College of DuPage

Motion Picture/Television

ART DEPARTMENT TIMESHEET

Student name: Year: ☐2 ☐3 ☐4

Production name(s): Term: ☐Fall ☐Win ☐Spr

Art Director/Production designer:

Student Signature: _____ Date:

Advisor/Mentor Signature: _____ Date:

DATE	TIME IN	TIME OUT

Every 2nd, 3rd, and 4th year film student is required to crew in the art department a total of 8 hours each academic school year. You may accumulate your hours during any term on any production, but if you have not accumulated 8 hours by the end of the school year, disciplinary action will be taken.

The record of your hours will be kept on this timesheet in the Production Office. Once you have reached the required hours you must have this sheet signed by your Advisor mentor and an Art Department representative (faculty, student art director/production designer), then turned in to the Production Office.

Art department signature: _____ Date: