



MEDIATECH
I N S T I T U T E

STUDENT HANDBOOK

2020

STUDENT HANDBOOK CONTENTS

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STUDENT SERVICES GUIDE

WELCOME TO MEDIATECH INSTITUTE

THE MEDIATECH EXPERIENCE

Welcome to MediaTech Institute where you will achieve your dreams and fulfill your passions. The next year will be filled with excitement and new challenges. You will encounter a learning environment that will lead to a period of growth and change that will dramatically impact your life and your future. As you begin this incredible and life-changing journey, you should focus on the following elements of the transition that you will encounter.

New Learning Environment: A new learning environment requires adjustment. Students have to adjust to lecture-style instruction, hands-on lab instruction, and inquiry-based learning, as compared to traditional high school classroom instruction.

Time Management: Students will find that they must spend much more time on their academics than they did in high school. In addition to lecture time, students now have a responsibility to keep up with reading, class assignments, tutorials, and weekly labs. Financial demands mean that a large percentage of our students hold part-time jobs during the school year. Adding all of these together, as well as the needs for a social life, it's easy to understand why students may have difficulty finding a balance. This is where the use of great time management techniques come in handy and will ultimately give students a far better experience at MediaTech Institute.

Increased Freedom and Flexibility Combined with Increased Responsibility: New students usually welcome the freedom and flexibility given to them in MediaTech Institute's environment but should be prepared for the personal responsibility this also encompasses. Attendance is taken in class, and instructors expect students to turn in assignments on time. These expectations must be taken seriously in order for students to achieve the success they desire.

Change in Social Support Systems: It is not uncommon for new students to know very few people when they first arrive at MediaTech Institute. Even students whose friends also attend MediaTech Institute find that they make new friends.

Development of Independence and Identity: By the age of 18, young adults begin dealing with the challenges involved in becoming more independent. By this time in their lives they are defining their own identities, challenging existing values and beliefs, and finding those that work for them. This process of separation and self-discovery can be one of the most dramatic transitions to go through. MediaTech faculty and staff help all students' transition into a career path that leads to professional success.

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THE SEVEN HABITS OF A SUCCESSFUL STUDENT

1. **Find Your Passion:** It's normal to be unsure about all of the avenues for work in the Audio Engineering or Film professions. In fact, most students change their minds several times during the process of discovering their passion. Once discovered, this passion can be a source of energy and motivation for reaching your own goals.
2. **Utilize Social Support:** Successful students are involved with their peers. They spend time with their friends and put energy into their important relationships. Successful students work together on assignments, labs, and projects. They also utilize formal study groups and teach each other while they collaborate about their class lectures.
3. **Talk to Your Instructors:** Students who talk to their Instructors are more likely to stay in school. Take the opportunity to talk with your Instructors. It will make your classes more interesting and will help prepare you for class. Since most students feel a bit awkward about this, here are some guidelines to help get you started:
 - **Don't be afraid to ask questions in class.** Speak up and ask any questions you may have about the lecture or assignments. You would be surprised at how many of your classmates want to ask the same questions.
 - **Ask questions after class.** Pay attention during lectures, write down any questions you may have, and then get with your Instructor after class to review all of your questions.
4. **Stay Organized:** There is no right way to be organized. Different people need different approaches. Find a method that keeps you on top of your assignments, and helps you prepare in advance for labs, projects, and exams. Just don't wait until the last minute to get started, so experiment and find a system that works for you.
5. **Become Strategic and Resourceful:** Successful students think about upcoming demands and take advantage of the available resources. Think about your upcoming year and the type of skills that you may need to develop in order to be more successful. Make it a habit to utilize your internal resourcefulness and ask about resources that are available to you. Don't be afraid to ask for help.
6. **Balance Your Life:** Getting at least eight hours of sleep, exercising, eating healthy, and spending time with your family and friends will add balance to your life.
7. **Be Committed:** Make a commitment to do what it takes to be successful in all aspects of your MediaTech experience.

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RESOURCES FOR STUDENTS

Be aware of the services and resources available to you on campus. As questions or needs arise, the following list will help guide you in the right direction:

- **Registration and Student Services Assistance**
Contact the Student Services Representative
- **Financial Aid Assistance**
Contact the Financial Aid Representative
- **Career Services Assistance**
Contact the Career Services Representative
- **Student Complaints:** Contact your Campus Director
Dallas: 972-869-1122
Houston: 832-242-3426
- **Attendance, Grades, or Unsatisfactory Progress:** Contact Student Services
Dallas: 972-869-1122
Houston: 832-242-3426
- **Tutor Schedules**
Contact your instructor for additional information
- **Library Resources**
LIRN <http://www.lirn.net/>
User Code 32588
Password: longbull50

Links To Helpful Information

- Crime Reports: <https://mediatech.edu/campus-crime-reports/Retention/Grad Rate>
- Retention/Grad Rate Information: <http://www.mediatech.edu/disclosures.html>
- Placement Information: <http://www.mediatech.edu/disclosures.html>
- Disaggregated Completion/Graduation Rates: <nces.ed.gov/ipeds>

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EMERGENCY RESPONSE PLAN

FIRE AND SAFETY EMERGENCY PLAN

The purpose of MediaTech Institute's Fire and Safety Emergency Plan is to provide clear, safe exit access to students, faculty, staff and vendors to evacuate the campus buildings in case of fire or other emergencies.

- No storage of any type will be allowed in any part of the passage.
- Surplus or broken items must remain in their original area or space until moved to the storage warehouse by the appropriate personnel.
- The extension of departmental activities or equipment from adjoining spaces into the corridor is prohibited, regardless of the corridor width.
- Flammable liquids or other hazardous material storage will not be permitted in any means of passage including corridors and stairwells.
- No storage or furniture of any type is allowed in stairwells.
- Storage should not obstruct fire extinguishers, exit doors, fire alarm pull stations, electrical panels, or any other building safety feature.
- The working day utilization of a corridor to temporarily place equipment or supplies when they are being delivered is permitted if items are kept to one side of the corridor and free clearance is maintained
- All doors are designed to be kept closed for fire safety in a means of entrance/exit shall not be propped open at any time with wooden wedges, doorstops, chairs, books or similar items.

Questions and requests for guidance concerning this policy should be directed to the Campus Director.

No items should be left on an exit passage. Similarly, any item found either hazardous or blocking a safety feature shall be moved immediately.

Disposition of equipment, other than trash, that is not properly stored will be discussed with the appropriate representatives of the school involved.

- a. Trash will be removed by lab techs.
- b. Surplus equipment will be moved and stored or disposed of by lab tech.
- c. Hazardous materials will be moved to an appropriate storage area.

Monitoring Procedures:

- Campus Director will monitor facilities daily for safety.
- Building lessor will monitor facilities daily for safety.
- Fire inspection is conducted annually.
- Fire extinguishers are inspected annually, and appropriate adjustments are made.

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EVACUATION/ARMED INTRUDER/BOMB THREAT

Questions and requests for guidance concerning this policy should be directed to the Campus Director.

Employees of MediaTech Institute have the safety and security of the students at the forefront of operations each day.

An emergency response plan has been created and employees will follow the plan as created. Students are expected to follow directions given by employees of MediaTech should there be an emergency on campus.

ADMINISTRATION

PLACEMENT ASSISTANCE

The mission of MediaTech Institute is to provide educational opportunities in digital technologies, multimedia production and entertainment industries that emphasize skills and knowledge that will allow the student to adjust through a lifetime of professional and technological change. We recognize that education is vital in developing skills needed for a productive society and essential in promoting the individual's sense of worth, values, and high ethical standards. MediaTech Institute is committed to offering a quality education that meets the needs of our students and the needs of the digital technology, multimedia and entertainment industries. Students can speak with the Career Services Representative anytime during posted door scheduled hours.

MediaTech Institute's Career Services Department oversees the following:

- 1) A curriculum designed to prepare students for job pursuit, including instruction for writing resumes and preparing for interviews.
- 2) An updated record of potential employers in the media productions and entertainment industry.
- 3) Personalized career advice.
- 4) A well-organized public relations effort directed towards employers in the industry to keep them aware of the talented graduates at MediaTech Institute.

The following Career Services are designed to help students and alumni of MediaTech Institute find opportunities throughout their career:

- **The Job Board** is a collection of recent job postings. Find it on your campus and check it frequently.
- **Emailing of Local and National Job Opportunities** from the Career Services Coordinator.
- **Individual Career Search Advice** is available by appointment Monday through Friday, during posted door scheduled hours to students and alumni to assist with career search goals.
- **Workshops** for resume writing, job hunting, and other career search topics are conducted in the Business Communications (BUSC2164/IBUS2164) class.
- **Resume Critique** is a convenient service that provides an evaluation of your resume. Contact your Career Service Representative to inquire about this service.
- **On Campus Recruiting by Employers** occurs throughout the year. Announcements for employers, job opportunities, and recruiting location information are posted on the Job Board.
- **Career Exploration and Job-Hunting Resources** are available by contacting your Career Services Representative and include materials helpful to those moving along a career path, contemplating changing careers, or entering the job market.

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- **Computers** with word processing software and printers are available in the Learning Resource Center to students and alumni to use to prepare a copy of their resume and cover letter.
- **Networking** by identifying and approaching firms, guilds and associations that represent targets of opportunity in the student's career areas of interest.
- **Follow-Up Phone Calls** to utilize the "Gate Keeper" to get through to the "Decision Maker" to obtain an interview.
- **Business Card Development** to provide directions to the students on how to design cards, where to order them, and how and when to use the cards.

FINANCIAL AID ASSISTANCE

The Financial Services Department manages all financial assistance tasks. The Financial Aid Advisors are here to help students and their parents understand the financial aid programs, assist in completing aid applications, and assess educational expenses during normal business hours.

There are four types of financial assistance options available for students: 1) Federal Financial Aid, 2) SLM Financial Career Training Loan, 3) Veterans Administration benefits, and 4) The Texas Rehabilitation Commission benefits.

The types of federal aid programs currently available are as follows: Pell Grant, Stafford Subsidized Loan, Stafford Unsubsidized Loan, and the Parent PLUS Loan. Pell Grants are a 'gift aid' that does not have to be paid back. Federal loans have differing origination fees, interest rates and repayment terms. The first step to determine federal financial aid eligibility is to complete a *Free Application for Federal Student Aid (FAFSA)*. Federal Aid is available for eligible programs. Additional Federal Aid information is available from the Financial Aid Advisor, the MediaTech catalog and website, and in the MediaTech Financial Aid Policies and Procedures Manual (available upon request).

Students must contact the Veterans Administration and/or Texas Rehabilitation Commission for eligibility status.

Those seeking financial aid from SLM Financial are required to complete a free application online. SLM Financial, a non-Federal education loan, may have differing origination fees, interest rates and repayment options. Additional money for living expenses may be obtained through this loan. Once the information from SLM Financial has reached the Financial Services Department, it will indicate the student's eligibility for financial assistance.

National Student Loan Data System (NSLDS)

When a borrower receives a Federal loan, the loan provider must submit that information to the National Student Loan Data System (NSLDS) Information in NSLDS is accessible to schools,

ADMINISTRATION

lenders, and guarantors that are authorized users of the data system. Students are also able to log in and access all of their federal loan information. Students will need to have their federal PIN number in order to access their information. All student and parent loan information will be submitted to the National Student Loan Data System (NSLDS). This information will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

STUDENT LOAN MANAGEMENT

In order to pay for school, the student may need to take out student loans. Planning for successful repayment should begin before you sign your first promissory note. Just as you are making a commitment to your career by investing time and money in higher education, you should make a commitment to your financial future by effectively managing your student loans from the start.

The following tips and tactics may help make it easier to handle your student loan debt and repay your loans successfully.

Keep Your Documents Organized

It's a good idea to save your student loan documents and correspondence so you know exactly what you've agreed to, what's expected from you as a borrower, and how much you've borrowed. It may not seem important at the beginning of the student loan process, but when you are closer to repayment, you may need to refer to some or all of these documents. Here are some helpful tips for managing your loans:

- Keep all applications, promissory notes, disbursements, disclosure statements, and loan transfer notices until all loans have been fully repaid.
- Keep all correspondence between you and your lender(s), loan holder, servicer, and your school's Financial Aid Advisor.
- Maintain up-to-date addresses and telephone numbers of your lender, loan holder, and/or servicer.
- When speaking with anyone regarding your student loans, be sure to write down his/her name, the date and time of the conversation, and a summary of what you discussed for future reference.
- Set up a record-keeping system that's easy to use and maintain over the life of the loan—and secure from theft or fire.
- Develop a realistic budget so that you don't borrow more than you can afford to repay for your student loans.
- Explore work-study or part-time employment. It may provide an opportunity for you to study or get valuable professional experience, as well as help cover your additional expenses.

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Repayment Tips

Being informed about your student loan obligations is crucial as you enter repayment. Default occurs when you fail to repay the loan as agreed and/or meet the other terms of your promissory note. Refer to the promissory note for each of your loans before you graduate or leave school, so you know what your rights and responsibilities are in repayment. This is also covered on the student petition to graduate.

The following are some helpful tips for successful repayment:

- Make your loan payments on or before their scheduled due date each month for the full payment amount (or more if possible).
- Make sure you understand the repayment options provided by your lenders. With some options, you can minimize the total cost of the loan by making higher monthly payments. With other options, you may reduce your initial monthly payments and may make it easier for you to afford your loans.
- Make sure you understand “deferment” and “forbearance”. Exercise your options when necessary.
- Understand the pros and cons of loan consolidation and repayment options.
- Contact your lenders, loan holders, and/or servicers immediately if you change your name, address, have questions about your billing statement, need additional time to make your payment, or need information on deferment or forbearance.
- Make sure to thoroughly read and understand all correspondence you receive from your lender, loan holder, and/or servicer. Respond promptly (if requested).
- Some websites that have been established by governmental organizations to assist students with the financing of their education are www.fafsa.ed.gov and www.ed.gov.
- The Financial Aid Advisor at your campus is one of your most important resources. You can also consult publications from federal and state governments, lenders, and scholarship granting organizations, as well as financial aid guidebooks.
- If additional loan obtained from MTI, you will need a payment plan and to make sure it is paid up to date.
- If you are on an MTI cash payment plan, make sure it is paid up to date.

SCHOOL & STUDIO POLICIES AND PROCEDURES

EQUIPMENT USAGE

- **Equipment Check-out:** An Equipment Check-out List must be filled out completely and turned in to a Lab Technician. The Lab Technician will gather all requested equipment and complete the checkout process. To use the studio, you must have your student ID at all times. Equipment and studios cannot be used without a student ID.
- **Equipment Check-in:** All equipment must be returned in the same condition from which it was checked out, i.e. cables rolled up properly, mics returned to their cases (if applicable), headphones cords neatly wrapped with ¼" adapters. Also, all camera equipment must be returned set to original settings, batteries charged, lenses cleaned, and digital media formatted properly. Students are held responsible for damage to equipment beyond normal wear and tear. Failure to make restitution is cause for immediate expulsion. Check-in can only be done by an Instructor, Studio Technician or Lab Instructor. Equipment check-in is done at the end of your session. Report any broken equipment to a Lab Technician immediately.
- Please note, equipment and gear for both programs are property of MediaTech Institute. Students may only reserve and check-out equipment for personal or school projects. Renting equipment out to the public is prohibited.

FACILITY USAGE

- **Time-In & Time-Out:** You are required to be present from the beginning of your session until the end of your session. If you are unable to make your scheduled session time, it is your responsibility to contact the front desk and cancel.
- **Studio Etiquette:** It is your responsibility to comply with the following mandatory facility rules:
 - Your session begins exactly at the start time booked.
 - Your session ends exactly at the end time booked.
 - At the end of your session, the studio/soundstage should be completely cleaned, the board zeroed out, the mic/C stands returned, and all equipment checked in.
 - It is your responsibility to save your Pro Tools session to your hard drive. Computer maintenance is done weekly. If your session is not backed up, you will lose your data!
- **Troubleshooting:** Lab Technicians are available to help you with any technical issues that you may encounter during your session. If you are not sure about how to do something, ask for help!
- **Session Guests:** Studio time is valuable to your experience at MediaTech Institute. Use it wisely. Remember, you are here to learn, not to entertain your friends. No excessive number of guests are allowed without special permission. All guests must sign in and out

SCHOOL & STUDIO POLICIES AND PROCEDURES

at the front desk. **Only the talent and two (2) guests are allowed to be in the studio that you have booked for your session.** Guests are not allowed to wander throughout the campus. Remember, there are other sessions in progress.

STUDIO BOOKING

- Students are not allowed to book their own studio time. Studio time is booked at the front desk.
- Depending on availability, each student is allowed nine (9) hours of studio time per week in three (3) hour segments. No more than two (2) students can share time in back-to-back blocks.
- If a student has booked their session for the day, ahead of time, but more time comes available that day, they may book that session the day of (only if no one else is in that session.)
- Students cannot book more than one week in advance.
- Students may not book time for other students or give their booked time away to other students.
- Students must cancel studio time 24 hours prior to time scheduled.
- If a student misses their class time, they may **NOT** book studio time or use previously booked studio time the same day unless they make arrangements with the Campus Director or Student Services Representative to attend a different class time or be in the studio. All time will be canceled if the student is absent from class and does not plan to attend another time. If a student agrees to attend another class time and does not attend, they will be banned for one week.

REASONS FOR BLOCKING

- Reasons a student could be blocked or placed under limited studio time include, but are not limited to failure to attend class, poor overall attendance, failing grades, misconduct, past due tuition, etc. Studio blocking is up to the Director's discretion.
- Any student who is placed on limited studio use restrictions will be required to get a studio or equipment request form signed by either their instructor or Student Services in order to book studio time or check out equipment. A studio technician will check in each studio hourly to verify that the student on restriction is working on their assignments and then initial the form. **Restricted students are also prevented from sitting in on other students' studio time.** Any student in violation of this policy will be banned from the studios for one week.

NO FOOD, DRINKS, OR SMOKING ARE PERMITTED IN THE STUDIOS!

These rules must be complied with at all times.

SCHOOL & STUDIO POLICIES AND PROCEDURES

FILM RESERVATION AND GEAR CHECK OUT POLICY

I. RESERVATION POLICY

A. Overview

1. MTI gear and facilities shall only be used by current students enrolled at MTI who are in good standing academically and with financial aid.
2. Only MTI staff or students are allowed to reserve gear or facilities.
3. Reservation privileges are subject to course requirements and hierarchy (as outlined in Section E). Privileges may be revoked at the discretion of a course instructor or academic advisor at any time or due to negligence, poor grades, unprofessionalism or failure to follow school policy.
4. All reservations will be for one day at a time. Weekends, holidays, and days on which the campus is closed may be exceptions.
5. Reservations can be made up to two weeks in advance.
6. Back-to-back reservations are not allowed by students. All reservations must be separated by at least one day. However, instructors can request blocks of time for course purposes.
7. With appropriate notice, reservations can be changed (last-minute) by either the student or the school to accommodate unforeseen needs.
8. Reservations are not required but highly recommended. Without a reservation, gear and facility usage will be on a first-come, first-served basis, though hierarchical and seniority requirements still apply (as outlined in Section E).
9. Generally, reserving gear or facilities during class time is not permitted, except by special permission of the Film Department Head.

B. Gear

1. Students may reserve gear only at the campus at which they are enrolled.
2. If no one needs the gear following the end of your reservation period, you may check it out again.
3. In order to facilitate multiple needs, it is preferred to limit reservations to only one of each of the prime pieces of gear (e.g., cameras, tripods, light kits, etc.). Consumables and accessories (e.g., batteries, cables, tape, gels, etc.) do not apply.
4. Failure to return gear by the assigned time OR returning gear in poor condition may result in the loss of check-out privileges.

SCHOOL & STUDIO POLICIES AND PROCEDURES

C. Facilities

1. Students may reserve the facilities at any MediaTech campus; however, each program retains priority over its associated spaces (e.g., the video program has priority for soundstage use; the audio program has priority for recording studio use).
2. No on-site facilities may be used by students without MediaTech staff present; after-hours reservations may be made pending the participation of a staff.
3. Preferably, reservations should include a detailed list of all desired gear. Last-minute additions are permitted provided the gear is not already reserved by someone else.

D. Hierarchy

1. Reservations have priority over last-minute needs but are still subject to the other priorities.
2. Course-related projects have priority over personal projects.
3. Client-based projects have priority over personal projects.
4. Paid gigs have priority over unpaid gigs.
5. Students have priority over MTI staff.
6. Video projects have priority over photography projects.

II. GEAR CHECK-OUT

A. Pre-Requisites

1. All students must pass a gear test on a camera before s/he can check out that particular camera.
2. Students must be in good standing both academically and with financial aid. Attendance, participation and professionalism may also be factors, as well as any feedback from MTI staff.

B. Policy

1. Students are not guaranteed a particular model of camera or piece of gear anytime they want it. Reasonable accommodations will be made for course-related projects, but reservations for personal projects are a privilege.
2. If a student continually “hoards” one particular camera or piece of gear, s/he may be taken off of the rotation for that item. It is highly recommended that students expand their academic boundaries by familiarizing themselves with a variety of formats and models of production equipment. Professionals should be able to get good-looking results from almost any piece of gear.
3. A class/individual with several gear/facility infractions will lose reservation privileges, meaning they must take their chance with whatever equipment/space remains after others have checked out. The revocation of these privileges will be scaled based on

SCHOOL & STUDIO POLICIES AND PROCEDURES

the violation (e.g., first violation = one week without reservations, second violation = two weeks without reservations, etc.).

4. If your check-out privileges are revoked and your grade suffers as a result of not being able to complete course requirements, your course instructor does not have to make accommodations for you.

III. GEAR CHECK-IN

A. Pre-Requisites

1. Charge all camera batteries.
2. Properly wrap all cables.
3. Ensure all kits are complete and packed properly.
4. Eject tapes and/or memory cards.
5. Transfer data from memory cards to your personal storage device and erase the cards.
6. Remove batteries from devices (e.g., mixer, lavs, etc.).
7. Ensure all items are ready for immediate re-use.
8. You do not have to replace disposable batteries (e.g., AA, 9V, etc.) or other consumables (e.g., gaff tape).

B. Procedure

1. Only the contact student who signed for the gear is allowed to return it.
2. Before the contact student returns their gear to its rightful place on campus, they must have their gear evaluated (preferably by the Equipment Manager).
3. Inform the Equipment Manager of any changes to your gear since check-out, including but not limited to burned out bulbs, damaged or unresponsive equipment and depleted consumables.
4. Unless otherwise directed by the Equipment Manager, the contact student is responsible for correctly returning their gear to its proper place.

IV. PERSONAL RESPONSIBILITY

A. Gear & Facilities

1. Theft
 - a. Currents students and every other student after you suffer if a piece of gear goes missing.
 - b. Never leave gear in your car or at a location where it will tempt would-be thieves. Keep it out of sight.

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- c. Always keep your vehicles or locations locked (with anti-theft devices engaged) when there is gear in them.
 - d. Do not store gear in vehicles overnight or for extended periods of time.
2. Tape & Cards
- a. Rewind tapes before ejecting them from cameras. This limits the possibility of your footage being impacted by a faulty tape mechanism.
 - b. It is recommended to pre-stretch a new tape by fast forwarding it, then rewinding it before actually shooting to it. This can also be resolved by pre-stripping a tape with continuous time code, then using the camera's REGEN option while shooting.
 - c. Eject tapes (and properly label them) when you are finished shooting. Mechanical shock can cause tapes to become lodged in the transport mechanism. Also, MTI is not responsible for tapes left in cameras when they are returned.
 - d. Always use Sony brand tapes with MTI cameras. Different tapes use different (wet vs. dry) lubrication methods. Mixing these can cause problems to a camera's heads. MTI recommends Sony 'Blue Label' tapes.
 - e. Download all data from memory cards and leave them empty prior to returning them. MTI is not responsible for lost data.
3. Environmental Conditions
- a. Avoid temperature extremes. Most equipment is rated to function at temperatures below 104° F.
 - b. Do not leave equipment in a hot vehicle, on a hot surface or in direct sunlight.
 - c. Be careful when shooting in areas with a lot of dirt, dust or sand blowing around.
 - d. Avoid using gear in wet or humid environments. Condensation on the metal inside the cameras can cause electrical issues or cause tape to stick to wet surfaces. Though a moisture sensor may alert you to a problem and automatically shut down your camera, they are not completely fool proof.
4. Lighting
- a. Between electricity and the heat they generate, production lighting can be the most dangerous gear you use. Handle with care (and gloves).
 - b. Lamps have short lives. Please do not make them shorter by handling them with bare hands or leaving them on when you don't need them; turn off lights until you actually need them and do not move lights while they are on.
 - c. Be aware of your power consumption. Remember to apply the WVA law so you do not overload circuits.
5. On Location

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- a. Know how many amps each circuit carries; modern buildings have 20-amp circuits, but older buildings may only carry 15 each.
 - b. Always know the whereabouts of a location's circuit breakers and fire extinguishers; make sure you have access to them.
 - c. Be aware of your surroundings. Low ceilings can be a fire hazard with lighting. Small doorways prevent large gear from being transported (like dollies). Excessive heat, smoke or even fog may set off a fire alarm.
 - d. Always leave private property better than you found it. Watch out for spills, scrapes, marks and trash.
6. If anything happens to the gear while in your possession, please notify the Equipment Manager immediately. Your attempt to mechanically fix a problem could potentially turn a simple repair into a very expensive and lengthy repair.

B. Liability

1. The contact student on the reservation/check-out form will be held accountable for any broken/missing gear or damaged/messy facilities regardless of the person(s) responsible.
2. MTI takes no responsibility, financial or otherwise, for any damages, injuries or costs incurred during a student's time with their gear. MTI claims NO responsibility for any damage, liability or costs for anything related to student projects either on or off campus. The student is responsible for his/her own
3. project and project liabilities. Students should act responsibly when out on location or when on campus.
4. MTI does carry insurance on its equipment, but you need to be aware how it works. Once a claim is filed, the insurance company may start an investigation and attempt to recoup any loss to them by pursuing the matter legally.

I understand and agree to abide by the above described equipment use rules and policies.

SCHOOL & STUDIO POLICIES AND PROCEDURES

ATTENDANCE

ATTENDANCE POLICY

Poor attendance is the number one cause for students to fail and to not have a career in the industry. Arriving to class on time and not leaving early is your key to success. Regular and punctual attendance is required for all students.

Attendance is closely monitored on a daily basis. Students are required to Scan In and Scan Out with their school issued ID badge at the front reception desk each time they enter and exit the campus. Front desk is not responsible for scanning the student in and out. If student requests front desk to scan them in/out, this will be noted in their account. Additionally, every classroom is equipped with an attendance tablet that at the beginning of class all students are required to electronically sign next to their name on the class roster by using their finger or a stylus. Student attendance is recorded as present or absent.

Should you miss 10 consecutive school days you will be dropped from MediaTech Institute.

TARDY POLICY

Be on time. Arriving late to class not only causes the tardy student to suffer but disrupts the entire class.

LEAVING EARLY POLICY

Students are required to attend the entire scheduled class and/or lab.

EXCUSED & UNEXCUSED ABSENCES

Life happens. Unfortunately, there may be days that a student is absent from school for either an excused or unexcused reason. Regardless of the situation an absence from the classroom will be notated.

The two types of absences are defined below:

- ***Excused absence*** occurs when all the following conditions are met:
 - The student provides his or her instructor and appropriate administrative representative (Student services, Director of Education, Campus Director, etc.) sufficient notice.
 - The student's instructor and appropriate administrative representative approve the absence request in advance.
 - The reason for the absence is approved by the appropriate administrative representative's discretion. The reasons can include but are not limited to: Serious illness, hospitalization, serious accident, death in the family, etc.
 - The student provides documentation for excused absence (doctors note, police report, etc.).
 - Instructors will work with students on missing assignments
- ***Unexcused absence*** occurs when any of the above conditions are not met.
- Students are responsible for missed assignments by late assignment due date

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STUDENT CONDUCT AND CLASSROOM BEHAVIOR

MediaTech Institute expects that all students come ready to learn. Students will be dismissed from class for incidents including, but not limited to: violence, theft, cheating, dishonesty, interference with school operations, intoxication, use or possession of illegal drugs, erratic behavior, or for possession of a weapon.

There is a zero-tolerance standard for violence on all campuses. MediaTech Institute is committed to maintaining a safe environment that is free from threats and acts of intimidation and violence. Any such threats or actions are taken seriously and will be investigated. Students must report any concerns or information that could lead to violence.

Plagiarism and/or cheating will **NOT** be tolerated. Students are responsible for obtaining the information given by the instructor in class by meeting with instructors during their office hours or after class. If you know that you will be absent for a class, meet with your instructor in advance so that you can obtain any materials that you might miss in class. No more than 5% of the total clock hours for the program may be made up. Make up hours do not erase an absence.

Appropriate Attire

The school dress code is casual. Students are expected to be neat, clean, and appropriately attired while attending class or school functions. Clothing with inappropriate pictures or language denoting violence, prejudicial biases, sexual acts or other inappropriate depictions or suggestions is not acceptable.

Visitor

With the exception of pre-enrollment campus tours, visitors are not allowed in the classrooms or studios without permission from the administrative staff. Any visitors must first sign in at the front desk. Administrative staff reserves the right to deny admission to any visitors. Children are not permitted in the classroom.

Phone Calls

The front office will not take any messages for students unless under emergency situations. Students should use discretion in using cellular phones during scheduled studio hours. Cellphone usage and texting during class is prohibited, as it disrupts the learning process. Phones should be turned off or placed on vibrate and they should not be visible during class. Failure to adhere to this rule will result in disciplinary action.

Bulletin Boards and Posting of Materials

All material posted to any of the community bulletin boards must receive prior approval from the Student Services or Career Services Representatives. Material is removed if not approved or is outdated.

MediaTech Institute often posts single events, or short-term jobs in the audio or film related industries. Job postings are kept active until filled. Students are encouraged to apply for job

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postings that they are fully qualified to fill and for which they would be strong representatives of MediaTech Institute. Long-term placement services are reserved for program graduates.

Learning Differences

Students who have a different learning style that may adversely impact their class and/or academic performance should discuss this with Student Services/Campus Director before the first day of class so that any necessary arrangements can be made. Students will meet with Student Services and their Instructors at the beginning of the program to make arrangements to facilitate any special needs or requirements. Every student at MediaTech needs to be tolerant of each other's learning styles.

Identification Cards

Bar-coded Student ID cards will be issued to all new students. MediaTech Institute requires that all students have their ID Card at all times while on campus. Students must scan their card at the front desk when arriving, leaving or changing their primary reason for being on campus. Student account will be noted by reception if you ask them to check you in/out of campus. In the event of a lost or damaged ID, a duplicate can be issued. The student will be charged \$5.00 for the cost of duplication.

Smoking Policy

The MediaTech Institute campuses are smoke-free facilities. Smoking is not allowed inside the buildings at any time. Students or visitors who smoke must do so only in the designated smoking areas. Students who smoke must ensure that cigarettes are properly extinguished and placed in the designated ashtray receptacles.

Lost and Found

Lost and Found items will be kept in the designated Lost and Found box. Any found item should be immediately turned in to the Lost and Found located in the student breakroom.

Personal Property Responsibility

Students are responsible for their personal property at all times. MediaTech Institute assumes no responsibility for personal property brought into the school, in the parking facilities associated with the school, or on field trips, or other school-related activities. Textbooks and supplies issued at the beginning of the term are considered personal property from the time of their issue. Replacement costs will be the responsibility of the student.

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Anti-Bullying Policy

Bullying is defined as the aggressive and hostile acts of an individual or group of individuals, which are intended to humiliate, mentally or physically injure, intimidate and/or control another individual or group of individuals.

Such aggressive and hostile acts can occur as a single, severe incident or repeated incidents, and may manifest in the following forms:

- **Physical Bullying** includes pushing, shoving, kicking, poking, and/or tripping another; assaulting or threatening a physical assault; damaging a person's work area or personal property; and/or damaging or destroying a person's work product.
- **Verbal/Written Bullying** includes ridiculing, insulting or maligning a person, either verbally or in writing; addressing abusive, threatening, derogatory or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.
- **Nonverbal Bullying** includes directing threatening gestures toward a person or invading personal space after being asked to move or step away.
- **Cyber-bullying** is defined as bullying an individual using any electronic form, including, but not limited to, the Internet, interactive and digital technologies, or mobile phones.

Bullying can foster a climate of fear and disrespect that seriously impairs the physical and psychological health of its victims and creates conditions that negatively affect any learning environment. This Anti-Bullying Policy, therefore, seeks to educate our students about bullying, and to promote civility and respect among all its members, including the administration, faculty, staff and students.

BULLYING PROHIBITED

- Bullying is strictly prohibited on any of MediaTech Institute campuses; at any school function, event or activity; or through the use of any electronic or digital technology, whether or not such use occurs on any Campus or property.
- This policy shall apply to all administration, faculty, staff and students
- Any case of bullying suspected to be of a criminal nature shall be referred to local law enforcement authorities.

REPRIMAND OR CRITICISM

Bullying shall not include circumstances wherein:

- A faculty member or academic program personnel advise a student of unsatisfactory academic work and the potential for course failure or dismissal from the program
- A faculty member or academic program personnel advise a student of inappropriate behavior that may result in disciplinary proceedings.

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PROCEDURES FOR REPORTING BULLYING

1. Reporting Bullying by Students:

- Complaints alleging students bullying other students, employees and guest should be reported immediately to Student Services.
- Any such complaints will be forwarded to the Campus Director for investigation, in accordance with the procedures set forth in the Student Code of Conduct.

2. Reporting Bullying by Employees

- Complaints alleging MediaTech employees bullying other employees, guest and students should be reported immediately to the Campus Director.
- In accordance with MediaTech Institute policy, the Campus director will review the complaint, conduct an investigation, and recommend appropriate disciplinary action.

DISCIPLINARY ACTION

Violations of this policy shall be considered misconduct, and violators will be subject to disciplinary action in accordance with MediaTech Institute's policy and the Student Code of Conduct.

MediaTech Institute is committed to maintaining high standards for behavior where every member of the **MediaTech** family conducts himself/herself in a manner that demonstrates proper regard for the rights and welfare of others.

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DISCRIMINATION/SEXUAL HARASSMENT POLICY

Discrimination

MediaTech Institute admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law. As a requirement of federal Title IX Regulations, MediaTech Institute does not discriminate on the basis of sex in its education programs and activities and has adopted policies for prompt and equitable resolution of such complaints. Sex discrimination may include sexual harassment or violence. Students who believe they are being, or have been, sexually harassed or discriminated against, should report this incident in writing, as soon as reasonably possible after the alleged incident to the Campus Director.

MediaTech Institute is committed to creating and maintaining a community in which all members can work and learn together in an atmosphere free of unlawful discrimination. Discrimination on the basis of race, color, national origin, gender, age, disability, creed, religion, veteran status or sexual orientation is not tolerated. MediaTech Institute reserves the right to take all necessary and appropriate action to prevent, correct, and if necessary, discipline individuals engaging in unlawful discrimination. Complaints of discriminatory behavior by employees (instructors and staff), or by other students, should be reported to the Campus Director, who will determine the appropriate next step for investigation and resolution. If necessary, the Campus Director will initiate the appropriate student discipline process to address the complaint.

Sexual Harassment

Sexual harassment is defined as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of educational advancement;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonable interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Any person or entity who engages in sexual harassment will be subject to discipline or sanction, in accordance with the policies and procedures of the institution. Students are required, as a condition of their enrollment or participation of activities at MediaTech Institute, to abide by this policy statement and prohibitions against sexual misconduct. Students have the right to be free from sexual harassment during the pursuit of their educational and social activities at MediaTech Institute. Students are encouraged to report an incident of sexual harassment to the Campus Director immediately.

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RESOURCES

There are several good Internet resources for support and information on sexual discrimination and harassment. Among them are:

U.S. Dept. Of Education Employment Opportunity Commission
<http://www2.ed.gov/about/offices/list/ocr/sexharassresources.html>

Resources for Addressing Sexual Harassment -- Office for Civil Rights
<http://www2.ed.gov/about/offices/list/ocr/sexharassresources.html>

U.S. Equal Employment Opportunity Commission (EEOC)
http://archive.eeoc.gov/types/sexual_harassment.html

American Psychological Association
<http://www.apa.org/>

Texas Sexual Harassment Resources, Find Texas Sexual Abuse Law
<http://www.sexualabuselaws.com/regional.cfm/state/tx/texas.html>

California Women's Law Center
<http://www.cwlc.org/>

ZERO TOLERANCE POLICY ON MEDIA ACCESS AND CONTENT

MediaTech students and staff are prohibited from using the Internet, print materials or any campus computer or network at any time for activities that are illegal, or that are inappropriate or offensive to students, staff or the public. Creating, copying, viewing, storing, downloading, transmitting or intentionally receiving or sending communications, files, or documents that could be interpreted as being intimidating, harassing, unlawful, or containing hostile, degrading, sexually explicit, pornographic, discriminatory or otherwise offensive references or remarks that include others on the basis of race, creed, religion, color, sex, disability, age, national origin or sexual orientation is expressly forbidden. Any MediaTech employee or student who is found violating this policy will receive appropriate disciplinary action up to and including immediate dismissal from employee or student status with the school.

COPYRIGHT AND INTELLECTUAL PROPERTY POLICY

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is therefore generally illegal to use file sharing networks to download and share copyrighted

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works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permissions falls within "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software, and other copyrighted materials is very likely not to be considered a "fair use" and therefore may be a violation of the law.

A violation of MediaTech Institute's policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the school. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from \$750 to \$30,000 per work for a non-willful infringement and up to \$150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys' fees. The government also can file criminal charges that can result in fines and imprisonment.

MediaTech Institute's policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using MediaTech's information technology system. MediaTech Institute's policies prohibit use of their computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files) without permission.

TEXTBOOK LOAN POLICY

All MediaTech students will be provided with complimentary usage of traditional textbooks for all classes in which they are appropriate. The textbooks will be on loan and must be returned in good condition at the end of each term. Students will then be provided with the use of textbooks for the subsequent term. Any students who are interested in owning a personal copy of any textbook have the alternative of purchasing a textbook through MediaTech at the institutional rate. The books may be purchased at the beginning of the term, or at any point throughout or at the end of the course. If the student chooses to use the textbooks that MediaTech provides on loan, there will be no charge to the student for the use of any textbook, as long as it is returned in satisfactory condition. If textbooks are not returned, student ledger will be charged.

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DRUG AND ALCOHOL POLICY

It is MediaTech Institute's mission to provide a drug-free, healthy, and safe environment for all students. To promote this goal students are required to arrive on campus in an appropriate mental and physical condition to be able to perform their jobs in a satisfactory manner.

While on MediaTech Institute campus and while participating in school-related activities off MediaTech Institute campus, no student may use, unlawfully possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted only if it does not impair a student's ability to focus and learn in a safe manner that does not endanger other individuals in the classroom and studios.

Violations of this policy and the standard of conduct may lead to disciplinary action, up to and including expulsion, referral for possession, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences consistent with local, state, and federal law.

General State Laws

Alcoholic beverages may not be purchased, accepted as a gift, or possessed on any street or highway or other public place by any individual under the legal age of 21. It is illegal for minors to consume or possess alcohol. It is unlawful for anyone of legal age to purchase or obtain alcoholic beverages and then sell, give, or deliver them to a minor. Open containers are prohibited while driving, unless transported in the trunk of the car where neither the driver nor passengers have access. If the driver has a blood-alcohol level of anything over .08, they will be charged with a Driving Under the Influence offense.

Federal Sanctions (according to Title 21 U.S.C. 844a)

Federal penalties and sanctions for illegal possession of a controlled substance include the following:

First Conviction Up to 1 year in prison, fine of \$1,000 to \$100,000, or both.

After 1 Prior Conviction At least 15 days in prison, not to surpass 2 years, \$5,000 to \$250,000 fine, or both.

After 2 or more Prior Convictions At least 90 days and up to 3 years in prison, \$5,000 to \$250,000 fine, or both.

Special federal sentencing provisions for possession of crack cocaine: Mandatory minimum imprisonment of 5 years, not to exceed 20 years and fined up to \$250,000, or both, if:

- a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

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Additional federal sanctions may also apply including forfeiture of property and transportation methods used to contain and/or convey controlled substances. Denial of federal benefits includes student loans, grants, contracts, and denial or revocation of certain federal licenses and benefits for up to one year under the first offense and up to 5 years for the second or more offenses.

Civil Fines of up to \$10,000 may be issued upon incrimination for possession, use or distribution of drugs and alcohol in an unlawful manner.

Students who have problems with alcohol and certain drugs that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take a leave of absence to participate in a rehabilitation or treatment program. A requested leave may be granted if the student agrees to abstain from use of the problem substance and abides by all MediaTech Institute policies, rules, and prohibitions relating to conduct in the classroom and studios.

Health Risks

Information Taken From: <http://www.med.unc.edu/alcohol/prevention/health.html>

Alcohol

Alcohol goes directly into the bloodstream, physically affecting the whole body. **Some** illnesses and health problems caused by alcohol include:

- High blood pressure. Along with being overweight, high blood pressure is associated with many serious health problems.
- Depressed immune system. Impaired immunity makes you more likely to contract viral illnesses such as flu and infections.
- Liver disease. Heavy drinking can cause fatty liver, hepatitis, cirrhosis and cancer of the liver. The liver breaks down alcohol at the rate of only one drink per hour.
- Alcohol poisoning. Drinking large amounts can result in alcohol poisoning, which causes unconsciousness and even death. Breathing slows, and the skin becomes cold and may look blue. Don't let a person in this condition "sleep it off." Call 911.
- Heart or respiratory failure. Excessive drinking can have serious results. Heart or respiratory failure often means death.
- Alcoholism. Alcoholism is a disease to which some people seem predisposed. Alcoholics are unable to control their drinking--how much, when, and if. Alcoholism puts you at great risk for other health problems, and it can shorten your life by more than 10 years. Alcoholism cannot be cured, but it can be treated.

Other long-term effects of heavy alcohol use include loss of appetite, vitamin deficiencies, stomach ailments, sexual impotence, central nervous system damage, and memory loss.

Drugs

Like many prescription drugs, "recreational" drugs come with potentially harmful side effects that can have serious and long-term effects on your health.

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High doses of many of the drugs, or impure or more dangerous substitutes for these drugs, can cause immediate life-threatening health problems such as heart attack, respiratory failure, and coma. Combining drugs with each other or with alcohol is especially dangerous.

