



Digital Media Projects

## Project Engagement Agreement

The students listed below have my permission to conduct a *Community Service-Learning Project* for the following organization:

\_\_\_\_\_  
(Name of Organization)

I agree to work with these students on a project that will benefit my organization. I understand that I will need to commit to provide the following support for this project

- **Kick-Off Meeting:** Meet with students and provide them with access to appropriate and necessary people and resources to understand the need for the project, organizational goals, target audiences and requirements for the project.
- **Proposal Review/Approval:** Review and provide timely feedback to students concerning the requirements outlined in the project proposal and agree to project requirements summarized in the final proposal.
- **Provide Assets:** Provide assets (such as photos, video footage, etc.), as necessary, in order to allow students to complete the project.
- **Design Input/Brainstorming:** Meet with students, once the requirements are agreed upon, to brainstorm potential designs, rough sketches, wireframes, or outlines for scripts.
- **Design Document Review/Approval:** Review and agree to the proposed design, scripts, or storyboards and project plan and timelines.
- **Draft Review:** Review and provide timely feedback about drafts submitted by students.
- **Final Product Review/Approval:** Review the final product and sign-off on final release.
- **Performance Feedback:** Provide feedback on student work and working relationships, if solicited by course instructor.

I understand this is a student project and, although course instructors and mentors will do their best to guide and support students in their projects, final products will and must reflect student work. Course instructors, UVU, and the Digital Media Department cannot be expected to fix, redo, or provide ongoing maintenance or support for any student projects.

### Intellectual Property

Intellectual property (IP) created under this agreement will be owned by the client. See UVU Intellectual Property Policy (8/1/2013) 4.1.3 "The University does not assert ownership to works produced by those involved in a consulting project with non-university clients."

Students working on such projects, however, will be permitted by the client to use works they are involved in creating as part of their portfolio and to use for review and demonstration in university courses related to the project.

Student Name

Phone Number/e-mail

_____	_____
_____	_____
_____	_____
_____	_____

Community Partner Signature

_____ (Signature)	_____ (Title)
_____ (Organization)	_____ (Date)