

TVFM Dept. Student Production Handbook Policies & Procedures

Television, Film & Media Studies

California State University,
Los Angeles

Table of Contents

| | |
|--|----|
| Borrowing Equipment..... | 3 |
| Equipment Checkout Authorization..... | 3 |
| Your Equipment Checkout Responsibilities..... | 3 |
| Care of Equipment..... | 4 |
| General Checkout Process..... | 5 |
| Music Building Checkout Policies..... | 5 |
| MUS 257: Equipment Borrowing Process..... | 6 |
| TVF Center Policies..... | 7 |
| TVF Center: Equipment Borrowing Process | 7 |
| Penalties for Late Equipment Returns..... | 8 |
| Unacceptable Student Behavior..... | 8 |
| What to Do if Equipment is Stolen While It’s Checked Out to You..... | 9 |
| Permits..... | 9 |
| Shooting Permits..... | 9 |
| Permit Letters | 11 |
| Insurance..... | 11 |
| Insurance for Student Projects..... | 11 |
| Liability Insurance | 13 |
| Specialized Spaces..... | 14 |
| Studios..... | 14 |
| Edit Labs (MUS 255 and TVF 207) | 14 |
| TVF Center Recording Rooms..... | 14 |
| MUS 255 ADR Booth..... | 14 |
| Edit Suites..... | 15 |
| Clean Up..... | 16 |
| Unacceptable Student Behavior..... | 16 |
| Copyright..... | 16 |
| Unauthorized Copying/Piracy..... | 16 |
| Student Created Work and Release Forms..... | 17 |
| Cal State LA University Campus-Wide Policies..... | 17 |
| Standard Policies & Prohibitions | 17 |
| Prohibition of Acting on Behalf of the University..... | 17 |
| Students & Third Party Assets..... | 18 |
| Safety & Incident Reporting..... | 18 |
| Student Conduct & Behavior..... | 18 |
| Smoke-Free and Tobacco-Free Campus..... | 18 |
| Equipment Checkout Agreement Form..... | 19 |

Borrowing Equipment*

***Cal State LA assumes no responsibility for injuries incurred, or property damaged, resulting from the use of borrowed equipment.**

Equipment Checkout Authorization

You may be authorized to borrow video, audio, or cinematography equipment only after meeting all of the following requirements:

1. You must be a currently enrolled student in good standing in an authorized audio, video, or film production class.
2. You must have signed the Equipment Checkout Agreement Form at the end of this handbook verifying that you have read, understood and agree to comply with all its provisions.
3. You must have a current and verifiable phone number and address on file with the equipment staff.
4. You must have a current University-issued photo I.D.
5. You must have previously returned all equipment in a timely manner, in operating condition, and have a clean record of interaction with the equipment staff.
6. You must have turned in a copy of both sides of your CSULA ID, and the signed and filled out Equipment Checkout Agreement Form to the Equipment Staff.

The ability to Checkout equipment under these terms is at the sole discretion of departmental equipment staff, including student assistants. If staff informs you that you may not Checkout equipment, they may explain why, but may not be able to resolve the problem immediately. Please do not argue with the staff member who declines to let you checkout equipment. Accept their decision and attempt to resolve the problem through proper channels such as your professor or the Dept. Chair.

Your Equipment Checkout Responsibilities

When checking out equipment, it is your responsibility to review each piece of equipment that you are taking to ensure that it is present, accounted for, and in operating condition before you leave the premises with it.

Any damage to the equipment that occurs while in your possession, up to and including, full replacement cost of that equipment, is your responsibility, whether the damage or loss of that equipment is your fault or not.

By using your Cal State LA ID to checkout equipment, you acknowledge receipt of that equipment in working order, with no damages or defects. If equipment is returned with damages, defects, or parts missing, you will be held responsible.

Borrowing Equipment (cont.)

Your Equipment Checkout Responsibilities (cont.)

Anyone checking out equipment agrees to the following:

1. That they will be personally responsible for equipment in their care at all times.
2. That they will return items on the scheduled return date at the scheduled return time.
3. That they will use the equipment for official California State University, Los Angeles related projects only.