- Barbiturates and tranquilizers are commonly abused prescription drugs. They can cause hangover-like symptoms, nausea, seizures, and coma. Overdose or mixing these drugs with alcohol can be fatal.
- Cocaine can cause such long-term problems as tremors, seizures, psychosis, and heart or respiratory failure.
- LSD can cause nausea, rapid heart rate, depression, and disorientation. Long-term effects include paranoia and psychosis.
- Marijuana and hashish can cause rapid heart rate and memory impairment soon after use. Long-term effects include cognitive problems, infertility, weakened immune system, and possible lung damage.
- Narcotics such as heroin can bring on respiratory and circulatory depression, dizziness, impotence, constipation, and withdrawal sickness. Overdoses can lead to seizures and death.
- PCP, in addition to triggering unpredictable and violent behavior, can cause dizziness, numbness, high heart rate and blood pressure, convulsions, and in high amounts fatal heart and lung failure or ruptured blood vessels.
- Stimulants such as amphetamines have health effects that include high heart rate and blood pressure, headache, blurred vision, dizziness, impotence, skin disorders, tremors, seizures, and psychosis

Students with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with Student Services to receive assistance or referrals to appropriate resources in the community. There are several ways to prevent drug and alcohol abuse. Telling a trusted source and keeping the lines of communication open with someone you feel close enough to share that information with is a good step in preventing further abuse. There are support groups and awareness programs dedicated to the prevention of drug and alcohol abuse. Educating yourself on health risks associated with substance abuse and practicing abstinence from substances is an effective way towards prevention. A pamphlet with educational content will be available to each employee of MediaTech Institute, as well as the below listed information on programs available:

- Homeward Bound Inc, Residential short-term sober living drug treatment, Residential long-term drug rehab treatment sober living, outpatient drug rehab, Substance abuse day treatment for Recovery Related Services
- Nexus Recovery Center, Residential short-term sober living drug treatment, Residential long-term drug rehab treatment sober living, Outpatient drug rehab, Substance abuse day treatment for Recovery Related Service, Outpatient substance abuse treatment and drug rehab program

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- Salvation Army, Residential short-term sober living drug treatment, Residential long-term drug rehab treatment sober living, outpatient drug rehab, Substance abuse day treatment for Recovery Related Services
- Primary Purpose Group, Alcoholics Anonymous Big Book Study
- Drug Addicts Anonymous, Narcotics Big Book Study

For a full list substance abuse and recovery resources, visit <http://interventionamerica.org>

Students with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with Student Services.

Medical Marijuana

The Americans with Disabilities Act (ADA) permits MediaTech Institute to prohibit the use of any illegal drugs while on school premises or on the clock, whether a prescription has been issued to the employee or not. The term “illegal use of drugs” means using and possessing drugs of which is unlawful under the federal Controlled Substances Act. The term thus includes the use of marijuana for any purpose, including medical prescriptions.

Vaping/Tobacco Product

No student, staff member or school visitor is permitted to use any tobacco product at any time Electronic device, cigarette, or cigar:

- any building, facility, or vehicle owned, leased, rented
 - on any school grounds and property – including parking lots – owned leased, rented
 - at any school-sponsored or school-related event on-campus or off-campus.
- 1) “Electronic Smoking Device” means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. “Electronic Smoking Device” includes any such electronic smoking device
 - 2) “Smoke or Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form.
 - 3) “Tobacco Product” means:
 - a) Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff;
 - b) Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, or hookah;

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- c) "tobacco product" includes any component, part, or accessory of a tobacco product.
- 4) "Tobacco use" means smoking, chewing, dipping, or any other use of tobacco products, including electronic smoking devices.

Sexual and Other Unlawful Harassment

MediaTech Institute is committed to providing a school environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Corporate Office or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected

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against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any staff member who becomes aware of possible sexual or other unlawful harassment must immediately advise the Campus Director or the President of MediaTech Institute so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful behavior will be subject to disciplinary action, up to and including expulsion.

FRAUD POLICY

MediaTech Institute is committed to the highest standards of moral and ethical behavior. These standards and the subject of appropriate behavior are outlined in various MediaTech policies, which should be observed by all MediaTech students and employees. The purpose of this policy is to prevent fraudulent acts. Fraudulent activity of any kind, including for the benefit of MediaTech Institute, is expressly forbidden. This policy establishes the procedures and responsibilities for reporting and resolving instances of known or suspected fraudulent acts. *Black's Law Dictionary* defines fraud as follows: *An intentional perversion of truth for the purpose of inducing another in reliance upon it to part with some valuable thing belonging to him or to surrender a legal right. A false representation of a matter of fact, whether by words or by conduct, by false or misleading allegations, or by concealment of that which should have been disclosed, which deceives and is intended to deceive another so that he shall act upon it to his legal injury. Any kind of artifice employed by one person to deceive another.*

For purposes of this policy, the definition has been broadened to include: An intentional or deliberate act to deprive MediaTech Institute or a person of something of value or gain an unfair benefit using deception, false suggestions, suppression of truth, or other unfair means which are believed and relied upon.

A fraudulent act may be an illegal, unethical, improper, or dishonest act including, but not limited to:

- Embezzlement
- Misappropriation, misapplication, destruction, removal, or concealment of property
- Alteration or falsification of documents
- False claims by students, employees, vendors, or others associated with MediaTech Institute
- Theft of any asset including, but not limited to money, tangible property, trade secrets or intellectual property
- Inappropriate use of computer systems, including hacking and software piracy
- Bribery, rebate or kickback
- Conflict of interest
- Misrepresentation of facts

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While a fraudulent act may have criminal and/or civil law consequences, MediaTech Institute is not required to use a determination by a criminal justice authority to criminally prosecute as the basis for determining whether an act is fraudulent. It is the internal determination that the above criteria are present that defines an act as fraudulent under this policy.

Duties and Responsibilities

Although employees, students, and other persons associated with MediaTech Institute (collectively, members of the campus community) abide by laws, rules, regulations, and policies, incidents of fraud may occur. Administrators at all levels of management are accountable for setting the appropriate tone of intolerance for fraudulent acts by displaying the proper attitude toward complying with laws, rules, regulations, and policies, including ethics policies. In addition, administrators should be cognizant of the risks and exposures inherent in their area of responsibility, and should establish and maintain proper internal controls, which will provide for the security and accountability of the resources entrusted to them.

Any member of the campus community who has a reasonable basis for believing a fraudulent act has occurred has a responsibility to promptly notify one of the following: his or her supervisor, the appropriate administrator or the legal authorities.

Employees who, in good faith, report suspected fraudulent activity are protected by the Whistleblower Act against any retaliation by MediaTech Institute for making such a report. The reporting member of the campus community shall refrain from confrontation of the suspect, further examination of the incident, or further discussion of the incident with anyone other than the employee's or student's supervisor or others involved in the resulting review or investigation. Persons found to be making intentional misleading claims under this policy will be disciplined, up to and including termination of employment or expulsion from MediaTech Institute.

Investigation

Supervisors and administrators at all levels of management who become aware of suspected fraudulent activity are to respond in a consistent and appropriate manner and shall report the suspected activity to the President or Vice President. With the concurrence of the President or Vice President, the supervisor or administrator may treat the incident as an administrative issue and have a qualified individual or individuals perform an objective review as considered necessary.

Administration has an obligation for investigating reported incidents to the extent considered necessary for resolution. Administration may contact other MediaTech Institute departments, the legal authorities, and legal counsel to establish the necessary team to proceed with the review or investigation. The investigative team will attempt to keep source information as confidential as possible.

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All affected departments and/or individuals shall cooperate fully with those performing a review or investigation, including the administration, law enforcement officials, regulators, and any other parties involved. During all aspects of the review or investigation, the Constitutional rights of all persons will be observed. Suspects and others involved in the review or investigation shall be treated consistently without regard to past performance, position held, length of service, race, color, religion, sex, age, disability, national origin, or veteran status.

Actions

Employees/Students found to have participated in fraudulent acts as defined by the policy will be subject to disciplinary action, up to and including termination, pursuant to personnel policies and rules. Additionally, employees suspected of perpetrating fraudulent acts may be placed on suspension during the course of the investigation. In those cases where disciplinary action is warranted, the Human Resources department or other appropriate departments shall be consulted prior to taking such actions. Criminal or civil actions against employees who participate in unlawful acts will be forwarded to the appropriate agency. The employment of any employee involved in the perpetration of fraud will ordinarily be terminated. Actions to be taken will be determined without regard to past performance, position held, length of service, race, color, religion, sex, age, disability, national origin, or veteran status.

Students found to have participated in fraudulent acts as defined by the policy will be subject to disciplinary action pursuant to the *Code of Student Conduct and/or Student Handbook*. In those cases where disciplinary action is warranted, the Vice President, legal counsel, or other appropriate office shall be consulted prior to taking such actions. Additionally, criminal or civil actions against students who participate in unlawful acts will be forwarded to the appropriate agency. The relationship of other individuals or entities associated with MediaTech Institute found to have participated in fraudulent acts as defined by this policy will be subject to review, with possible consequences including termination of the relationship. In those cases where action is warranted, legal counselor other appropriate office shall be consulted prior to taking such actions. Additionally, criminal or civil actions against individuals or entities associated with MediaTech Institute who participate in unlawful acts will be forwarded to the appropriate agency.

Reporting

The following procedures shall be followed in reporting illegal acts (theft, fraud, etc.) to the Campus Director, President and/or local law enforcement officials.

1. If there is suspicion that an illegal act has been committed, the campus should contact the Campus Director or President by phone immediately and keep his or her office abreast of any ongoing investigations.
2. When the Campus Director or President is reasonably certain that an illegal act has been committed, they will contact the appropriate law enforcement officials.

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3. In addition to the above, the Institute is required to comply with Act 1101 of 2001 Legislature (LSR 24:523). This requires the agency head to report in a timely manner in writing the misappropriation of public funds or assets of his agency to the legislative auditor and the local district attorney. This includes the loss or theft of any equipment. Therefore, it is imperative at any time an employee has knowledge of a misappropriation or theft of an Institute asset, the employee is responsible to report the loss to management in a timely manner.

SECURITY OF STUDENT INFORMATION

Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information MediaTech Institute may disclose to third parties without receiving prior written consent from the student. Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review their records should submit a written request to the Campus Director. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time (not to exceed 45 days after the request was made). The student will be notified of the time and place where the records may be inspected. The school will require the presence of a school official during the inspection and review of a student's records. Certain limitations exist on a student's right to inspect and review their own education records. Also, it should be noted that the term "education record" does not include certain types of records.

MediaTech Institute generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student, although there are some circumstances under which personally identifiable information may be disclosed from the records of a student without that student's prior written consent. Such disclosures may be made to school officials who have legitimate educational interests in the records.

MediaTech Institute will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student. Exceptions include those requests made by the student themselves, those disclosures made with the written consent of the student, or requests by or disclosures to MediaTech Institute officials with legitimate educational interests, and disclosures of directory information, or other exceptions described in the regulations. Directory information is personally identifiable information which may be disclosed without the student's consent. However, MediaTech Institute grants requests for students who wish to keep their information confidential. Nondisclosure requests should be made to the Campus Director.

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading or in violation of their privacy rights. The procedures for requesting amendment to a record would be for the student to request the Campus Director for amendment

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of the record, including specifically which part of the record they want to have changed, and why they believe it to be inaccurate, misleading or in violation of their privacy rights. MediaTech Institute may either amend the record or decide that such amendment is not warranted, in which case it will notify the student of its decision and advise the student of the right to a hearing to challenge the decision.

MediaTech Institute provides students with annual notice of their rights to review their educational records, to request amendments of records, and to request nondisclosure of student directory information. A student has the right to file a complaint with the United States Department of Education concerning alleged failures by MediaTech Institute to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is: Family Policy Compliance Office United States, Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202- 4605.

STUDENT LIBRARY RESOURCE CENTER

LIBRARY BOOK CHECK-OUT POLICY

MediaTech Institute offers library materials to current students, faculty and staff of the school. The following is a series of guidelines intended to ensure the fair and organized use of the LRC materials.

1. Students may borrow LRC items at no charge.
2. Students may check out no more than two (2) LRC items per loan period.
3. Circulation items are available for checkout, but reference materials such as magazines and journals are limited to use in the LRC.
4. Users with overdue materials will have their borrowing privileges suspended. Refusing to pay the charges will result in the inability to graduate as well as the retention of student transcripts.
5. Renewals will only be granted in person and only if there are no other requests for the borrowed material.
6. For lost LRC items, students must pay the total cost of the item.
7. All LRC materials must be checked out from the front desk receptionist.

***LRC policy and procedure manual can be found in the library for additional information.**

LEARNING RESOURCE CENTER (LRC) INVENTORY LIST

Students may search for library materials by using the LRC Inventory List available at each campus.

LIRN (LIBRARY INFORMATION AND RESEARCH NETWORK) RESOURCE SYSTEM

LIRN is an online LRC resource system. To use the LIRN, open the Safari web browser and choose the LIRN bookmark from the bookmarks bar, it will point you to:
<http://www.lirn.net/services.html>

Your login will consist of our school number: 32588. The password needed is longbull50.

STUDENT LIBRARY RESOURCE CENTER

LRC PROJECTS

At least one LRC project is required for each class in which you are enrolled. See the posted schedule for the LRC due dates. Extra projects can earn you extra credit.

LRC Projects may include:

- **Book Reports**
- **Research Projects**
- **Internet Resource Searches**
- **Enhancing Listening Skills**
- **Film Related Projects**

STUDENT AWARDS & RECOGNITION

The following awards are given throughout the semester:

- **Student of the Month Awards**

Awards and prizes may include certificates of recognition, entertainment related accessories, or gift cards.

Student of the Month Awards - Students earn eligibility to be selected if their attendance, test scores, and lab assignments are above 90% for their entire program. This award is given at each campus and announced the first week of class of each month.

Appendix A

Signature Sheet

Students need to sign and date the following page and return it to the Admissions Representative.

**STUDENT RECEIPT OF ORIENTATION TO PROCEDURES AND POLICIES AND RECEIPT
OF BOOKS AND SUPPLIES**

DATE: _____ PROGRAM: _____

STUDENT NAME (PRINT): _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

NEW STUDENT _____

RETURNING STUDENT _____

I certify that I have received an orientation lecture and a Student Handbook. Also, I hereby state that I have read and understand all of the policies and procedures listed in this Handbook. I understand that failure to comply with these policies can result in consequences such as suspension or expulsion from MediaTech Institute.

These policies include, but are not limited to, the Attendance Policy, Student Conduct and Classroom Behavior Policy, Illegal Drug and Alcohol Use Policy and the Zero Tolerance Policy on Media Access And Content.

Student Signature: _____

It was explained that I will receive all supplies required for this class, as well as received a loan copy of all required textbooks. I understand that all textbooks are due at the end of the term, or that I will be charged full price for any books not returned on time and in satisfactory condition.

Textbooks - on loan (2nd week of class) and must be returned at the end of the term

Hard Drive - mine to keep (2nd week of class)

Flash Drive - mine to keep (2nd week of class)

_____ Other (Explain) _____

Student Signature: _____



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