

MAINE MEDIA

WORKSHOPS
+ COLLEGE

STUDENT HANDBOOK
Professional Certificate Program

2011 - 2012

Revised August 2011

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Note: This student handbook supersedes all previous policies and procedures.

INTRODUCTION & PHILOSOPHY

Date Revised:

March 2010

Maine Media College provides a focused educational experience distinguished by excellence in craftsmanship, creativity, and critical thinking.

Maine Media College offers one-year residential professional certificate programs in photography, filmmaking and multimedia as well as low-residency Master of Fine Arts degrees in these areas. Maine Media College honors historical forms and practices while embracing new technologies and modes of creative expression.

Maine Media College is located in the small village of Rockport, Maine, an area that has long attracted artists because of its supreme physical beauty. Nestled in a supportive community Maine Media College provides an immersive environment conducive to concentrated work.

The campus provides studios, darkrooms, digital labs, post-production labs, fully equipped camera and technical departments as well as a library and sound stage for student productions. Students at Maine Media College benefit from being part of the Maine Media College community through interaction with the visiting faculty in multiple disciplines, while working with the accomplished full-time faculty of the college programs.

A multimedia program has been added to explore creative expression that combines a variety of media forms made possible by advances in digital technologies.

Mission

The mission of Maine Media Workshops and Maine Media College is to build dynamic educational communities that foster creative vision, craftsmanship and expression in the media arts.

Goals

The goals of Maine Media Workshops and Maine Media College are:

- to honor historical forms and practices while embracing new technologies and modes of creative expression.
- to provide a focused educational experience distinguished by excellence in craftsmanship, creativity, and critical thinking.
- to support the creation of exemplary work in a student's chosen media.
- to foster intellectual and artistic growth, academic success, collaboration, and community involvement.
- to model professional practices and examine ethical responsibilities.

Objectives

The objectives of the Workshops support participants in:

- exploring new modalities of expression in order to broaden their artistic range and creative experiences.
- strengthening their skills and techniques.
- engaging in dialogue with others in order to build relationships and communities that help to sustain their work in the future.
- attending presentations, exhibitions and screenings that expose them to a range of artistic expression and practice.
- celebrating creative expression and intensity of effort and collaboration within the Workshops community.

The objectives of the College Master of Fine Arts Program require students to:

- exhibit the professional intensity and high standards of a terminal degree.
- create exemplary work under the guidance of mentors that demonstrates growth in creative vision and enhances understanding of art making practices.
- participate in critiques with members of the College community and strive for rigorous self-evaluation and growth.
- Demonstrate competence in interpretative analysis of creative work and in situating the work in appropriate historical, cultural and social contexts.

The objectives of the College Professional Certificate Program require students to:

- create exemplary work under the guidance of the faculty that demonstrates artistic growth and strength of craft.
- actively participate in critiques by members of the College community that lead to rigorous self-evaluation.
- learn the historical, cultural and social relevance of their chosen media form.

100.1.1

Administrative Committees and Governance Procedures

Date Revised:

March 2010

Professional Certificate (PC) Curricular Faculty

The PC Curricular Faculty are full-time employees of the school. Because these faculty may have other responsibilities within the organization, they may have varying credit loads. Each Curricular Faculty member is associated with one track: film, photography or multimedia. The PC Curricular Faculty review and evaluate curriculum each year based upon student and faculty course evaluations as well as upon changes with the individual disciplines. The current PC Curricular Faculty are: Brenton Hamilton, Elizabeth Greenberg, Jason Esposito, Peter Koons and Charles Altschul.

Professional Certificate (PC) Program Chairs

Each area of specialization within the PC program has a Chair. The College President appoints Chairs. The PC Program Chairs are responsible for the smooth

operation of their respective programs and for consulting with perspective students about the program. The current PC Program Chairs are as follows: Brenton Hamilton, Photography; Tara Gardner, Film

Professional Certificate (PC) Adjunct Faculty

The PC Adjunct Faculty are hired to teach individual courses within the PC program.

Professional Certificate (PC) Admissions Committee

The PC Admission Committee meets as needed to determine admission into the PC program. The makeup of the Committee varies depending upon the discipline. Admission into the PC program adheres to the following procedure. The Chair of each program, in conjunction with the College Dean and the Assistant Registrar, is responsible for logging-in and organizing all applications. The Chair and Curricular Faculty in each program will determine acceptances into each individual program. In the case of there not being any resident faculty in a particular program, decisions will be made by all the program chairs. Admission into each discipline of the PC program is determined by the majority vote of the Admissions Committee for each area. The Program Chair of the applicable discipline determines tie votes. This committee consists of the following: PC Program Directors, College Dean, and PC Curricular Faculty.