Any student, faculty or staff member who wishes to Checkout equipment will be held personally responsible for that equipment: “As borrower of University property, I (NAME) verify that all equipment for which I am responsible is present and operational at the time of checkout. I will be financially responsible, pursuant to Section 8657 of the State Administrative Manual, which says “...lost, stolen, or destroyed property will be charged against responsible individuals.”

The loss, theft, breakage or disappearance of equipment is the responsibility of the borrower. If replacement or financial restitution for missing items is not made by the borrower in a timely manner, administrative and disciplinary action will be taken, including any of, but not limited to, the following:

- All equipment and facility privileges (including edit suite access) will be revoked.
- A grading penalty may be imposed by your instructor.
- A hold will be placed on your registration (you won't be able to register for new classes).
- A hold will be placed on your grade report (you won't get immediate credit for a completed class).
- A hold will be placed on your diploma.
- A stolen property report will be filed with the police.
- Other legal actions appropriate to the situation will be taken.

Care of Equipment

By checking out equipment, you agree:

- That you know how to operate the equipment.
- That you will not to use the equipment in a reckless manner.
- To remain aware and vigilant to keep the equipment as safe as possible.
- To report any damage of the equipment to the equipment staff as soon as possible.
- To notify equipment staff if the equipment is not working properly ASAP.
- You will not leave equipment in an automobile.
- You will not leave the equipment unattended at a shooting location.
- You will not leave the equipment unattended in a classroom, edit bay, computer lab, studio, recording room, or other university or departmental space.

Borrowing Equipment (cont.)

General Checkout Process

When you Checkout equipment, you will be asked to provide your CSULA ID which will be scanned and any items that you borrow will have a bar code associated with it and it will also be scanned into the system. All items scanned will be electronically associated with your CSULA ID until such items are returned. If the items are not returned on time, the system may electronically notify you that you have items overdue. It is your responsibility to remember to bring equipment back on time if you have borrowed equipment and it is your responsibility to know that you have overdue equipment whether or not you receive notification of having overdue items.

- You must wear closed-toed, substantial shoes and appropriate clothing that is adequate for working with, handling and loading equipment, when you arrive to checkout or return equipment.
- You may not checkout equipment for another student, even if that student is authorized to checkout equipment.
- Do not loan your ID card to anyone else to checkout or check in equipment. That responsibility is not transferable to another student. If one authorized student checks out equipment for another student's use, both students will lose checkout privileges. Simply put, don't checkout equipment for other students.
- You are required to return the equipment that you checked out. Do not return equipment for another person. Do not ask another person to return equipment for you.

Certain items may be reserved for specific classes and therefore may not be available for students to Checkout.

Music Building Checkout Policies

- Equipment is checked out on a first-come, first-served basis. No equipment will be reserved or set aside for any student in advance of the checkout time.
- Equipment may only be checked out by students currently registered in designated production classes.
- Equipment may only be checked out during the times posted on the door to the checkout room (MUS 257). *These are fairly limited hours. Plan ahead so you can arrive at the checkout location during designated hours.*
- Equipment may not be checked out between academic terms.
- Equipment may only be checked out for one cycle at a time. That is, equipment checked out must be returned on the following scheduled checkout day.

Borrowing Equipment (cont.)

Music Building Checkout Policies (cont.)

- Do not assume that you may keep equipment for a longer period. Keeping equipment longer than the agreed upon time will place your grade, academic standing and equipment privileges in jeopardy.
- Audio and video equipment may not be reserved and is only available on a first come, first served basis.
- You may not checkout equipment for another person.
- You may not return equipment for another person.
- You may not Checkout equipment and then loan it to anyone else to use while it is checked out to you. This includes other people enrolled in your class.
- You must return the equipment at the prearranged time and it must be packed properly. Keeping equipment longer than the agreed upon time, or returning equipment improperly packed, will place your grade, your academic standing, your equipment/facilities privileges in jeopardy.

MUS 257: Equipment Borrowing Process*

- Equipment may only be checked out and returned during the hours posted on the door of MUS 257. *Plan ahead so you arrive on time in order to checkout and return the equipment.*
- Equipment may only be returned to Mus 257, where the equipment is checked out.
- Equipment may only be returned to the staff member facilitating equipment checkout.
- Equipment may NOT be left in the TVFM Office, or with any other student, staff or faculty to submit on your behalf.
- It is the student's responsibility to ensure that equipment is returned in good condition and checked in.

****There are no exceptions to these rules.***

Borrowing Equipment (cont.)

TVF Center Policies

- Equipment may only be checked out by students currently registered in designated production classes.
- Your professor will provide you with a list of equipment that you will be allowed to checkout.
- Equipment may not be checked out between academic terms.
- Do not send equipment requests on academic breaks, ie: over Spring Break.
- You may not checkout equipment for another person.
- You may not return equipment for another person.
- You may not ask another person to return equipment on your behalf.
- You may not checkout equipment and then loan it to anyone else to use while it is checked out to you. This includes other people enrolled in your class.
- You must return the equipment at the prearranged time and it must be packed properly. Keeping equipment longer than the agreed upon time, or returning equipment improperly packed, will place your grade, your academic standing, your equipment/facilities privileges in jeopardy.

TVF Center: Equipment Borrowing Process*

- Equipment reservations need to be submitted at least two weeks in advance via email to Kim Neal: kneal@calstatela.edu
- Include the following in your reservation request email:
 - your first and last name
 - the class you are requesting equipment for
 - the complete list of equipment that you want to checkout
 - the date and time that you want to pick up the equipment
 - the date and time that you want to return the equipment
 - cc your professor, and TA if applicable, in the email request
- Keep all people that are subsequently included in the email continuously cc'd in the thread by using the "Reply to All" email function.

Every effort will be made to send an email response to your request within 2 business days. Do not send multiple emails asking about the status of your request before two working days has passed from your initial request. Do not inquire about the status of your request in person. If you don't receive a response regarding your request within 2 business days, you may send another inquiry via email asking for an update.

If the Technology Committee Chair/Production Head deems that these guidelines are not being followed, equipment checkout privileges may be suspended.

Borrowing Equipment (cont.)

TVF Center: Equipment Borrowing Process* (cont.)

- Reply to all emails from staff in a timely manner. If staff doesn't hear back from you within two working days then your reservation will be cancelled.
- Days and times of the checkout and return are dependent upon, but not limited to, the following: equipment storage location availability, staff schedule, your schedule. A mutually agreeable time will be worked out between you and equipment staff.
- If you are going to be late, please inform equipment staff ASAP. Depending upon how late you may be, the equipment return may have to be rescheduled which is determined by equipment staff. Do not show up with the equipment at a time that has not been pre-arranged by staff expecting that the equipment can be returned/checked back in. Late penalties may be enforced, regardless of whether or not you inform equipment staff that you will be late.

**There are no exceptions to these rules.*

Penalties for Late Equipment Returns: Music Building and TVF Center

You are required to return equipment on time. Any student returning equipment late will lose checkout privileges for no less than two weeks, per day late if borrowing from the Music Building, and per hour late if borrowing from the TVF Building, or fraction thereof.

Since the use of University equipment is a serious responsibility, the department has the right to revoke a student's ability to Checkout equipment for any reason at any time.

Reasonable medical excuses may be accepted for late returns when accompanied by supporting documentation.

Any equipment not returned on time may be considered stolen and a police report will be filed if the student fails to respond to demands to return the equipment.

Unacceptable Student Behavior

Arguments over equipment checkouts, reservations and/or returns and the use of equipment that result in the raising of voices, swearing, name-calling and/or other disrespectful behavior will not be tolerated. Student Discipline Reports may be filed with the TVFM Chair's Office, The Office of the Dean of Arts & Letters and the Campus Judicial Affairs Office for incidents such as these.

Borrowing Equipment (cont.)

