	Finalize Program Production
8th Week – Spring Quarter *End of 8th Week*	Present Completed Project to Dept. Director/Faculty
9th Week – Spring Quarter	Complete Suggested Minor Revisions; Fine Tune Details; Prepare Presentation Comments to Review Panel; Prepare Program Promotional Materials; Prepare Final Report Binder
10th Week – Spring Quarter *End 10th Week*	Present Degree Project to Review Panel
11th Week – Spring Quarter	GRADUATE!! Receive Congratulations

Specifications: **The Project Timeline document must be an original schedule specific to your project using this model as a guide.** *It must be word-processed, using single-spaced 10 or 12 point type, with one-inch margins. The document must be labeled, "Project Timeline," at top left in bold type. Maximum length is two pages.*

<u>Part 5 - Project Budget Worksheet</u>
(*file*: 07_DP-Budget.xls)

The Project Budget Worksheet is supplied in the application packet. It provides defined, standardized categories of expense which may be incurred during the production of the Degree Project. Even though not all of these standardized categories will be utilized on a given project, their presence on the Project Budget Worksheet will help simplify and streamline the budgeting process by asking you to consider whether you need to include activities covered by the categories identified. The completed Project Budget Worksheet should reflect an itemized budget detailing all preproduction, production and post-production expenses using the basic categories included on the form. Distinguish between expenses paid for by cash and those covered through in-kind contributions or vouchers. (In-kind contributions are non-cash contributions of services, equipment, materials or labor by individuals and organizations to the project. They must be listed in both the expense and income sections of the budget. Assess the fair-market value of each contribution according to the guidelines and ratecard supplied.)

Production budgeting is a complex and difficult task requiring experience to do well. Your initial budget will no doubt reflect errors and oversights due to the fact that not all of the possible variables can be taken into account at the beginning of the process. In order to refine the budget, a completed script must be produced that will define all of the variable elements to be included in the finished project.

The production budget is an effective method of financial management for media projects. Producers are expected to complete their project with the confines of an agreed upon production budget. Your financial records should be well organized and maintained whether you are financing your own production or are funded by another person or organization. Always give the total project budget, even if you are only requesting support for a portion of it. If you have matching funds or in-kind contributions, include these in the total project budget as well.

Specifications: The Project Budget Worksheet must be typed or completed in black ink with a high degree of legibility.

<u>Part 6 - Project Budget Narrative</u>
(student creates this file)

The Project Budget Narrative clarifies the dollar-amounts entered on the Project Budget Worksheet in each category of expense. Any unusual or expensive items in your budget should be explained and justified in your Project Budget Narrative. In addition, the Project Budget Narrative is used to explain which resources you are requesting from the Media Services Center, which you will provide yourself, and where all other project resources will be obtained. Every item listed in the budget should have been noted in your Project Description. The Project Budget Narrative should be subdivided into the same categories as the Project Budget Worksheet:

1. Personnel Salary (Labor) – reflects the salaries of all personnel involved in the project, including you, all of your collaborators and production contributors, and all talent.

2. Equipment & Facilities – includes all equipment and facility rentals used for production.

3. Contracts & Services – includes all external service providers including hired production services, consultants, rentals, legal and other business expenses, catering and secretarial support.

4. Materials (Expendables) – all items that will be used up during the course of your project, either as raw material for the production (tapes, disks, film, etc.) or in planning and administering the project (paper, postage, copying expenses, etc.). Also includes travel expenses, expendable props and wardrobe items.

Specifications: The Project Budget Narrative document must be word-processed, using single-spaced 10 or 12 point type, with one-inch margins. The document must be labeled, "Project Budget Narrative," at top left in bold type. Maximum length is two pages.

<u>Part 7 - Program Checklist Form</u>
(*file:* 10_DP-Prog-Checklist-AAS)
(*file*: 11_DP-Prog-Checklist-GC)

The Program Checklist Form is supplied in the application packet. It provides a summary of all of the applicant's course work completed in the eMedia Technology program up to the date of the proposal submission. Indicate, in the column for Quarter/Year, when you anticipate completing required courses not yet taken. Please select the appropriate form to reflect the program in which you are matriculated (Associate of Applied Science or Professional Certificate). Applicants pursuing a Dual Major (eMedia Technology and any one of the following: Animation, Broadcast Media, Interactive Web Multimedia, or Media Criticism & Journalism Certificates) should note this on the form.

This completed form will become the basis for the final check of course completion to be certified for graduation by your academic advisor. A set of Program Curriculum Notes is included in the Degree Project Proposal packet to assist with correctly completing the Program Checklist Form. An additional Program Checklist Form to be completed by your advisor will be supplied by the RWC Registration Office in the graduation application packet.

Specifications: The Program Checklist Form must be typed or completed in black ink with a high degree of legibility.

Proposal Submission Guidelines

_____

A complete Degree Project Proposal will consist of the seven documents listed below. Please do not omit any of the listed documents, as incomplete Degree Project Proposals will not be considered or processed.

1. Proposal Form (05_Proposal-Form)
2. Project Description (student creates)
3. Project Personnel (student creates)
4. Project Timeline (see page 8 for example, student creates)
5. Project Budget Worksheet (07_DP-Budget.xls)
6. Project Budget Narrative (student creates)
7. Program Checklist (10_DP-Prog-Checklist-AAS)
                     (11_DP-Prog-Checklist-GC)

Appended Materials

Do not attach any support materials, appendices or visual illustrations (including cover designs) to the Degree Project Proposal without first discussing the necessity for these additions with the program director or seminar instructor(s) prior to submission. Degree Project Proposals including such material without permission will be rejected.

