

INDIVIDUALIZED MAJOR PROGRAM FILM EQUIPMENT CONTRACT

The equipment used for final projects with a film component is expensive, requires training to operate properly, and is in relatively short supply, given that the departments which have such equipment (Telecommunications, Communication and Culture) are also serving large numbers of their own majors. For these reasons, we ask that IMP students whose final projects involve the production of a film plan carefully and complete this form, which will require them to consult with the facilities manager of the Department whose equipment they're requesting to use.

GUIDELINES

1. By the time of the semester in which you're enrolling for I460 final project credit, you must **show evidence of satisfactory completion of relevant courses** in the department whose equipment you plan to use. For instance, to use Telecommunications' equipment, you will need to have completed T283 and T351 as prerequisites for using their equipment. If you plan to use equipment from a department other than Telecommunications, please consult that department for their requirements.
2. You must **consult with the facilities manager** of the department whose equipment you wish to use well in advance of your final project semester, getting his or her signature on this form as well as your sponsor's signature before returning the form to IMP for final approval. If you're unsure who the facilities manager is in a particular department, please consult with IMP staff and we'll provide that information. You should have these consultations as early in your major as possible, but at least by the time of the IMP mid-program assessment you need to have submitted this paperwork. The reason for this timing is that many students are using the equipment and facilities managers need to assess the size of your project and the amount of time you'll need the equipment. By consulting with the facilities manager, you should gain some clarity about whether you will have access to their equipment, and if so, the amount of time you'll be able to use the equipment and the kind of schedule you'll have to work with.
3. **Costs related to a student-initiated project** will be borne by the student.

CONTRACT FOR EQUIPMENT USE

Student: _____

Date: _____

ID #: _____ IU e-mail: _____

Semester and year of I460: _____

Project sponsor: _____

When consulting with the facilities manager in the department whose equipment you wish to use, provide him or her the following:

A one-page **Personal Information Sheet:**

1. Include your name, local address, telephone number, e-mail address, degree program(s), and anticipated graduation date.
2. Under the heading "Academic Background," list your current GPA and courses relevant to your proposed study along with grade and date of completion for each course. If you are consulting (as you should) well in advance of your final project semester, you may, of course, be indicating courses you'll take in the future, including those courses required by the department as a prerequisite for equipment use. With submission of this form, you're committed to taking these courses in order to gain permission for use of the equipment.

A one-to-two page **Project Proposal Outline:**

1. A one-paragraph narrative description of the nature of your project.
2. A schedule of project completion, phase by phase.
3. A description of the planned frequency of consultation with the faculty sponsor during the period of the final project.

FACULTY SPONSOR, DEPARTMENT AND IMP APPROVAL

(Collect the following signatures in the order shown.)

Faculty Sponsor _____ Date _____

Facilities Manager _____ Department _____ Date _____

Director of Individualized Major Program _____ Date _____