What to Do if Equipment is Stolen While It's Checked Out to You

1. Call the Police Department for the city/area in which you are located immediately to report the theft.
2. Notify TVF Dept. Equipment Staff of the theft and provide the staff member with a copy of the police report as soon as possible.

It is the student's responsibility to provide the Police Dept. with model numbers and serial numbers of the equipment stolen. The student can get that information from TVF Equipment Staff. Once the Police Dept. has that information, then the theft report can be updated and the serial numbers can be put into an electronic database that will make it easier for the equipment to be found. Equipment Staff are unable to update the Police Dept. with this information since the report was created/initiated with the Police by the student.

By checking out equipment the student agrees that they will continue to communicate with the equipment staff, and other interested parties, about the theft until such parties are satisfied with the information provided. The student is responsible to pay for the replacement of all equipment and accessories that are stolen while checked out to them at the purchase price of new equipment in order to replace what was stolen.

Permits

Shooting Permits

Most public locations require some sort of permit that will authorize your filming or videotaping at that location. You may receive a fine if you shoot without a permit, and municipal authorities such as city police officers or county deputy sheriff officers may shut down your production.

Such permit to film or video tape is NOT the same as the insurance that may be required to shoot or videotape in that location. Your shooting permit does not indemnify you against anything. Also, please note, having permission to shoot in a given location is not the same thing as a release to tape or film a person or group of persons at that location. Where applicable, you still need to obtain releases from anyone you film or video tape, even if you have a permit to film in that location.

Permits (cont.)

Shooting Permits (cont.)

There are three possible situations for location shooting. Here is a summary of requirements for each:

1. Shooting Off Campus, in private location: you need written permission of the owners of such private locations to shoot, unless this is your own house.
2. Shooting Off Campus, NOT in a private location: you are responsible for acquiring proper permits for any location where you shoot. Permitting procedures and requirements vary by municipality. Generally, the city hall or administrative offices for the place in which you wish to shoot can provide the information you will need to file a shooting permit request. Never assume it is okay to film in a public place without a permit.
3. Shooting On Campus: students who intend to use locations on campus for their projects must secure written permission from the facility or building coordinator. First, contact the University's Public Affairs Office to ensure that your project will not conflict with other campus activities. The use of facilities such as the gymnasium, classrooms, or labs must be cleared through the facility manager of that building. Securing permission to film or record in some major facilities, including the Luckman Fine Arts Complex or the Student Union requires additional steps. You should allow at least one working week to receive such permissions. Request forms for an on-campus production can be acquired from the University's Office of Public Affairs.

In the absence of an official location filming request form, a letter containing the following may be submitted to the Public Affairs Office:

- Date of request
- Requested shooting date(s)
- Responsible student's name, address, zip code, phone number(s), email address, and student ID numbers
- Brief description of sequences to be shot (commercial, music video, promotional film, etc.)
- Specific description of the campus buildings, rooms, or area requested for shooting or taping
- Any specific details of the shoot that could have a bearing on the issuance of the permit (number of people involved, children, crowds, obstructions, etc.)
- Name and signature of sponsoring faculty member (generally the instructor of the course for which the student is filming or taping).

When the Public Affairs Office receives your completed request to film or tape on campus, an official in that office will check the availability of the requested venue for scheduling conflicts. If there does not appear to be any conflicts for the usage of the venue, that official will contact the student confirming that there are no major scheduling conflicts for the space. (Note: this is why it is critical your contact information be correct in your request, especially your email address. Public Affairs will take no responsibility for incorrect contact information.)

Permits (cont.)

Shooting Permits (cont.)

When the student has received notice of ‘no conflict’ for the use of the space for the date and time requested, the student must then contact the management of the building requested in order to secure permission to shoot or tape in that building or location. When the facility manager approves the use of the venue, this approval must be communicated to Public Affairs once again, so they can note the use of that space on the facility calendar and communicate that use to all parties involved (student producer, facility manager, faculty advisor, Campus Public Safety, and Parking Offices).

The student producer should make a copy of the final approval from Public Affairs and keep this document in possession during the shoot.