Delivery of Proposal

Degree Project Proposal materials are delivered in electronic format following the *Degree Project Proposal Submission Requirements*. A copy of the submission requirements will be distributed at the mandatory Degree Project Proposal Workshop held during Autumn quarter.

Deadline for Receipt of Proposal

All proposals must be received electronically on Friday the end of the fifth week of Winter quarter. The actual date and time of the submission will be posted in the eMedia Communications Office. The department is not responsible for loss, late arrival or damage to proposal materials. Applicants for the Degree Project failing to submit a complete proposal by the deadline will be ineligible for registration and enrollment in the Spring quarter Degree Project seminar.

Notification of Approval or Rejection

Written notification of acceptance or rejection of Degree Project Proposals will be released no later than 12:00 pm on the tenth business day following the proposal submission deadline (2 weeks). Notification of approval of Degree Project Proposals will consist of a copy of the Degree Project Proposal form signed by the program director or his designate.

In some cases, Degree Project Proposals will be provisionally approved with caveats noted in an addendum page that must be attached to all subsequent project documentation. Such addendum

pages will indicate additions, corrections or deletions required for approval of the proposal and a copy must be signed and returned by the applicant to the eMedia Communications office within one week from the above notification date to be considered a valid, approved proposal.

Degree Project candidates receiving rejections to their proposals must arrange to meet with the program director or designated eMedia Communications faculty member within one week of the above notification date to discuss revisions necessary to render their proposals acceptable for approval. Applicants for the Degree Project failing to secure an approved proposal through guided revision by the end of the tenth week of Winter quarter will be ineligible for registration in the Degree Project seminar during the subsequent Spring quarter.

<u>Retention of Personal Copy</u>

It is strongly recommended that applicants retain at least one complete paper copy of the Degree Project Proposal, as submitted, for their personal files. A complete copy of the original proposal, and all subsequent addendum pages and/or revisions, must be included in the Degree Project Final Report submitted at the conclusion of the production process. Following submission, a copy of the Degree Project Proposal document should be readily accessible to you in the event that questions arise during the review process that require a timely response. Also save all word-processed documents to disk so that they may be restored in the event of a computer drive malfunction or so that they may be quickly revised and reprinted as deemed necessary by the review committee prior to approval. In the event you do not retain copies of your completed proposal, the Electronic Media Communications Department cannot provide you with copies.

Acknowledgments
_____

The current version of the *Degree Project Proposal Guidelines* is the ninth edition. Special thanks to Lou Olenick for her editing, content suggestions, and development of the automated Budget Worksheet. Thanks also goes to Andrea Rahtz for reformatting the entire document and creating Microsoft Word and Adobe Acrobat PDF files for both the Guidelines and the Appendix forms for the ninth edition. The current revision could not have been prepared without their contributions.

Rev. 04/2009

ELECTRONIC MEDIA TECHNOLOGY PROGRAM
DEGREE PROJECT PROPOSAL GUIDELINES

Guidelines Appendix - Forms and Documents

_____

1. Start Here (01_Start-Here.pdf)
2. Degree Project Guidelines (02_DP-Guidelines.pdf)
3. Curriculum Notes (03_Curriculum-Notes.pdf)
4. Degree Project Ratecard (04_Ratecard.pdf)
5. Degree Project Proposal Form (05_DP-Proposal-Form.pdf, 05_DP-Proposal-Form.doc)
6. Notes on Using Degree Project Budget Worksheet (06_DP-Budget-Directions.pdf)
7. Degree Project Budget Worksheet (07_DP-Budget.xls)
8. Letter of Intent Form (08_Letter-of-Intent)
9. Release Form (09_ Release-Form.pdf)
10. Program Checklist- Associate of Applied Science Degree (10_Prog-Checklist-AAS.pdf, 10_Prog-Checklist-AAS.doc)
11. Program Checklist- Professional Certificate (11_Prog-Checklist-GC.pdf, 11_Prog-Checklist-GC.doc)
12. Project Timeline (see page 8)
13. Degree Project Final Evaluation (animation).pdf
14. Degree Project Final Evaluation (audio).pdf
15. Degree Project Final Evaluation (multimedia-web).pdf
16. Degree Project Final Evaluation (web).pdf
17. Degree Project Final Evaluation (print).pdf
18. Degree Project Final Evaluation (video).pdf
19. Degree Project Final Project Evaluation (_documentation)

All Microsoft Word and Adobe Acrobat PDF versions of the forms included in the Appendix are fully functional and may be completed electronically prior to printing. There is no Microsoft Word and Adobe Acrobat PDF version of the Degree Project Budget Worksheet, as it is an actual Excel spreadsheet, which may also be completed electronically prior to printing. All of the forms and worksheets will automatically calculate the totals for numbers entered.

Make sure that you rename and save the completed Microsoft Word forms or Adobe Acrobat PDF forms and the Excel spreadsheet before printing or archiving. In the event you do not retain copies of your completed proposal, the Electronic Media Communications Department cannot provide you with copies.

Additional electronic copies of these guidelines and forms may be obtained in the Electronic Media Communications Administrative Office for a fee.