

# The Media School

## PROJECTS IN MEDIA —X490

The Media School faculty provides a limited number of “Special Project” opportunities for undergraduate students. These student-initiated projects are offered as MSCH-X 490 (formerly TEL-T 498 and MSCH-X 475).

Students may propose independent study projects that yield media products including video, audio, text, graphics, audio or a combination of any. Because of limitations on the School’s financial and equipment resources, all proposals anticipating the use of the production equipment including cameras, recorders, lights, computers and the like must be approved by the School’s Facilities Director, Jay Kincaid, [jaykinca@indiana.edu](mailto:jaykinca@indiana.edu).

All proposals must be developed in concert with a sponsoring full-time faculty member prior to enrollment in X490. See: <http://mediaschool.indiana.edu/faculty/> for a list of eligible faculty.

### GUIDELINES

1. Media School majors may enroll for a maximum of 3 credit hours per X490 and may earn no more than six X490 credit hours in total. Projects requiring student effort averaging 3-5 hours per week over the full semester will earn 1 credit hour; 6-10 hours per week earn 2 credit hours; 11 or more hours earn 3 credit hours. Projects undertaken during summer sessions require twice as many weekly hours if over an 8-week session, three times as many if over a 6-week session, and four times as much if over a 4-week session. In all cases, regular faculty supervision and guidance must be incorporated into the project plan.
2. Registration in X490 is normally limited to Media School majors with *senior* standing.
3. Students will be required to show evidence of satisfactory completion of relevant courses in the School before undertaking independent study. For example:  

Completion of TEL-T 283 or MSCH-C 228 and one 300 level production course is considered prerequisite for video production project proposals.

-or-

Completion of JOUR-J 200 or MSCH-C 225 and one advanced journalism skills course is considered prerequisite for news reporting or public relations projects.
4. All students must demonstrate their ability to safely operate any requested technology prior to approval.
5. Costs related to a student-initiated project will be borne by the student.
6. All projects should be completed in the semester of registration.
7. No student will be registered for X490 if he or she has an “incomplete” recorded for a previous T498, X475 or X490 registration. Plan your workload carefully.
8. Fill in the blank fields using Adobe Acrobat or Apple Preview. Then print, sign, and obtain your professor's signature on the second page of the form. Deliver it along with your printed resume and outline to the Undergraduate Administrative Coordinator in Franklin Hall 230 before the first week of the semester has ended.

Media School  
**SPECIAL PROJECTS – X490**  
**- PETITION FOR ENROLLMENT -**

Complete this form using Adobe Acrobat. Handwritten forms are not acceptable.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student #: \_\_\_\_\_ I. U. e-mail: \_\_\_\_\_

Credit Hours Proposed: \_\_\_\_\_ Local phone: \_\_\_\_\_

Semester & Year of enrollment: \_\_\_\_\_ Project Advisor: \_\_\_\_\_

Degree \_\_\_\_\_ Concentration \_\_\_\_\_

**With this page of the form, attach the following.:**

**A ONE-PAGE PERSONAL RESUME**

1. Include your name, local address, telephone number and e-mail address, degree program, and anticipated graduation date.
2. Under the heading “Academic Background” list your current grade point average and courses you have completed that are relevant to your proposed project, along with final grade and date of completion for each course. Also, note any Special Projects previously enrolled in, their dates of completion (or current status if uncompleted), credit hours earned, and grades.
3. Finally, list any other relevant experiences that qualify you to undertake the proposed study.

**A TWO PAGE PROJECT PROPOSAL OUTLINE**

1. A one-paragraph narrative description of the nature and purpose of the project.
2. A study plan, including a description of the course activities and any reports, papers, or other materials that will be produced for the grade earned in the course.
3. A schedule of project completion, phase by phase.
4. A counseling schedule with the faculty sponsor.

**No Petition will be approved without these supporting documents.**

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**FACULTY SPONSOR & SCHOOL APPROVAL**

I agree to supervise the proposed project and recommend its approval.

\_\_\_\_\_  
Faculty Sponsor Date

\_\_\_\_\_  
Facilities Director (required for use of School production equipment or facilities) Date

\_\_\_\_\_  
Director of Undergraduate Studies Date