The Campus Public Safety Office must especially be alerted if the filmmaker intends to:

- a.) use weapons of any kind (knives, clubs, firearms, etc.)
- b.) use vehicles of any kind (skateboards, bicycles, cars, trucks, scooters, etc.)
- c.) film scenes involving fighting, blood effect, loud noises or yelling, or any other elements that may cause an unsuspecting observer/passersby to become alarmed.

Campus policies forbid the use of live animals, lewd conduct, open fire, smoke or simulated fog in any filming or video taping on campus.

Permit Letters

Permit letters will not be issued to any city that is outside the “50-mile radius.” For the purposes of this rule, that is any point more than 50-miles from the CSULA campus. Filming of project outside the 50-mile radius is not sanctioned by the University, and the University assumes no liability or responsibility for students who violate this rule. General Liability insurance is not insurance for the student filmmaker, but rather for the issuer of the permit. Its intent is to limit the liability of the city that has allowed you to film within its borders.

You, the student filmmaker, are responsible for any amounts deductible under this insurance coverage. In the case of the City of Los Angeles, that means that you are responsible for damages up to \$250,000.00. **FOR THE VAST MAJORITY OF STUDENTS, THIS MEANS THAT, IN EFFECT, YOU ARE NOT INSURED.**

Insurance

Insurance for Student Projects

General Liability Insurance For the purpose of obtaining permits for student film or video shoots, the University provides FilmLA with an insurance letter. This letter, generated by the insurer of the University, covers the General Liability that may be required by the City or County of Los Angeles.

Insurance (cont.)

Insurance for Student Projects (cont.)

General Liability Insurance is not insurance for the student filmmaker, but rather for the issuer of the permit, that is, the municipality in question. Its intent is to limit the liability of the city that has allowed you to film within its borders. Generally, most municipalities require this letter of indemnity from Cal State LA before students can film there. Some municipalities do not require student filmmakers to obtain permits for filming. It is your responsibility to find out what the specific requirements are for the area in which you plan to shoot.

You will need a letter from the College of Arts & Letters, or TVFM Department, to the permit office of the specific city, county or unincorporated municipality in which you hope to shoot. This should allow you to receive a valid permit, though additional documentation, forms, or paper work may be required by the specific city, county or unincorporated municipality in question. Those requirements likely vary from city to city.

For permit information for the city and county of Los Angeles, you can reach FilmLA at:

FilmL.A., Inc.
1201 W. 5th Street
Suite T-800
Los Angeles, CA 90017
Tel: 213.977.8600
Email: info@filmla.com
www.filmla.com

Students and faculty are forbidden from contacting CSULA's Insurance Company.

The University does not carry insurance to cover equipment that students check out.

All equipment insurance questions should be directed to the Chair of TVFM or the Head of Production.

Students are welcome to purchase their own insurance to cover equipment they check out independently. Your professor may be able to recommend an insurance company for this purpose.

If a student should need to shoot in a municipality currently not listed with our insurance company, the student is responsible for obtaining all information required by that city's permitting authority. In cases where permitting requirements are in conflict with our contract with the insurance company, it is then necessary for the student to purchase additional insurance.

Insurance (cont.)

Insurance for Student Projects (cont.)

If a student should need to shoot in a municipality currently not listed with our insurance company, the student is responsible for obtaining all information required by that city's permitting authority. In cases where permitting requirements are in conflict with our contract with the insurance company, it is then necessary for the student to purchase additional insurance.

Students need to allow sufficient time for their request to be completed before a permit can be issued; this may be anywhere from seven days to several weeks.

If you are supplying additional support letters to a permitting agency certifying your affiliation with the University, you must include the following information:

1. Full name and address of city, county or municipal agency issuing the permit.
2. Name of contact person at that agency.
3. Correct phone, extension and fax number of that agency.
4. Specific details, and language necessary for insurance.
5. The dates that filming is expected to take place.
6. Your name, address, phone number, e-mail, student ID number, and any other contact information so you can be contacted with the results of the permit request.

