

Practice Exercise & Advanced Practice Exercise Policy and Guidelines Media Arts Program

Practice Exercises are student-initiated, short, technical skill-building opportunities, which do not conflict with or undermine other program objectives and where the priority is focused on equipment familiarization (e.g. cinematography, lighting, sound, etc.) and are not story driven. Equipment access is based on student preparation and equipment availability. Faculty involvement is not required.

Application procedures:

- Student fills out the Media Arts Practice Exercise Application form.
- Student contacts the MAL Access Manager via the online form at film.byu.edu and schedules a time to attend MAL Access Meeting. Please schedule a week in advance. The Access Manager will provide you with an appointment to present your application in the next MAL Access Meeting.
- MAL Access reviews the request and if there are no equipment availability or training/qualification concerns, the equipment will be scheduled. If MAL feels training is required, MAL will work with the student to provide enough training to access the specific equipment for the exercise.

Advanced Practice Exercises(APE) are student-initiated and are more robust than the practice exercise. They are designed to give students an opportunity to experiment with more complex production process but do not attempt to compete with fiction and non-fiction Capstone production sequences and expectations. Faculty oversight and/or involvement is required. Equipment access is based on availability – regular courses have priority. Advanced Exercises require MA Faculty Program approval.

Advanced Practice Criteria:

1. Project applicant(s) should be in good standing and on track with required coursework and have demonstrated the expertise required to accomplish the experiences objectives. Project should not be a diversion from the student's progress towards graduation.
2. Experience is conceptually developed with clear learning objectives
3. Encourages student mentoring of beginning MA students
4. The experience cannot compete in size and scope of a capstone project

Application procedures:

1. Students contacts a faculty member with a completed Practice Exercise Form as well as any scripts/treatments/proposals relating to the project.
2. The faculty member reviews the experience's objectives against the Practice Exercise criteria and if in agreement signs the application to allow the exercise to be presented to the full faculty, noting any concerns or questions.
3. Once signed, the student sends the application materials to the Program Coordinator to have the request reviewed by the MA Faculty at the next faculty meeting.
4. The Faculty will review the experience's objectives, scope, and demand on resources. A faculty advisor may be assigned, and their role with the project clearly defined (i.e. meet weekly, create a class, etc.). A class designation might be required. The faculty may also request the project alter their proposal according to the available resources. The faculty may also deny the request.

Please note:

- If a proposal is accepted as an advanced practice exercise, all funds for the experience must run through the TMA business office using the standard TMA financial procedures. Student fundraising for the project will be prohibited except for grants received by TMA or BYU.

Student should also review the Student Ownership of Intellectual Property policy at tma.byu.edu/tma-policies/

Please apply at least 4-6 weeks in advance of production.

MEDIA ARTS PRACTICE EXERCISE APPLICATION

Procedure: This application is required of any students applying for a Media Arts Practice Exercises (regular and advanced(APE)). If you are submitting a practice exercise, contact the MAL Access Manager for review. For an Advanced Practice Exercise (APE) submit the application to your faculty advisor/mentor for review.

STUDENT GENERAL INFORMATION

Name:		Date:	
Address:		Cell Phone:	
Email Address:			
Faculty Mentor for project (APE Only):			

PRACTICE EXERCISE INFORMATION (if more space is needed, please attach a page to this application)

Exercise Title:		<input type="checkbox"/> Practice Exercise <input type="checkbox"/> Advanced Practice Exercise (Please attach any proposals/scripts/treatments to this form)
Proposed Date(s):		
Exercise Outline:		
Exercise Objectives:	1.	
	2.	
	3.	
Students committed to practice exercise and their roles:		

EQUIPMENT REQUEST

Explanation/Justification for equipment requests:		

ACCESS CLEARANCE

(APE ONLY): Faculty Mentor Signature

MAL (PE)/ Faculty (APE) Response: Approved Denied Approved with the following restrictions/qualifications: