

GUIDELINES FOR AU SOC EQUIPMENT ROOM HD CAMERA USAGE

Here are the guidelines for HD camera usage:

- A minimum course prerequisite
- Enrollment in specific courses designated as HD camera courses
- Acknowledgement that once a student is no longer enrolled in aforementioned courses, they are no longer eligible to use HD cameras.
- Instruction on the use and care of HD cameras by a qualified professor or TA
- Demonstration of proficiency by the student
- Completion of the HD Camera Use Request Form and submission to Professor or Division Director
- Approval by Professor or Division Director of HD Camera Use Request Form

HD Camera Class Authorization List (as of Fall Semester 2010 and subject to change with notice)

1. Thesis
2. Advanced Portfolio
3. Dramatic Production
4. Advanced Documentary Technique
5. Eco Sense/ Wildlife & Environmental Filmmaking
6. Backpack Documentary
7. Practice of Environmentalism
8. Classroom in the Wild - AK
9. Cinematography
10. Directing for the Camera
11. Classroom in the Wild – FL

Reservation Form and Approval Procedure

A new, required reservation form is to be filled out when requesting use of an SOC HD camera. The form, a PDF, is available online at:

<http://www.american.edu/soc/resources/equipment-room.cfm>

Hardcopies of the form are also available in the MPC Equipment Room. The online form is actually the same form twice on one sheet. This will allow you to keep a copy for yourself.

Here is the procedure:

1. Download and fill out the spreadsheet completely and in detail. If there are uncertainties in any line item, please explain. If you have questions, please contact **Geoff Turner or your professor**.

2. Submit the completely form to your professor or lead adviser if this is for a thesis project, and request that the faculty member forward the approved form to Geoff Turner at gturner@american.edu.

3. Geoff will review the reservation and either get back in touch with you, your teacher or will enter the reservation and confirm it with you and your professor.

Please remember two important points:

- HD equipment is meant to be used only for class projects and thesis work and is available only for approved courses beyond Production 2.
- HD equipment will only be approved for those students/thesis candidates currently enrolled in an HD-approved course.

Important note:

This form is to be used for all HD reservations that have already been made on or after Monday, October 18th, and for all new reservations after that date. Geoff Turner will contact those students who currently have reservations.

Here's what the reservation form looks like:

REQUEST FOR HD PRODUCTION EQUIPMENT

Student:
Date of request
Class:
Professor:
Project Title:
Location(s):
Crew:
Equipment Requested:
Production Dates:
Faculty Approval & Date:

Please be advised that proper compliance with the new HD camera policy will require some advance planning by AU SOC students.