Academic Standards Committee

The Academic Standards Committee meets as needed to address special issues, student grievances and disciplinary issues, financial aid issues or policy changes. A quorum of Committee members must be present in order for voting to take place. Votes are by majority of those present. The President of the College decides tie votes. The members of the Academic Standards Committee consist of the following: College President, College Dean, Director of Finance and Administration, Registrar, MFA Program Chair, PC Program Chairs.

National Association of Schools of Art and Design (NASAD) Steering Committee

The NASAD Steering Committee is formed to facilitate the accrediting process. Subsets of this Committee meet periodically to shepherd through the various components of this process. The members of the NASAD Steering Committee consist of the following: College President, College Dean, Director of Finance and Administration, Registrar, MFA Chair, PC Program Chairs.

Financial Aid Committee

The Financial Aid Committee meets as needed to determine the awarding of financial aid to MMC students. A quorum is formed when a majority of members are present and decisions are made by majority vote. The Dean of the College decides tie votes. The members of the Financial Aid Committee consist of the following: College President, Registrar, Director of Finance and Administration, College Dean, MFA Program Chair and PC Program Chairs.

ACADEMIC CALENDAR

Date Revised: March 2011

Maine Media College 2011 – 2012 Academic Calendar

2011 Fall term

September 4th	Registration for fall term
September 5th	First day of classes
October 10 & 11	Columbus Day Holiday - no classes
November 9-13	MFA Retreat
November 11th	Administrative Offices Closed
November 16th	Final day of fall term

2012 Winter term

January 3rd	Registration for Winter Term
January 4th	First day of classes Winter Term
February 20th	Administrative Offices closed
March 11	Final day of winter term
March 12 - 16	Spring Break

2012 Spring Term

March 19th	First day of classes spring Term
March 30 th & 31 st	Job Fair
April 6th	Administrative Offices closed
April 25 - 29	MFA Retreat
May 24th	Final exhibition & screening of student work
May 25th	Final Day of Spring Term

Professional Certificate Program Admissions Requirements

Applicants to the Professional Certificate program must have a high school diploma or equivalent and have at least two years of college experience or equivalent professional experience and demonstrate proficiency in the visual arts.

100.3.1

PROFESSIONAL CERTIFICATE REQUIREMENTS

Date Revised: August 2008

The school has minimum requirements to receive a professional certificate: Completion of all required course work with passing grades, including academic courses. All written papers and portfolio requirements must be completed within 4 weeks of the term end. Completion of both fall & spring terms is required. The full 48 (quarter – hour)credits, with a GPA of 2.0 (C) or higher (with no incompletes) must be completed in order to receive the certificate. All courses have attendance policies – two unexcused absences in any course may create a failing grade. A 2.0 (C) or better is required in all final production and portfolio classes. Each area of specialization contains three elements: Core Curriculum, Electives and a Project class.

100.3.2

CREDIT REQUIREMENTS

Date Revised: March 2010

A Professional Certificate student must earn 48 quarter-hour credits to receive the certificate. Typically, a student spends at minimum 33.75 clock hours on task to earn one credit. Four-credit (quarter-hour) classes require at least 135 hours time on task.

100.4

TRANSFER CREDITS

Date Revised: August 2008

Applicants with prior college experience may have work completed elsewhere accepted for credit in the professional certificate program at Maine Media College, or have certain required courses waived. Any previous course work to be considered for transfer must have a grade level of B-. To apply transfer of credit, the student must submit, in writing, a request stating the courses completed and the grade earned. Supporting documentation is required in order for a decision to be made. Such documentation includes a transcript from the previous institution and a published description of the course. Any consideration for transfer credit must be submitted in writing no later than the end of the second week of classes.

100.5

WIHDRAWAL & REFUND POLICY

Date Revised:

May 2009

Enrollment is limited in our programs, so once a student has been accepted, full participation is important, and students are expected to attend. A student must withdraw from a program; Maine Media College provides the following refund policy:

Students who withdraw or are dismissed within the first fourteen days of any given trimester shall receive a full tuition refund. Students who withdraw or are dismissed after the second week and prior to the fifth week of any given trimester shall receive a fifty percent tuition refund. Students who withdraw or are dismissed after the fifth week will receive not refund. To receive a refund, students must submit written notification of withdrawal. The date that written notification is received determines charges and refunds. Students withdrawing or dismissed are responsible for all financial obligations not covered by the institution's refund policy.

If the student requests cancellation and/or refund within 3 business days after signing of the contract, the school shall refund all monies paid to the school by the student. In the case of a student whose enrollment application is rejected by the school, the school shall refund in full all monies paid to the school by the student, less an application fee that may not exceed \$25. In the case of termination or withdrawal after classes commence, the school may retain the registration fee (not to exceed \$150) and other charges as specified in the refund policy. Refunds shall be made within 30 days after the effective date of withdrawal or termination.

A cancellation fee of \$100 will be assessed for cancellations of campus accommodations made within ten days before the start of the program

Dismissal: Students who are dismissed for any reason forfeit all fees and monies paid.

100.6

EVALUATIONS & GRADING

Date Revised:

August 2008

As a way of forming a line of communication between each faculty member and each student in their assigned courses, students receive verbal feedback on their work during the normal course of each week's classes. Verbal evaluations of each student's work, attitude and working habits are provided at mid-term; verbal and written evaluations follow term-end reviews.

Letter grades are provided, as well as written statements by the respective faculty at term end. Transcripts are retained by Maine Media College and may be forwarded to other institutions with written permission by the student. Please refer to the Appendices for the Professional Certificate Evaluation Rubric.

Numerical Grade Values

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0

100.7

REQUIREMENTS FOR ADVANCE TO FINAL SEMESTER

Date Revised: August 2008

A minimum GPA of 2.5 is required for any student to advance to the final term.

100.8

STUDENT FILES

Date Revised: August 2008

Student records, transcripts and instructor comments are kept in locked files in the Registrar's Office located in the Haas Building. A Student may contact the Registrar at 207-236-8581 x 303 to make an appointment to review his/her student file.

Students are allowed access to their file under the following circumstances:

- A Student can view his/her file on the premises with registrar present.
- A Student cannot view recommendations.
- A student must return his/her immediately after reading.

100.9

END-OF-TERM REVIEWS & EXHIBITION/SCREENING

Date Revised: August 2008

During the final week of the spring term students present work for final review. Final Reviews are extensive and require that each student present his/her projects and notebooks in an oral presentation to the faculty. A written evaluation of each student's progress and work is completed by the faculty. A public final exhibition of photography and screening of films and multimedia pieces is held.

100.10

INCOMPLETES

Date Revised: August 2008

A student who, by term end, has not completed all course work may receive a grade of "I", or Incomplete. The faculty for that course makes this determination in consultation with the Director of Education. Students must be in communication with faculty to determine eligibility for an incomplete.

All incompletes must be completed to the faculty's satisfaction within four weeks of the end of the term during which the student took the course. In exceptional circumstances, the faculty member may extend the extension beyond four weeks. The faculty member then submits the letter grade to the Registrar's office.

If a student does not complete the necessary work to the faculty member's satisfaction by the end of the 4-week period, the grade will irreversibly be changed from an Incomplete to an "F" or failing grade. The student is then required to re-take the course in order to receive his/her degree. (See Degree Requirements)

100.11

ACADEMIC WARNING

Date Revised: August 2008

By mid-term, if a student is determined by faculty to be receiving a grade lower than a 2.5 in a course, the faculty member submits a written evaluation of the student to the registrar's office and the student receives a written Academic Warning. The student is required to consult with the faculty member and an academic advisor to discuss steps to be taken to assist the student in completing the course.

Any student receiving academic warnings in 2 or more classes is placed on Academic Probation.

100.12

ACADEMIC PROBATION

Date Revised: August 2008

A student determined to be on academic warning status in two or more classes is placed on Academic Probation for the remainder of the term. A student who completes a term with a grade point average below 2.5 is placed on Academic Probation for the subsequent term, if allowed to progress.

Academic Probation is only lifted when the student has demonstrated the ability to achieve a cumulative minimum GPA of 2.5. If this ability is still in question by the end of the probationary period the college determines whether the student should receive an extended probation period or be dismissed from the School.

100.13

TARDINESS AND ABSENTEEISM

Date Revised: August 2008

Participation in class is not only important to growth and success as a student, but to fellow students' growth and success as well. Any absence diminishes the learning environment of the class. Any lateness interrupts class, creates ill will among others, and reduces the effectiveness of the class.

Each faculty member has a specific policy regarding attendance and tardiness for class that may be more stringent than the College's policy. None are less stringent. A student must read each class syllabus to find out what the instructor's specific policy is regarding absences and tardiness.

Students are responsible for notifying the instructor in advance of missed classes. There are no excused absences. Any absence may affect grades. It is the policy of the College that after two absences per course in each term any additional absence results in the loss of a full letter grade and a possible Academic Warning.

Faculty members may also count non-participation in class discussions, projects and homework as absenteeism, which will affect overall grades and may lead to Academic Warnings and Academic Probation.

