Community Writing Contract

The University of Texas at El Paso

Department of English

This contract must be signed by the students and the agency mentor, then reviewed and approved by the instructor. All three parties must have a copy.

Organization: Central El Paso Community Organization (CEPCO)

Mailing Address: 1010 E. Yandell Dr. El Paso, TX 79902

Agency Mentor: Ceci Herrera

Students: Jennifer Falcon and Michael Nielsen

Instructor: Dr. Isabel Baca

Course: English 5318, Community Literacy Internship

Semester: Spring 2016

In order to complete the internship requirements, students will:

* 1. Collaborate with Ceci P. Herrera of CEPCO to complete writing, video composition, and web development projects for the organization, and for the Border Immersion Program.
		1. Videography
			1. Multiple videos, story-boarded, directed, shot, and edited. We will bring and provide all our own equipment for full lighting, sound recording (lapel), and we’ll use our own editing software and computers. The final products are separated into three different videos:
				1. Each interview (Time and amount will vary)

Color corrected

Introduction with lower thirds and fade out

* + - * 1. Longer promotional video (8-15 minutes tentatively)

Color correction

Lower thirds

Royalty free music and audio effects

Key framing (transitions)

Titles (Typography)

Sound mixing and editing

Lighting

Uploading to YouTube

* + - * 1. Shorter promotional video (2-5 minutes tentatively)

Same process as longer video.

* + - 1. In order to shoot this video we will shadow college participates from Saturday February 20th-26th. During this week we will attend as many events as our busy schedules allow in an attempt to capture the full experience (including b-roll footage) of the Border Immersion Program. If we fail to gather enough footage, we will shadow a group in late March. However, we hope to get all our footage shot in February/early March. From this point we will remain in contact remotely as we go through the editing process which will likely take 20-30 hours.
		1. Brochures
			1. Border Immersion Brochure
				1. Change the color scheme, and update the contact information.
			2. CEPCO brochure
				1. Create a design through color, update information, and revise information. For example, the current brochure contains long paragraphs not usually associated with brochures. Students will shorten these and create bullet points that best represent CEPCO.
			3. After School Program Brochure
				1. The same process as the CEPCO brochure will be involved here.
			4. Updates will also include providing Ceci and Pastor Rose Mary Sanchez-Guzman with the file that contains the brochure, so they can update the contact information as needed.
		2. Website
			1. Teach them how to use their website
			2. Upload finished video to their website
		3. Submit progress reports via e-mail to Ceci Herrera and CC Dr. Isabel Baca on a bi-weekly basis.
		4. Work off-site, but will meet with Ceci Herrera on a mutually agreed upon date and time and location if needed to complete and/or follow up on an assigned task.

Agency mentor agrees to:

* 1. Provide feedback within seven days of work submitted either through email, a face-to-face meeting, or phone conference. Brochures will be submitted for review on 3/16. Feedback will be provided on 3/23.
	2. Let student interns work off-site, unless the project demands that the students be present at the office, or at a scheduled event that must be filmed.
	3. Not assign additional tasks unless they are mutually agreed upon by the students as necessary to further the projects, are within the student intern’s qualifications, and a reasonable deadline is agreed upon by both the students and agency mentor.
	4. Permit students to include content created in a portfolio submitted to Dr. Isabel Baca and student’s online portfolio.