

## **RTA SCHOOL OF MEDIA – COMMUNITY CREATIVE PRACTICE HOURS**

To graduate from any of the RTA School of Media Undergraduate Programs, each student must have completed a minimum of 60 hours of Community Creative Practice volunteer work in a qualifying RTA institution or project. This can be done at any time over the four years of the program.

### Eligible Activities

Following is a list of media production and making opportunities that are available at RTA School of Media which are eligible.

- Any work done must be approved by the activity's authorizing faculty supervisor or his designate. In the case of student driven projects (practicum or grad project) the hours must be approved by the **faculty supervisor**.
- If a student wishes to propose an alternative project not listed below, such alternative must be **pre-approved** by the program director or the chair in advance of the work being started.
- None of the time can be work for hire (paid) or part of a requirement for a credited course.

**It is the responsibility of the student to keep track of these hours, and to be prepared to provide the original signed volunteer hour forms to the RTA Office. The student must retain copies of signed forms.**

### Eligible Activities:

- Spirit Live
- RUTV work
- RTA Public Service
- RTA Productions Sports Unit volunteer work
- Global Campus Network (not for course credit)
- Taras (not for course credit)
- Production support for practicum projects.
- Support for graduate productions
- RTA Athletics Sport coverage volunteer work
- Makerspace support
- Meta (not for course credit)
- The Scope Radio
- Hackathon
- Other non RTA volunteer production related work as approved by program director or chair.

# RTA SCHOOL OF MEDIA

## COMMUNITY CREATIVE PRACTICE VOLUNTEER AUTHORIZATION FORM

### PART A: STUDENT INFORMATION

STUDENT NAME:

STUDENT NUMBER:

PROGRAM (check one):  MEDIA PRODUCTION  NEW MEDIA  SPORT MEDIA

Please review the ELIGIBLE ACTIVITIES LIST below. Place a check mark next to the category that includes your chosen activity. After completing your activity, complete Part C, below. All required information must be completed and you must be prepared to provide the form to the RTA Office.

If your activity is NOT listed below, **STOP**. If you would like to do an activity that is not on the Eligible Activities List, you must obtain the approval of the Chair or the Program Director prior to commencing the activity; please submit **Part D** to the Chair or Program Director for approval **BEFORE** you proceed.

### PART B: ELIGIBLE ACTIVITIES LIST

- Spirit Live
- RUTV work
- RTA Public Service
- RTA Productions Sports Unit volunteer work
- Global Campus Network (not for course credit)
- Taras (not for course credit)
- Production support for practicum projects.
- Support for graduate productions
- RTA Athletics Sport coverage volunteer work
- Makerspace support
- Meta (not for course credit)
- The Scope Radio
- Hackathon
- Other non RTA volunteer production related work as approved by the Program Director or Chair

**PART C: COMPLETION OF COMMUNITY INVOLVEMENT ACTIVITY**

DESCRIPTION OF ACTIVITY:

DATE OF COMPLETION:

SUPERVISOR NAME:

FACULTY SUPERVISOR SIGNATURE:

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STUDENT SIGNATURE:

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NUMBER OF HOURS ON THIS PROJECT:

NUMBER OF HOURS ACCUMULATED TO DATE:

**PART D: CHAIR/PROGRAM DIRECTOR'S PRE-APPROVAL OF ACTIVITY**

*If the proposed activity is not on the list of eligible activities, it must be pre-approved by the chair or Program Director. Please attach this signed form to your volunteer hour tracking form.*

STUDENT NAME:

STUDENT NUMBER:

PROGRAM (check one):  MEDIA PRODUCTION  NEW MEDIA  SPORT MEDIA

DESCRIPTION OF ACTIVITY, NUMBER OF HOURS, AND DATE TO BE COMPLETED:

APPROVAL/SIGNATURE OF CHAIR OR PROGRAM DIRECTOR:

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DATE: