

**INSTRUCTIONS for SPECIAL PROJECTS "Independent Study"
RTF 336
for Undergraduate Students**

Please read the following instructions carefully *before* completing the application. Special Projects RTF 336 (**Undergraduate**) is a course that involves an intensive research, writing, or production project in an area of special interest to the student. The student develops and executes the project under a faculty member's supervision. *When the topic varies*, this course may be repeated **only once** for credit.

Undergraduate students may take this course ONLY on a letter grade basis.

Credit/No Credit is NOT allowed for a grade basis for undergraduate students.

To enroll in RTF 336, complete the following steps:

1. Decide on a topic. Examples of previous projects include, but are not limited to:

- * a study of a specific filmmaker.
- * writing a feature-length screenplay.
- * research in a developing communication technology.

NOTE: A production project is possible only if you have access to non-departmental equipment (e.g., your own, ACTV, KVR9, Austin Cinemaker Coop, etc.). RTF equipment may NOT be used.

NOTE: Special Projects should never serve as a substitute for engaging in the learning process that is otherwise available in organized courses.

NOTE: Special Projects should always offer academic learning that goes beyond just gathering data or doing, in essence, secretarial work that will be for the benefit of the faculty sponsor.

2. Fill out the application (provided separately).

3. Obtain the signature of the supervising faculty member. Any Lecturer, Assistant Professor, Associate Professor, or Professor who is teaching the semester that you will be enrolled for this course is eligible to sponsor your project. Assistant Instructors (graduate students) are **NOT** eligible to sponsor.

4. Bring your signed form to the front desk in CMA 6.118. This person will request the Chair's approval for your project and clear your EID so that you may register for the class.

5. If you are doing a group project with TSTV, please also get the TSTV/Special Projects Guideline sheet.

NOTE: If you do more than one Special Project, you will need to take a copy of each of your approved forms to the College of Communication Office of Student Affairs (CMA 4.140) when you apply for graduation, in order to have two RTF 336 courses count toward your degree. *Thus, get a copy of the approved form, do *not* discard it, but save it for your records.*

PLEASE SEE OTHER SIDE OF THIS FORM!

SPECIAL PROJECT APPLICATION "Independent Study"
for Undergraduate Students

THE UNIVERSITY OF TEXAS at AUSTIN
COLLEGE OF COMMUNICATION
RADIO-TELEVISION-FILM

Undergraduate Course RTF 336

PLEASE SEE OTHER SIDE OF THIS FORM!

Prior to completing this form, obtain preliminary approval from your faculty sponsor. Then, complete this form (including your faculty sponsor's signature in lower left corner) and turn in to the front desk in CMA 6.118.

Student's Name: _____

Student's UT EID: _____

Student's Address: _____

Student's Telephone: _____ Faculty Sponsor: _____

Student's e-mail: _____

Circle semester and add year applying for: Fall 201___, Spring 201___, Whole Summer Session 201___

Unique Number: _____

Please provide a clear and detailed statement of what you intend to accomplish. Please include information about the specific items that will be graded. {If you are doing a group project with TSTV, please also get the TSTV/Special Projects Guideline sheet.}

Faculty Sponsor's Approval

Chair (336) Approval

PLEASE SEE OTHER SIDE OF THIS FORM!

Guidelines for TSTV work as RTF 336 (Special Projects)

Students who want their work on a Texas Student Television (TSTV) group project considered for fulfillment of RTF 336-Special Projects must be in one of the primary creative and management roles (i.e., producer, director, writer, director of photography, and editor).

In addition to the required application for Special Projects courses, students must submit the following information to the RTF chair for consideration:

- a description of the project, including the project's genre, structure, content, length, audio & visual elements, and the final product;
- the names and duties for each primary crew position; and
- a projected timeline.

Requests should be submitted to the RTF chair as early as possible and no later than one week before the twelfth class day.

All RTF majors involved in TSTV group projects are encouraged to work with the same faculty sponsor.