

**ROY H. PARK SCHOOL OF COMMUNICATION
GUIDELINES FOR DOCUMENTARY PRACTICUM
DOCU 49900**

Documentary Practicum is an intensive project conducted under the supervision of a faculty sponsor with the approval of the program director.

A comprehensive creative project (not research paper) is required.

Prerequisites: [TVR 29900](#) or [JOUR 21100](#). DOCU 49900 can be taken for 1-4 credits and can be taken up to two times for no more than a total of 6 credits.

Documentary Practicum is a production-oriented opportunity. The student selects a topic of interest to her or him and addresses it under the guidance of a faculty member. A Documentary Practicum project must have a nonfiction component to it. The outcome should be a completed work suitable for inclusion in a professional portfolio.

Students wishing to pursue such study should apply for DOCU 49900 (refer to the *Catalog* for current course descriptions.)

In order to register, the student must complete the attached cover sheet and, in collaboration with the faculty sponsor, write a design statement. The following page details the requisite information for the design statement.

GUIDELINES FOR OBTAINING APPROVAL

In addition, the student must follow these guidelines for obtaining approval:

- A. Work with the faculty sponsor during the design and approval phases. These interactions might be time-consuming, so start the process well before advance registration.
- B. After completing the design statement, obtain the requisite signatures in order as follows:
 - 1. Student
 - 2. Faculty Sponsor – Signature indicates agreement with the design statement.
 - 3. Documentary Studies and Production program director's signature indicates approval of the curricular validity of the project. If the program director does not feel the project warrants approval, s/he should recommend ways to improve the design or offer a reasonable explanation for the decision.
- C. When all signatures have been obtained, email it to commdeansoffice@ithaca.edu or drop off in the Park School Dean's Office.

Students using Park School equipment and/or facilities for completing their Independent Project must abide by all policies and requirements related to the use of portable equipment, editing labs, computer labs, and/or other facilities.

DESIGN STATEMENT GUIDELINES

Documentary Practicum is an arrangement between a student and a faculty member. A design statement must be written and agreed upon by both of them and approved by the program director of the Documentary Studies and Production degree. The statement should contain the following elements:

1. a description of the creative project to be undertaken,
2. the learning goals to be achieved through participation in this project,
3. the student's preparation for undertaking the project (such as previous related course work),
4. a reading list if appropriate (not necessarily complete at this state, but at least a suggested or partial list sufficient to provide focus and stimulate investigation),
5. the final outcome – a two or three sentence explanation of what the project will explore that includes its approximate length,
6. the method and amount of ongoing interaction with the faculty sponsor (such as periodic discussion of reading, discussion of outlines and drafts of writing projects, review of raw video and audio, etc.) – Include a schedule of specific deadlines for various segments of the project, with the approximate time to be devoted to the different parts of the work, i.e., background reading, research and writing, discussion, shooting and taping schedules, etc.
7. For technical projects you must demonstrate that you have or have access to the equipment necessary to complete the proposed project. Any production or post-production costs associated with the project will be the student's responsibility.

ROY H. PARK SCHOOL OF COMMUNICATIONS
DOCUMENTARY STUDIES AND PRODUCTION PROGRAM
APPROVAL FORM FOR DOCUMENTARY PRACTICUM

Attach this form to a design statement.

Enrolling for DOCU 49900 for _ credits _____ Semester, 20____

Student's Name: _____ Major: _____

ID Number: _____ Advisor: _____

APPROVALS

Student: _____ Date: _____

Faculty Sponsor: _____ Date: _____

Program Director: _____ Date: _____

Copies by student to: Dean, Program Director, Faculty Sponsor, Facilities & Portable Equipment Manager, Student