100.14

STUDENT EDUCATIONAL FINANCING

Date Revised: July 2009

Workstudy There is a limited amount of workstudy available on an as needed basis. To apply for workstudy, please see the registrar, in the Registration Office. A student may apply for workstudy in the Registration Office.

Merit scholarships are available for second and third term Professional Certificate students. The awarding of scholarships is determined by the Financial Aid Committee and is based on academic merit and artistic achievement. Scholarship information can be obtained from the Registrar's office. Application deadlines are 45 days prior to the beginning of each semester.

200.1

COPYRIGHT AND FAIR USE POLICY

Date Revised: August 2008

Under the U.S. Code, Title 17, the making of photocopies or other reproduction of copyrighted materials is controlled. Under certain conditions the law provides for photocopying or reproductions if the copy is not to be "used for any purpose other than private study, scholarship, or research." This is termed "fair use." If for any reason the person receiving a photocopy or reproduction later uses that copy for purposes other than "fair use", that person may be held liable for copyright infringement.

These guidelines, excerpted from *The New Copyright Law: Questions and Answers Teachers and Librarians ask* (National Education Association: Washington, D.C.) are provided as a general introduction to the copyright law as it pertains to classroom use of photocopies made from books and articles.

Single Copying for Students

A single copy of any of the following, by or for a student, at his/her individual request for his/her scholarly research or use for a class:

A Chapter from a book; or an article from a periodical or newspaper; or a short story, short essay, or short poem, whether or not from a collective work.

A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

Multiple copies for classroom use: Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the student's use in a class for a discussion, provided that: the copying meets the tests of brevity and spontaneity defined below; and meets the cumulative effect test as defined below; and each copy includes a notice of copyright.

Brevity

Poetry: A complete poem if less than 250 words and if printed on not more than two pages, or from a longer poem, an excerpt of not more than 250 words.

Prose: Either a complete article, story or essay of less than 2,500 words, or an excerpt from any prose work of not more than 1,000 words or ten percent of the work, whichever is less, but in any event a minimum of 500 words. Each of these numerical limits may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.

Illustration: One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.

Special works

Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than ten per cent of the words found in the text thereof, may be reproduced.

Spontaneity

The copying is at the instance and inspiration of the individual teacher, and the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission from the copyright holder.

Cumulative Effect

The copying of the material is for only one course in the school in which the copies are made.

Not more than one short poem, article, story, essay, or two excerpts may be copied from neither the same author nor more than three from the same collective work or periodical volume during one class term.

There shall not be more than nine instances of such multiple copying for one course during one class term.

The limitations shall not apply to current news periodicals and newspapers and current news sections of other periodicals.

200.2

PLAGIARISM POLICY**Date Revised:**

August 2008

The use of the intellectual property of others without attribution is considered a serious academic offense and is not tolerated. If there is ever a doubt as to when and how to cite materials, a student should talk to a faculty member before submitting the work. It is up to the Academic Standards Committee to determine if infractions were inadvertent or intentional. Intentional or repeated offenses are reported to the Academic Standards Committee. A second report to the Academic Standards Committee will result in the student being asked to leave the College.

200.3

CONTENT POLICY FOR STUDENT WORK

Date Revised:

August 2008

Guidelines for Content in Student Work

Students are encouraged to avoid excessive or gratuitous use of explicit sex, violence, foul language, and the depiction of destructive behavior. While such themes may be relevant to a project's intent, their context and treatment determines how an audience perceives them.

Taste is a subjective judgment; however the following guidelines in determining acceptable content are offered.

- Students are free to express themselves in making images and films that deal with subjects and issues of their own choosing in their assignments and projects, within the context of a class.
- Discussions are held in class regarding issues of taste related to the exhibition of student work. Faculty select student work to be publicly displayed in publications, exhibitions or screenings, such as the Final Show. Faculty work with students in the selection of work to be entered in student film/photography/multimedia competitions. The College reserves the right to withhold student work from public exhibition or screenings.

200.3.1

Intellectual Property Ownership Policy and Agreement

Date Revised:

March 2010

In consideration of the privilege of participating as a student/ Candidate at the Maine Media College, the Student/ Candidate agrees as follows:

The Student/ Candidate retains rights of ownership, including copyright, to all works he/she produces while enrolled in any program at Maine Media College (the "Work").* The Student/Candidate bears full responsibility for: (1) obtaining any permissions and clearances necessary to the production, presentation and distribution of their works; (2) ensuring that works they create do not violate the copyrights or civil rights of others; (3) ensuring that the content of their works is not libelous, obscene, or in violation of any other laws or statutes; and (4) complying with this Agreement. The Student/ Candidate agrees to defend, indemnify and hold harmless the Maine Media College and its agents and employees against claims made against them with regard to the foregoing undertakings and responsibilities.

The Student/ Candidate grants to the College perpetual non-exclusive license, free of royalty or other payments or fees, to reproduce and distribute works for educational, advertising or administrative purposes. These reproductions remain the sole property of the College.

Additionally, the Student/ Candidate agrees to follow the practices described below.

Attribution practices:

1. Maine Media College is to receive a single card credit at the beginning of each student film or video. The name of the student and the College should appear together at the end of the project. Sample: (c) 2009 Filmmaker's Name/Maine Media College. There may be instances in which the College Dean or College President requests that the College name not be included in the credits. This request will be honored.
2. The source of the material or script must be acknowledged with a single card credit.
3. Single card credits must also be provided for the following positions involved with the project: Producer, Director, Cinematographer, Editor, Music Source, Faculty members and principle cast members.
4. Credits at the end of the film may include crew members and others who work on or assisted in the production, such as locations, catering, equipment suppliers, etc.

Clearances, Permits and Release:

5. The Student/Candidate working in residence at the College and / or using equipment owned by the College, and / or locations procured by, or with the assistance of the College, and / or employing talent associated with the College, agrees to not release, publish or distribute any Work until copies of all permits, releases and clearances have been provided to the program office.
6. The Student will retain a set of all permits, releases, and clearances. Written permits and releases include: releases from all actors, extras and fellow collaborators on the project; faculty members and advisors.
7. The Student agrees and warrants that he/she will assure that these practices are followed by themselves, their agents and any other person or organization that distributes or displays the Work in any medium, including but not limited to posting on the Internet.

* Maine Media Workshops and/or Maine Media College may employ students in such a capacity that would require them to produce creative works. This policy does not govern specific works produced by students as a part of their employment. In these instances, the rules regarding the intellectual property rights of employees shall apply.

200.4

PRODUCTION POLICIES

Date Revised: August 2008

Student projects are produced under the following rights and policies:

Film & Multimedia Production Policy

Students are expected to follow standards regarding credits given to all contributors to a project including the College.

College Permits, releases and clearances must be obtained before a project begins. Students working with SAG actors must use the appropriate SAG releases. Copies of all forms are filed in the film office and retained by the student. Students must also obtain appropriate releases for content in their productions such as adapted written works, music, copyrighted, trademarked or commercial materials. In order for work to be screened publicly and have the widest possible audience, students must have appropriate releases.

Photography Production Policy

College Permits, releases and clearances must be obtained before a project begins. Copies of all forms are filed in the photography program office and retained by the student. Students must adhere to the guidelines as outlined in the College Model Policy below. (Section 200.6)

200.5

CLEARANCES, PERMITS, TALENT & RELEASES

Date Revised: August 2008

The College has specific forms to be used for talent and location permissions and releases. These forms may be obtained in the Film and Photography Program offices. Students are responsible for completing these with required signatures prior to any production. Students must provide the program office with copies of the completed forms and maintain a copy for themselves.

200.6

PHOTOGRAPHY POLICY AND WORKING WITH MODELS & TALENT

Date Revised:

August 2008

The process of photographing a model during a course is a collaborative effort of everyone involved with the class. Students working with models are asked to follow the policies of the College as outlined here. The College does not support or provide blanket model releases and instructs models hired by the college to not sign blanket releases if asked. It is the photographer's responsibility to work with each model, develop a rapport, build trust and establish a line of communication. Should an image be worthy of publication, the student must first contact the model(s) for written permission for each specific image.

An ethical approach should be applied when working with talent, in order to demonstrate professionalism and to provide an effective atmosphere for all participants to achieve the best quality of work. Instructors, fellow students, the talent, visitors, College and Workshops staff, and any person involved with or in the area of the photo shoot, film production, rehearsal or other areas where the talent and the imagemakers are working are expected to adhere to the harassment policy as detailed in this Handbook.

Complete versions of the Model and Talent policies are available in the program offices.

200.7

Library and Learning Resources

Date Revised:

March 2010

The Maine Media College Library is located in the Haas Building. There are standard reference works, both specialized and general, as well as periodicals, CDs, videos, DVDs, and audio tapes on a variety of subjects. Books and other materials on the work of past and contemporary imagemakers are represented. All patrons must sign out materials with student services, leaving name, contact information, and, in the case of video tapes, a major credit card.

Most of the library materials are for research use only, and are non-circulating. MMC students may procure library cards from the Rockport Public Library by presenting their student identification cards. Through the Rockport Public Library, students have access to participate in inter-library loan services.

200.8

Program Evaluation Procedures

Date Revised:

March 2010

At the end of each term students are asked to submit course and faculty evaluations. These evaluations offer students an opportunity to provide input and feedback for the academic program, as well as student services and campus life.

Packets containing blank evaluation forms for each class are distributed in week nine of each term. The Student Representatives from each program are asked to facilitate the evaluation process by having the forms completed in class, then sealing them and returning the packet to the Registrar. These evaluations are anonymous. Faculty and TAs are not present while they are completed. The Registrar will provide copies of the evaluations to the Dean and individual faculty members once grades have been submitted for the term.

300.1

STUDENT EXHIBITION OF WORK

Date Revised: August 2008

The College asks students to submit electronic copies of final projects to be held in the school's collection as part of our archive. Work is catalogued as part of a student archive. Student work may be published or exhibited with credit lines in publications, catalogues and tabloid presentations of student work.

400.1

EQUIPMENT SECURITY DEPOSIT

Date Revised: August 2008

A credit card or check security deposit of \$1,000 is required from all students to cover the use of school equipment from the Technical Department, Digital Service Bureau and Studio. A Student must leave a check or have a credit on file in the business office in order to work with the school's equipment in production classes. Credit cards are not charged at this time, but are authorized for \$1000. There must be \$1000 available at this time. Debit cards are not accepted. Students receive a receipt to bring to the Technical Department or Digital Service Bureau in order to check out equipment. Students are not able to participate in production classes until these requirements are met. A great deal of trust is placed upon Maine Media College students to use equipment safely and to treat the equipment with great care and never leave it unsupervised. Students are only charged if equipment under their supervision is lost or damaged. All film students must go through the "proper equipment care and etiquette" tutorial with the Technical Department before equipment can be checked out.

In the case of loss or extensive damage to equipment, students may be responsible for actual repair or replacement costs in excess of the deposit.

400.2

ACTORS

Date Revised: August 2008

All actors and subjects of any film project must sign releases to be in student films. Any actor under the age of 18 must have a release signed by his/her parent or legal guardian. All releases will be kept on file in the Film Office. Students must also keep a copy for their records.

Maine Media College does not cover SAG actors. Students that are working on their final projects must provide their own workman's compensation insurance and meet other SAG requirements if they are using SAG actors.

400.3

TECHNICAL DEPARTMENT POLICY

Date Revised: August 2008

Film students must fully understand and agree to policies the Technical Department issues for checking out equipment. A student should make inquiry to the Technical Department on Campus for the policy.

500.0

Student Representation

Date Revised: March 2010

During the first week of the fall term, students from each area of specialization (Photography, Filmmaking and Multimedia) are asked to elect a Student Representative. The President and Dean meet with the elected Student Representatives at least once per term, or as necessary, to review any student concerns. Student Representatives are asked to facilitate the course and faculty evaluation process at the end of each term.

PROHIBITION OF HARASSMENT AND INTIMIDATION

Date Revised:

August 2008

POLICY

It is organization policy to maintain a work environment free from all forms of harassment and intimidation. Harassment is prohibited in connection with any employee activity including, but not limited to, relations with other employees, prospective employees, members, vendors, or students. Any allegation of harassment will be investigated.

Harassment includes any repeated unwelcome or unwanted verbal or physical conduct based on race, color, sex, sexual orientation, age, religion, national origin, ancestry, physical or mental disability, veteran or marital status or any legally protected status, that creates a hostile, offensive or intimidating work environment, or that substantially interferes with an employee's work environment.

Additionally, harassment based on sex includes attempts to control, influence, or affect the career, compensation or job of an individual in exchange for sexual favors or the creation of an intimidating, hostile or offensive environment based on unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment is illegal. It is defined as "unwelcome 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 a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct has the purpose and effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

PROCEDURE

It is a student's responsibility to speak with a faculty member or the President at once if s/he believes s/he is being subjected to harassment. A student who believes s/he is being harassed by a faculty member, employee, other student or vendor should promptly take the following actions:

1. Confront the harasser and ask him or her to stop. If a student feels uncomfortable with confronting the harasser as outlined here, skip to Step 2.
2. Document your complaint. Keep a log detailing the incident/s, what was said or done, who might have witnessed it and the date. Keep any related letters or memos.
3. Immediately contact your supervisor or the President.

4. All complaints will be handled in a timely manner. Information concerning your complaint will be given on a need-to-know basis only. Management personnel needed for participation in the investigation, the alleged harasser, and possible witnesses may be contacted and thereby learn of the complaint. A student should not discuss the complaint or the resulting investigation, except for discussions necessary to conduct the investigation and make a decision. The purpose of this provision is to encourage the filing of valid complaints by protecting the privacy of a complaining student to the extent possible, as well as to protect the reputation of any individual who wrongfully might be charged with harassment.
5. The President's designee will investigate your complaint promptly. If valid, s/he will determine remedies to be given and the sanctions to be imposed.
6. A complaining student and alleged harasser have the right to appeal the determination by writing a memo or letter delivered to the President within 10 working days of the determination.

