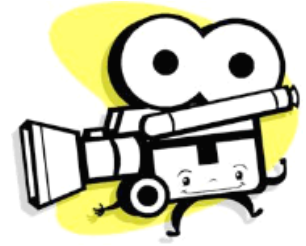


Date: \_\_\_\_\_



**RE: ICTX 11 Bonus Credit**

Dear Supervisor;

\_\_\_\_\_ would like to receive bonus credit for his/her extracurricular activities relating to some aspect of multimedia production. Information and Communication Technology (X) 11 is an introductory survey course with an emphasis on digital multimedia production. Students are involved with audio and video editing, digital still photography and photo enhancing. Realising that resources and time will not allow us to fully develop a student's interest area, I have built in this incentive of attaining bonus credit into my grading scheme (*being bonus credit the student's grade attained in class cannot be lowered in anyway by his failure to follow through with his commitment or because of your assessment*). What I need of you, is the following information about the activity and your agreement to assess the student in regards to the criteria outlined below:

- 1. **Activity:** \_\_\_\_\_
- 2. **Type of Activity:** (*circle one*) audio production   video editing   video photography   lighting  
other: \_\_\_\_\_
- 3. **Duration** (*total hours of the activity*): \_\_\_\_\_

**Assessment Criteria:**

- 1. The student should have had a major role/responsibility in the performance of the activity (*rather than just tagging along as an assistant*).
- 2. The student's reliability in the performance of the activity (*including setup, in performance of the activity, and in cleanup*).
- 3. On a scale of 1 - 10 how would you assess this student?   1   2   3   4   5   6   7   8   9   10 (*circle one of these*)

Thank you on behalf of the student and myself for your cooperation in this program.

Sincerely

Lawrence McMullen  
*Instructor*

\_\_\_\_\_  
*Supervisor's Signature*