You then must submit this information to the instructor of the course for which you are shooting. The instructor of that course will verify the information and forward that document to the University's Risk Management Office for further processing. You should be notified by the granting municipality directly whether or not your permit has been approved. Cal State LA and its agents are not responsible for verifying the information provided by the student.

Liability Insurance

Liability insurance is not property insurance. This type of insurance indemnifies party "A" against party "B" for damages committed by party "A". You are responsible for any damages to private property incurred while filming or taping. Additional insurance for private property may be purchased through the University's insurance carrier, or through outside insurance companies. The most common types of additional insurance needed by students are

- a.) additional General Liability insurance up to \$250,000.00 to cover the aforementioned deductible, and
- b.) Miscellaneous Equipment Insurance to cover replacement costs of rented equipment and props.

A good source for insurance information is the LA411 film industry directory, and its online version, LA411.com. A list of vendors can be found at the end of that publication. This list is provided only as a reference, and the University does not endorse any service.

Specialized Spaces

Studios

Studio space in this department is generally not available except for authorized class projects during designated class/lab time.

A production faculty member must be available/accessible to students at all times during their use of studio space.

Any requirement or condition other than routine use of the equipment or facilities must be authorized by tech staff prior to such production.

TVFM Edit Labs: MUS 255 and TVFM 207

The edit labs are generally open when staff is present and when classes are not scheduled in the rooms. The labs are generally not open on Friday, Saturday, Sunday, holidays, Quarter Breaks, or Campus Closure Days.

Exact lab hours for each quarter are posted on the door of each lab. A notice will be posted on the door to the lab if unexpected circumstances require the closure of the lab during regular, posted lab hours.

The Dept. reserves the right to close the lab for any reason at any time.

When the lab is open for TVFM student postproduction use, a student lab assistant may or may not be on duty to answer simple questions or offer assistance.

When available, lab assistants are on premises for general technical assistance only; it is not their duty or responsibility to assist in the completion of your project or teach you how to use the software in the edit lab.

Before you begin creating work on an edit lab computer, be sure you understand all protocols for identifying your work and how to save it. Work which is either improperly identified, or placed in an incorrect location may be deleted without warning.

All data stored to the computer's internal hard drive is deleted automatically as soon as the user logs out or every evening. There is no way for data to be recovered once it has been deleted.

TVF Center Recording Rooms

The Recording and Mix Rooms (TVF 104 & 107) may only be booked with permission from Professor Jane McKeever. Appropriate pre-requisite classes and an approved faculty supervisor are required for all sessions in these rooms. For more information please contact Jane McKeever at jmckeev@calstatela.edu

Specialized Spaces (cont.)

MUS 255 ADR Booth

The ADR Booth inside the MUS 255 Edit Lab is not reserved and can be used on a first-come-first-served basis. The ADR Booth is only available for use during open edit lab hours. Instructions for using the ADR booth can be found taped to the desk in front of the ADR Station and the instructions for using the CDR Deck can be found on the wall behind the station. The audio from the booth is recorded using the CDR deck to a blank CDR that you must provide for your session; audio cannot be recorded to the computer at the station. Staff members may help students use the ADR booth only if the staff member has time to do so. Do not attempt to use the ADR booth unless you have the knowledge to use the equipment safely.

Edit Suites

Edit suite access is a privilege granted only to students in good standing with the equipment staff that are currently enrolled in specifically designated classes.

The 8 individual edit suites (MUS 203ABC, 205ABC) are available for use by authorized students currently enrolled in designated classes. Access to the edit suites is by personal PIN code number entered into each room's keypad lock. The PIN code number is the last 6 digits of your CIN.

Edit suites are accessible Monday through Saturday from 8am to 11pm.

No access is permitted on Sundays, Holidays, Quarter Breaks, or Campus Closure Days.

Edit Suites are intended to be used by students for class projects.