There will be no retaliatory measures taken against any student who makes a report of harassment. Any person found to have retaliated against another individual for reporting harassment will be subject to disciplinary action, up to and including expulsion. If you feel your complaint has not been appropriately handled by the organization, you may contact the:

**MAINE HUMAN RIGHTS COMMISSION
51 STATE HOUSE STATION
AUGUSTA, ME 04333-0051**

PHONE: 207-624-6050
TTY: 1-888-577-6690
FAX: 207-624-6063

500.1.2

SEXUAL ABUSE POLICY

Date Revised: February 2011

POLICY

The organization prohibits and does not tolerate sexual abuse in the workplace or in any organization related activity. The organization provides procedures for employees, volunteers, board members, or others to report sexual abuse and disciplinary penalties for those who commit such acts. No employee, volunteer, board members or third party, no matter his or her title or position has the authority to commit or allow sexual abuse. The organization has a Zero-Tolerance policy for any sexual abuse committed by an employee, volunteer, board member or third party. Upon completion of the investigation, disciplinary action up to and including termination of employment and criminal prosecution may ensue. Sexual abuse is inappropriate sexual contact of a criminal nature or interaction for gratification of the adult who is responsible for a child's care. Sexual abuse includes sexual molestation, sexual assault, sexual exploitation, or sexual injury, but does not include sexual harassment (see PROHIBITION OF HARASSMENT AND

INTIMIDATION-policy 500.1). Any incidents of sexual abuse reasonably believed to have occurred will be reportable to appropriate law enforcement agencies and regulatory agencies.

PROCEDURE

If you are aware of or suspect sexual abuse taking place, you must immediately report it to the President or Director of Finance & Administration. If the suspected abuse is to an adult, you should report the abuse to the Adult Protective Services (APS) Agency at 1-800-624-8404 (Nationwide available 24 hours a day). If it is a child who is the victim then you should report the suspected abuse to the State of Maine's Child Abuse hotline at 1-800-452-1999 (Voice) 1-800-963-9490 (TTY) available 24 hours a day. Or you may report to the Child Help's National Child Abuse Hotline, 1-800-422-4453, TDD 1-800-222-4453. Appropriate family members should be notified of alleged instances of sexual abuse. The organization should report the alleged sexual abuse incident to their insurance agent.

The organization prohibits retaliation made against any employee, volunteer, board member or third party who reports a good faith complaint of sexual abuse or who participates in any related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. The organization prohibits making false and/or malicious sexual abuse allegations, as well as deliberately providing false employee handbook information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination. The organization will take all allegations of sexual abuse seriously and will promptly and thoroughly investigate whether sexual abuse has taken place. The organization will use an outside third party to conduct an investigation. If the organization has a trained internal investigation team in place, the team will be used to investigate the incident. The organization will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies. It is the organization's objective to conduct a fair and impartial investigation. The organization provides notice that they have the option of placing the accused on a leave of absence or on a reassignment. The organization will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

500.2

STUDENT GRIEVANCE POLICY

Date Revised:

August 2008

Should a student have a concern with the course material, structure, a faculty member or fellow student, the student should speak directly to his or her faculty advisor or to the Director of Education.

If, after discussion with the advisor and the advisor and student's subsequent discussion with the person concerned, the student is not satisfied that a resolution has been reached, the student should speak with the Director of Education or the President.

500.3

DRUG FREE CAMPUS

Date Revised:

August 2008

In order to provide for the health and safety of its students, the organization promotes an environment that is free of illegal drugs. Maine Media College does not tolerate nor condone the unlawful manufacture, presence, possession, sale, intent to sell, purchase, intent to purchase, or use of any controlled substance on organization premises. Should a student engage in such activity while on campus or while on organization property, disciplinary action will follow.

Maine Media College may, solely at its discretion:

- Require a student to receive counseling or rehabilitation services or
- Dismiss a student from Maine Media College.

If a student receives counseling or rehabilitation services, periodic reports of his/her continuing participation may be required. A student must agree to abide by the provisions of this policy to remain in good standing.

Should a student be convicted of a violation of a criminal drug statute based on activities occurring while on campus or while on organization premises, he/she further agrees to notify administration. The notification, made in writing and signed by a student, must be made within five calendar days following the conviction.

500.4

NON-SMOKING

Date Revised:

August 2008

It is organization policy to prohibit smoking in all organization workplaces and buildings.

