

**CTVA 329 A,B,C Supervision Course Enrollment Form**

(Do not use for Internships)

1. Complete this form – PRINT CLEARLY.
2. Have a PROFESSOR who will act as your sponsor for the course complete and sign the “Faculty” portion.
3. Have the SUPERVISOR who you will report to daily sign the “Supervisor” portion.
4. Bring the signed form to the CTVA office (MZ 195) to be entered onto the Permission Roster List for eligible students.
5. **Register for the course online through CSUN portal.**

Student’s Name: \_\_\_\_\_ CSUN ID: \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_ Today’s Date: \_\_\_\_\_

Email: \_\_\_\_\_ Local Phone: \_\_\_\_\_

CTVA Major Option: \_\_\_\_\_

Student will enroll in:  CTVA 329A (1 unit)  CTVA 329B (2 units)  CTVA 329C (3 units)

Indicate Semester Year: Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Check the box describing the course project and/or assignment:

**P.A. for a CTVA \_\_\_\_\_**  
Class Assistant to the Professor  
Must have taken class prior  
Professor’s Authorization required

**P.A. for Senior Thesis Project**  
Production Assistant  
Pre-production, Production, Post  
Must book position with Senior Thesis Project

**Equipment Room**  
Equipment Distributor  
Must have Supervisor Permission

**Script Library**  
Permission required

**CTVA Office/Engineering Department**  
Permission required

**Special Assignment** \_\_\_\_\_  
(describe)

Faculty: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print Name)

Supervisor: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Print Name)

**CTVA Department Only**

CTVA \_\_\_\_\_ Student Specific course – date entered onto list \_\_\_\_\_  
Grader \_\_\_\_\_ Approver \_\_\_\_\_ Date: \_\_\_\_\_

## **CTVA 329A-C. Program Production (1-3)**

Prerequisite: Instructor consent. CTVA 230 is required for all students working at KCSN. Principles of management, programming and production with practical application. Students must work at least 3 hours a week for 1 unit. Maximum of 6 units allowable. (Credit/No Credit only)

### **Policies and Procedures**

#### **Credit Hour**

As of July 1, 2011 federal law (Title 34, Code of Federal Regulations, sections 600.2 and 600.4) requires all accredited institutions to comply with the federal definition of the credit hour. For all CSU degree programs and courses bearing academic credit, the "credit hour" is defined as "the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours."

<b>329A</b>	<b>1 unit</b>	<b>= 3 hours per week</b>	<b>= 45 hours</b>
<b>329B</b>	<b>2 units</b>	<b>= 6 hours per week</b>	<b>= 90 hours</b>
<b>329C</b>	<b>3 units</b>	<b>= 9 hours per week</b>	<b>= 135 hours</b>

- Students must bring the signed Supervision Course Form to the CTVA Office - MZ 195.
- Students will then register for the course through the CSUN Portal.
- All tasks are to be performed in a timely and professional manner.
- Credit will be based on attendance and active participation.
- To fulfill required hours, the student may combine hours with other authorized Senior Thesis Projects and/or other 329 Assignments.
- Each Senior Thesis Project/329 Assignment should be logged onto a separate Senior Project Log Sheet and/or Hourly Log Sheet.
- 329C cannot be taken twice in one semester.
- To receive Credit, the student must bring the completed and signed Senior Thesis Project Log Sheets and/or Hourly Log Sheets to the CTVA Office - MZ 195 on the last day of regular schedule instruction.

### **Assignment Options**

- |                                     |  |
|-------------------------------------|--|
| 1. P.A. for CTVA Production Classes | 5. KCSN  |
| 2. Equipment Room                   | 6. CTVA Office/Engineering Department                |
| 3. Armer Theatre                    | 7. P.A. for Film/TV Production Senior Thesis Project |
| 4. Script Library                   | 8. Other / Special Assignment                        |