Edit suite access and equipment checkout privileges may be revoked if:

- You leave the edit room open and unattended
- You give out your edit room PIN code to another student
- You unlock an edit room door for someone other than yourself
- You leave personal belongings, equipment or trash in the edit room
- You occupy the edit room outside of authorized hours
- You play any media so loud that the staff believes it is harmful to the equipment
- You use an edit suite for a purpose other than its intention
- You have equipment overdue
- You have not paid for equipment repair or replacement that you are responsible for
- You returned equipment late and have been given a temporary loss of departmental equipment privileges,
- The discretion of the staff and/or faculty deems it necessary for any reason.

If you have a problem or issue accessing or using the edit suites you need to report it to the TVFM Staff as soon as possible.

Criminal charges including, but not limited to, trespassing, vandalism and burglary may be filed against any person who violates the edit suite access policy.

Specialized Spaces (cont.)

Clean Up

After working in one of these specialized spaces, or classrooms, whether as part of a class, during a lab exercise, or in any other capacity, you must take responsibility for cleaning that facility when you are done. Regardless of its condition when you entered, you are responsible for cleaning that room after you use it. This includes the return of equipment and furniture to their original or proper location, and the removal of trash, props, or other items that do not belong in the facility. Arrangements must be made with technical staff in advance if you need to store anything in the space beyond the time that you are using it.

Any personal property found by staff in studios, labs, or edit suites may be temporarily held for retrieval by the owner but will be taken to Campus Lost & Found located at the Public Safety Building as soon as possible.

No food or drink is permitted in studios, control rooms, or media labs at any time.

Smoking is prohibited indoors in all University buildings, and within 20 feet of a building's exterior.

Cal State LA will be 100% smoke-free and tobacco-free, effective September 1, 2017. This is in accordance with the CSU's Policy on Systemwide Smoke and Tobacco Free Environment, Executive Order 1108.

Unacceptable Student Behavior

Arguments over use of any of these specialized spaces that result in the raising of voices, swearing and/or name-calling will not be tolerated. Student Discipline Reports may be filed with the TVFM Chair's Office, The Office of the Dean of Arts & Letters and the Campus Judicial Affairs Office for incidents such as these.

COPYRIGHT

Unauthorized Copying/Piracy

The University forbids any unauthorized copying of intellectual property. This means that with the exception of "fair use" of recorded materials for news stories, compilations, reviews or classroom use, you may not duplicate audio or videocassettes, CDs, DVDs, software, or any online materials without the expressed consent of the owners of those materials. If you are unclear of the terms of "fair use", please study them before you make unauthorized copies.

COPYRIGHT (cont.)

Copyright of Student Created Work and Release Forms

In accordance with CSU policy, all students retain the copyright to their own created works. In addition, CSULA TVFM and TVFT students agree to grant Cal State L.A. non-exclusive copyright privileges to their student-created works for any non-commercial purposes including exhibition, publicity and promotion.

As the primary copyright holder and the owner of the student-created work, the student is legally responsible and liable for issues arising from the production including but not limited to those such as problems associated with talent releases, permission and permit problems, use of intellectual property, distribution and financing problems, etc.

Under no circumstances is the University to be held liable for issues arising from agreements or negotiations made between the student filmmaker/producer and other parties, and the student is expressly forbidden from entering into agreements or contracts on behalf of the University. You are strongly advised (and may be required, in some classes) to obtain and keep copies of legal agreements made in association with your work, such as talent release forms, filming permits, etc.

Cal State LA University Policies

Standard Policies & Prohibitions

Standard University policies and prohibitions apply in our studios, labs and classrooms at all times.

Prohibited items/activities may include but are not limited to:

- The use of open flames or fire
- The use of flammable materials or liquids
- The use or possession of illegal/illicit drugs or drug paraphernalia; the -- possession or use of firearms or other weapons
- Activities involving the mistreatment of animals
- Activities involving the mistreatment or exploitation of minors
- Pornographic activities
- Activities involving the gratuitous depiction of sex or violence.

Prohibition of Acting on Behalf of the University

All execution of contracts / agreements on behalf of California State University, Los Angeles are handled in the Office of Procurement and Contracts. There is a specific and limited number of persons on campus with authority to enter into agreements or contracts on behalf of the University. That list does not include students, faculty, departmental staff or even the Office of the Dean.

