

Objectives:

This semester IPRO 333, Video Documentary – Getting a Job after Graduation, is aiming its effort to help Illinois Institute of Technology Students get better jobs after graduation. This continuation of an earlier IPRO will strive to produce a video that presents four different challenges to be completed in the job seeking process. Students will work together in four “challenge” teams as well as three technical teams to accomplish its objective.

Objectives strived for by the group as a whole:

- Come together as a high powered self managing team so that the group may work more efficiently
- Operate in a fashion to promote satisfying and quality results
- Enhance our communication skills in an effort to minimize barriers and misconceptions
- Obtain extensive training in video editing so forth we have the tools to develop such a video
- Develop our knowledge in acquiring a job after graduation
- Develop supplementary interview videos to aide in the overall experience
- Create a video documentary to illustrate the job searching process
- Help IIT students obtain better jobs after graduation

Background:

IPRO 333 is a continuing IPRO aimed at developing a video documentary on ascertaining a job after graduation. It has been seen in recent years that obtaining a job can be very difficult. This video is aimed at preparing students on the difficulties and adversity they will face when searching for a job. In its 3rd semester IPRO 333 will develop the documentary on the basis of the other two semesters work. The first semester of this IPRO produced little results. However much was learned from the studying of their experience that was implemented the following semester. The 2nd semester IPRO learned that the structure of the team affected the overall experience of the IPRO and

interfered in completing objectives. They learned that by splitting the team into four different challenges (Job Fair, On-Campus, On-Site, and Offision) they could utilize their resources in a more effective way than the prior I PRO. Coinciding with these four groups will be three technical groups; Scripting, filming, editing.

This project has no official sponsor. However I PRO 333 is being supported by the Career Development Center and has received a great deal of help from the Digital Media Center or DMC. Over a period of three weeks the DMC has supplied the group with five video editing courses that will greatly improve our abilities in putting together the documentary. In the prior I PRO this was one of the setbacks the group faced. They were not given proper training and had to figure out the software by themselves. With the help of the DMC I PRO 333 has become very familiar with Final Cut, a digital video editing software and thus will be able to perform editing processes quickly and efficiently.

Methodology:

One of the main concerns of college students is whether or not the time and effort they are putting into school will actually aide them in ascertaining a job; in addition to questioning how large a part their college education will play in this process. Another major concern of college students is what the most effective way of searching for a job is, and how to make the most use of their hard earned college education. These concerns are obviously present in the current Illinois Institute of Technology (IIT) student body. However, there are very little resources available, outside of independent research, to gain knowledge of life experience after IIT, and how to make the most of it.

Proposed Solution: In order to inform the student body of other's experiences before, during and after college and to help familiarize them with the most effective ways of obtaining a job, a short documentary will be created from already obtained video, as well as some additional film. The video will contain interviews with students, as well as various qualified individuals that can offer sound advice about obtaining a career.

In order to complete the project more effectively the entire IPRO group will be split into four teams based on the section topics of the movie. The teams are shown below with the teams leaders starred.

- **Job Fair:** Janusz, Carolyn*, Megan
- **On Campus:** David, Miguel*
- **On Site:** Ben*, Christian
- **Offsion:** Julia*, Oscar, Kyle

The specific challenges of the above teams are listed below. These are very general goals and are open to redefinition throughout the project.

Job Fair: Address questions that students may have about a job fair. What to wear, how to act, how to properly prepare a resume, etc.

On Campus: Student experiences when they receive there second interview. Again addressing questions of etiquette and what is expected of you as a job applicant at this stage; in addition to information about how employers use the information they collect from you.

On Site: Student experiences when they went in for there interview at the actual company. Also addressed in this section will be advice from experts and individuals who have been though the process. Questions covered will also deal with how to present you most effectively at this stage.

Offsion: Deal with questions that students might have about obtaining job offers. What type of offers others from IIT have received, how many interviews are needed on average to obtain a job, how to properly evaluate whether or not a job offer is right for you, etc. In order to create this documentary the IPRO team has decided to follow the progression of tasks below:

- Familiarization with the footage already obtained.
 - o Timestamp relevant footage.

- Determine what type of, if any, additional footage is needed.
- Break into the sub-teams described above and story board for each section given relevant footage.
 - Prepare a list of footage to be used for editing team.
- Editing team will begin to assemble the footage.
 - Editing elements, such as graphics, music and voiceovers will be created.
- Once the movie is completed it will be prepared for presentation at IPRO Day.
 - Poster preparation.
 - Decide how to present film.
- Additionally, the movie may be left in the Career Development Center for future reference by student body.
 - Decide whether or not to create “stand-alone” films to provide for reference to the student body.

All IPRO deliverables, such as progress reports, will also be prepared and submitted by the team according to the calendar from the IPRO Office.

Expected Results:

At the completion of the project a video of approximately 30-40 minutes will be produced and available to the student body of IIT. Depending on the amount of time available additional interviews thought to be helpful or insightful will also be made available. It is hoped that producing this video will allow the current and possibly future student body an opportunity to have some of their questions about obtaining a career after IIT answered. This video may also serve as a stepping stone to guide IIT students in the right direction for beginning the job search process after graduation.

