

Producing Practicum: Producing V Application

Advanced Practicum
Department of Film and Video
Columbia College Chicago

The Department currently admits Producing students into the Practicum one time per school year for the Spring Semester. Undergraduate applicants are expected to have at least a 3.0 GPA at the time of application and by the time of entrance must 1) satisfy Columbia College's transfer admission requirements; 2) complete a minimum of 60 semester units; and 3) complete Columbia-directed general education (GE) requirements.

Application Submission Process

Applicants must submit the following materials by **November 23rd** --

- 1) Cover Letter that includes your contact information: email and cell phone
- 2) Two Letters of Recommendation from current Producing Faculty
- 3) Sample Coverage of a feature screenplay
- 4) Sample Script Notes
- 5) Sample Production Budget and Critical Assumptions
- 6) Sample Production Schedule
- 7) Sample Option Agreement for Screenplay
- 8) Narrative description of your previous Practicum experiences including your position, film's title, Practicum Producer's name, and what you learned that was new and valuable, and what you learned that you will avoid if you are chosen as a Practicum Producer.
- 9) A Two-page, single-spaced personal essay (See below)
- 10) No other supporting material will be considered

Select candidates will then conduct in-person interviews with P5 instructors that will take place during the first two weeks of December. Exact Date/ Time/ Place will be coordinated via email.

The Personal Essay

The personal essay should include a summary of your background, creative interests and professional goals. It may include unique life experiences you have encountered, important influences in your life, your motivation for wanting to take the Practicum, and the kind of creative work you want to pursue. Of equal importance, the essay should describe your views on Collaboration and Communication as part of the filmmaking process.

Do not use the personal essay to flatter us, use these pages to create a very personal and vivid picture of yourself, what is most important to you, and your goals.

Note: We do not send confirmation of delivery or notification of missing material.

The Application Review Process

Submit all supporting materials to: **Kevin Cooper, Columbia College, 1104 South Wabash, 3rd Floor, Chicago, IL 60605** as a complete package no later than November 23rd.

Practicum Decisions

The Practicum instructor will notify all applicants by way of email upon final decision (which will take place no later than the last day of the Fall semester).