University Policies (cont.)

Prohibition of Acting on Behalf of the University (cont.)

If you need additional clarification on such policies and procedures please contact the Department Chair for additional clarification and direction, or contact the Office of Procurement and Contracts.

Student & Third Party Assets

Student vehicles, or student-owned equipment, cannot be “mandatory” for the completion of academic projects.

A General Release form will always be signed and filed in the Department office before using any third party assets for university business. This would include student-owned equipment that the student elects to utilize for a project.

Safety & Incident Reporting

Proper equipment placement and construction needs to be supervised by the attending faculty, staff or college technical staff. Trained and qualified technicians, faculty or staff should be responsible for the use and safety of support equipment related to an academic endeavor.

When any incident occurs, an immediate call from the faculty member and/or staff member must be made to campus Police (323-343-3700) requesting that an incident report be taken. An accident report taken by campus Public Safety personnel is mandatory for all instances where damage or injury occurs on university grounds. Assistance should be expected by all faculty and staff in the investigation of incidents on campus. Faculty and staff, when asked, should expect to provide a written statement to the RM/EHS Office.

Student Conduct & Behavior

The Department of TVFM expects all of its students to act in a courteous and respectful manner at all times.

Students should familiarize themselves with the California Code of Regulations/ Standards for Student Conduct, Cal. Admin. Code tit. 5, s 41301, which can be found on the Cal State LA website at the following web address:

<http://www.calstatela.edu/student-services/california-code-regulations-standards-student-conduct>

Smoke-Free and Tobacco-Free Campus

Cal State LA will be 100% smoke-free and tobacco-free, effective September 1, 2017. This is in accordance with the CSU’s Policy on Systemwide Smoke and Tobacco Free Environment, Executive Order 1108.



TV, Film & Media Studies Equipment Check Out Agreement

By signing this agreement, I signify that I have read the document entitled “TVFM Dept. Student Production Handbook, Policies & Procedures”

Furthermore, I understand the terms and policies contained in the Handbook and will abide by them. I also understand that if I do not observe and comply with the terms and policies laid out in the Handbook, I may be subject to disciplinary actions initiated by the University, including but not limited to, having holds placed on my grades, applications for registration, or financial aid, as well as the University taking other legal actions commensurate with the nature of the infraction of those rules and policies.

As borrower of University property, I verify that all equipment for which I am responsible is present and operational at the time of checkout and I attest that I possess technical proficiency to use each piece of equipment checked out. I will be financially responsible for all equipment checked out with my ID card, pursuant to Section 8657 of the State Administrative Manual, which says “...lost, stolen, or destroyed property will be charged against responsible individuals.” I will be personally responsible for equipment in my care at all times. I will return items on the scheduled return date and time. I will use the equipment for official California State University Department of TV, Film and Media Studies related projects only. **THE UNIVERSITY ASSUMES NO RESPONSIBILITY FOR INJURIES INCURRED OR PROPERTY DAMAGED RESULTING FROM THE USE OF BORROWED EQUIPMENT.**

I understand that this agreement will remain in force as long as I am working towards the completion of the degree that I am currently working towards at CSULA and that any disputes that arise from this agreement will be settled through the appropriate channels of the University, or if need be, in the legally convened courts of the State of California.

I understand that the use of my CSULA ID card will allow me to check equipment out and I agree not loan my CSULA ID card to another individual for that purpose or any other purpose. I know that I will still be financially responsible for items checked out with my ID card whether or not I was the one who used it to do so.

I also agree to update all contact information, listed herein, with the TVFM Dept. so that it remains current.

***WRITE YOUR NAME AS LISTED IN GET (GOLDEN EAGLE TERRITORY)**

CIN _____

First Name* _____

Last Name* _____

e-mail address _____

Residential Address _____

Residential Address 2 _____

City _____ State _____ Zip Code _____

Cell Phone Number _____ Home Phone Number _____

Signature _____

Date _____