Budget:

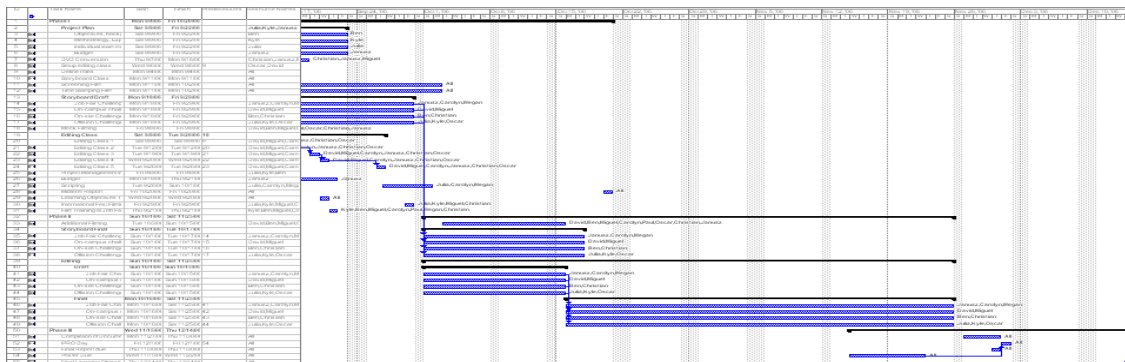
The following contains an itemization list for our project.

ITEM	UNIT PRICE	QTY	PRICE	PUPRPOSE
video editing class	\$ 500.00	1	\$ 500.00	learn the video editing skills
mini DV tapes- 4pk	\$ 25.00	4	\$ 100.00	shoot additional video
DVDs - 100pk	\$ 30.00	1	\$ 30.00	transfer the video from miniDV tapes
photographic light bulbs	\$ 20.00	2	\$ 40.00	replace to burned out ones
duct tape	\$ 10.00	1	\$ 10.00	repair one of the umbrellas
photographic umbrella	\$ 40.00	1	\$ 40.00	replace the broken one
250 GB hard drives	\$ 150.00	2	\$ 300.00	share video among team members
IPRO day	\$ 150.00	1	\$ 150.00	poster printing

Total Amount: \$1170.00

Project Deliverables and Milestones:

This section contains information with reference to a Gantt chart. Using Microsoft Project IPRO 333 has designed a time table consisting of tasks, with beginning and ending dates as well as resources used for each task, milestones and deliverables. However MS Project is very limited when exporting into another document. Only a picture of the chart, in very poor quality, is available but the file, containing the Gantt chart, is available and will be delivered with this file separately. Below is a sample of the chart.



Individual Team Member Assignments:

The following individuals compose the team that will be addressing the challenge of creating a documentary.

Allen, David Charles

Major: Social Science

Campana, Julia

Major: Humanities

Carlton, Kyle

Major: Biomedical Engineering

Dela Cruz, Miguel

Major: Electrical Engineering

Ferguson, Daniel

Role: Professional Advisor to Project

Lenzen, Paul

Major: Electrical Engineering, Assistant Advisor to Project

Mims, Megan

Major: Psychology

Olmos, Oscar

Major: Chemical Engineering

Pham, Christian

Major: Electrical Engineering

Pula, Janusz

Major: Electrical Engineering

Roberts, Ben

Major: Chemical Engineering

Wood, Carolyn J.

Major: Physics

The group's objectives will be addressed by the team members indicated below:

BREAK DOWN BY TECHNICAL TASK:

Editing: Oscar Olmos, David Allen, Carol Wood, Janusz Pula, Kyle Carlton
Leader: Oscar Olmos and David Allen
Sub-Leader: Kyle Carlton

Scripting: Julia Campana, Megan Mims and Carol Wood
Leader: Julia Campana
Sub-leader: Carol Wood

Filming: Ben Roberts, Christian Pham, Miguel Dela Cruz
Leader: Ben Roberts
Sub-leader: Christian Pham

BREAK DOWN BY CHALLENGE:

Offision: Oscar Olmos, Julia Campana, Kyle Carlton
Leader: Julia Campana
Sub-leader: Oscar Olmos

Job Fair: Carol Wood, Megan Mims
Leader: Carol Wood
Sub-leader: Megan Mims

On campus: David Allen, Miguel Dela Cruz, Janusz Pula
Leader: David Allen
Sub-leader: Miguel Dela Cruz

On site: Ben Roberts, Christian Pham
Leader: Ben Roberts
Sub-leader: Christian Pham

The leader and sub-leader of each section of the film will be responsible for viewing the appropriate footage for their section and ensuring that all members of their team are familiar with it. They will then be responsible for story boarding their section of the film this coordinating this work with the scripting team, in order to ensure story continuity and flow. The filming team will be responsible for obtaining any additional

footage needed per the request of section or task leaders. The editing team will then be responsible for collecting the footage specified by each section leader and the scripting team. They will then be responsible for editing the selected film as well as audio (voiceovers, theme music, etc). The team will also be responsible as a whole for creating and submitting I PRO deliverables as specified by the I PRO office.

Designation of Roles:

- Assigned Meeting Roles
 - **Minute Taker:** Megan Mims (Backup: Carolyn Wood)
 - **Agenda Maker:** Daniel Ferguson, Paul Lenzen, Team Leader
TBD
 - **Time Keeper:** Daniel Ferguson, Paul Lenzen, Team Leader TBD
- Assigned Status Roles
 - **Weekly Timesheet Collector/Summarizer:** Oscar Olmos
 - **Master Schedule Maker:** Janusz Pula