Multimedia Studio

Student Project Authorization Form

Complete one form for each individual or group project (one form per group). Each form must be completed and approved by an IT staff member prior to reserving studio time. This document will be kept on file at the IT front counter.

Student Information (Please print clearly.)

Last Name: First Name:

Instructor: Course #:

Additional Group Members (full names – 2 max. per station/appointment):

Project Information

Project Type (check all that apply):
- ☐ Create DVD or VHS based Video Project - (*For playback on DVD or VHS player*)
- ☐ Video clips for use in PowerPoint - (*Insert video into PowerPoint, computer playback*)
- ☐ Video clips for upload - (*Create files for Blackboard, You Tube, E-Portfolio*)
- ☐ Other:

Project Due Date: Estimated Studio Hours Required:

Project Description/Outline (use reverse side if necessary):

Hours of Raw Footage: Total Length Of Final Project: Approximate Number Of Clips:

What source media type will you bring to the Studio to create your project? (check all that apply)

☐ Audio CD ☐ CD-R ☐ VHS ☐ DVD ☐ Mini DV ☐ USB Storage Device ☐ Other:

What type of storage/recording media will you bring to the Studio for the output of your project? (check one)

☐ CD-R ☐ VHS ☐ DVD-R ☐ Mini DV ☐ USB Storage Device ☐ Other:

Will you be showing this presentation in a classroom? ☐ Yes ☐ No

Student Signature

I have read and understand the Multimedia Studio Policies & Procedures.
(Copies of the policies are available at the IT front counter and online at http://www.uwb.edu/media/PDF/StudioPolicies.pdf)

All projects must be approved by your instructor for UW Bothell coursework only. It is the responsibility of the student to communicate with her or his instructor for project approval. While IT provides technical support for the project, IT Staff are not responsible for knowing the details of assignments (i.e. output formats, project length, due dates, etc.).

Student Signature: _____ Date: _____

Authorization

IT Staff Signature: _____ Date: _____

5/21/2010 Edited by JD

IT Staff Use Only: GFX#_____