# **CHECK LIST**

Course ID: PHOT51 Title: Beginning Digital Photography      Units: 3

School:

Author Name: Terry Chatkupt

Amount of IMF:10.00

The following questions must be answered as “YES” in order to qualify for IMF Approval Consideration.

1. *Tangible Material:* Yes No

(Yes means that the Tangible Material becomes the personal property of the student upon leaving the class).

2. *Continuing Value Outside the Classroom Setting:* Yes No

(Yes means the material can be taken from the classroom setting and is not wholly consumed, used up, or rendered valueless as it is applied to achieving those required objectives of the course which are accomplished under the supervision of an instructor during class hours).

3. *Materials Not Solely Available from the District:* Yes No

(Yes means that there are other sources for the student to purchase the materials. Other sources include local stores, Internet shopping, etc.).

4. *Proposed IMF Charge:* IMF Fee is consistent with the amount of material necessary to meet the required objectives of the course: Yes No

(Yes means that the fee pays for the material needed to meet the objectives of the course.).

5. *Required Material is a Condition of Enrollment:* Yes No

(Yes, means materials must be procured or possessed as a condition of enrollment or entry into class).

6. *Owned or Controlled by the Student:* Yes No

(Yes means that the materials become the personal property of the student and as such will be owned or primarily controlled by the individual student).

If you have answered all of the above questions Yes, continue completing this form.

In compliance with Section 76365 of the Education Code, the following criteria must be met before an instructional material fee (IMF) may be required as a *condition of registration*. Supply lists provided to the student during the first weeks of class that *do not* require the collection of an IMF during registration are exempt.

I. The itemized materials purchased with the IMF must be tangible personal property that is owned or primarily controlled by the student and of continuing value to the student outside of the classroom setting.

In Column A, please itemize the materials to be purchased with the IMF and in Column B describe the continuing value of those materials outside of the classroom (ex: zip drives and discs that include copies of exercises or examples that can serve as reference materials in the future or as evidence of competence in a job interview, art supplies that result in a finished project, etc.).

**COLUMN A COLUMN B**

**Material Continuing value**

1. **photo paper** student art portofolio
2. **presentation paper** student art portofolio
3. **printer ink**

II. The itemized materials purchased must be necessary to achieve the required objectives of the course.

In Column A below, please list the specific learning objective(s) of the course that require the use of the materials itemized in Column A above and in Column B below explain why the material(s) are necessary to achieve those objectives:

**COLUMN A COLUMN B**

**Specific Learning Objective Necessity of Material(s)**

1. **portfolio development** photo/presentation paper and printer ink will
2. be needed for the creation of a printed art
3. portfolio

III. The itemized materials required must *not* be solely or exclusively available from the district. The total amount of the fee must be consistent with the amount of material necessary to meet the required objectives.

**Please provide a minimum of two (2) sources (other than the district), including cost, for the materials itemized above in I. Column A . The total cost may not exceed the IMF requested.**

**Outside Outside**

**Material Source #1** **Cost #1**

* 1. **photo paper** Office Depot 45.99
  2. **presentation paper** Office Depot 37.00
  3. **printer ink** Office Depot 15.99

**TOTAL OUTSIDE SOURCE #1 COST:** 98.98

**Outside Outside**

**Material Source #2** **Cost #2**

1. **photo paper** Staples 57.99
2. **presentation paper** Staples 37.79
3. **printer ink** Staples 16.49

**TOTAL OUTSIDE SOURCE #2 COST:** 112.27

**TOTAL IMF FEE REQUESTED\*: 10.00**

**Please Note: Student IMF fees will to contribute to pool of materials needed. Students will be expected to utilize classroom materials to create original printed work, which they will posess outside of class. Instructors will be responsible for allocating the materials so that the students recieve no less than the requested IMF Fee amount.**

\*NOTE: Total IMF Fee requested must NOT exceed the cost of either outside source #1 or #2.

Specific materials required, and provided, by the district to ensure the health and safety of the student (i.e. safety goggles in a Chemistry course that meet an industry standard) must be justified below:

**Material Justification**



Originator/author: Date:

*Forward this form, with a copy of the curriculum, to the academic chair for signature.*

Academic Chair: Date:

*Forward this form, with a copy of the curriculum, to the dean for signature. Signature by the chair verifies that the department has discussed and approved the IMF being submitted.*

Dean: Date:

*Forward this form, with a copy of the curriculum, to the curriculum specialist.*