Maine State law prohibits persons less than 18 years of age from smoking. The buildings on campus, including all residences, common spaces, classrooms and labs, studios, and porches are non-smoking areas. Smoking is not permitted outdoors on or near a working film or photo set, unless the talent is required to smoke as indicated in the script or indicated by the photographer. Smoking is permitted outside of buildings only at a distance of at least 25 feet.

500.5

ALCOHOL ON CAMPUS

Date Revised:

August 2008

In order to provide for the health and safety of its students, the organization expects students, staff, and faculty to:

- Avoid substance abuse and refuse to tolerate substance abuse and abusive behavior in others.
- Be mindful of remarks that might promote an atmosphere of substance abuse.
- Support the goal of providing a civil environment on campus.

Alcohol, when offered, is provided and should be consumed in moderation. Only alcohol provided through the school may be consumed on campus and must be consumed only where permitted.

A Student under the age of 21 found in possession of or consuming alcohol will be immediately dismissed. A Student found supplying alcohol to anyone under the age of 21 the student will be immediately dismissed. The authorities may be called for legal action.

The Federal and Maine State legal age to consume or possess alcohol is 21 years of age. For information on Maine Liquor Laws, you can visit the Department of Public Safety website: <http://www.state.me.us/dps/bhs/mellaws.htm>.

500.6

ADMINISTRATIVE PROBATION

Date Revised:

August 2008

A student placed on probation is under a formal warning that the Faculty and staff are considering his or her behavior, attitude and performance closely. A student first receives a verbal warning from a faculty member, the Director of Education, President, or Administrative manager. The second notice is a written warning issued by any of the personnel listed above. A student's third notification is grounds for dismissal from the school without a refund. Maine Media College fully documents Administrative Probation. This document is included in a student's file.

500.7

ADMINISTRATIVE DISMISSAL

Date Revised: August 2008

For a student to be dismissed, all other avenues as described in the Administrative Probation portion section must be followed, except in such cases as theft from a fellow student or from the school, using illegal substances on campus or repeated anti-social behavior.

A student dismissed from Maine Media College, for any reason, will not receive a refund.

500.8

PERSONAL INFORMATION

Date Revised: August 2008

It is organization policy to maintain up-to-date personnel files for all students.

It is a student's responsibility to keep his/her personal information up to date. A student must notify the registrar's office with changes in any personal information including:

- Name
- Address
- Email
- Telephone number
- Emergency contact information

600.1

STUDENT ACCIDENT/INJURY INSURANCE

Date Revised: August 2008

Maine Media College provides resident students, registered for one or more classes, with 24 Hour Accident medical insurance through United States Fire Insurance Company. This is accident only coverage. Benefits are not payable for loss due to sickness. The policy pays benefits for specific losses from accidents only. The coverage is excess over any other valid and collectible insurance a student may have. However, even if a student is covered under other insurance, this plan will cover unpaid balances, deductibles and those eligible expenses not covered by

other insurance. If there is no other coverage, this program pays on a Primary basis up to the limits of the policy.

If a student receives medical attention for an accidental injury, he/she must bring the medical provider's bill to the business office in Haas. A student is required to complete an insurance claim form, which will be submitted, along with the bill, to USFIC. USFIC will pay the provider directly.

If the provider requires that a student pay the bill at the time of medical treatment, a copy of the bill from the provider must be obtained in order to file a claim for reimbursement from USFIC. A student must bring the bill to the business office in Haas, complete a claim form, indicating to what address the reimbursement should be sent, and the claim will be submitted to the insurance company.

Please note: The medical bill or a copy of it – not a statement of services – must accompany the claim. Without the bill, the claim will not be processed.

Details of insurance coverage:

Benefit Period: 52 weeks from the date of an injury, provided the injury occurs prior to the expiration date and care is medically necessary.

If, within 30 days from the date of a covered injury, the Insured shall receive (under the care of a licensed physician) any of the following medical services, the Company will pay the reasonable and Customary Expenses actually incurred within 52 weeks from the date of first treatment for such covered injury up to the following respective limits, but not to exceed in the aggregate the medical expense of \$25,000.00.

Hospital/Facility Services

Inpatient	100% Reasonable and Customary Expenses
Hospital Room & Board – Semi Private	100% Reasonable and Customary Expenses
Hospital Intensive Care	100% Reasonable and Customary Expenses
Hospital Inpatient Miscellaneous	100% Reasonable and Customary Expenses
Outpatient	
Outpatient Hospital Miscellaneous (Except physician's services and x-rays paid as below)	100% Reasonable and Customary Expenses
Free-standing Ambulatory Surgical Facility	100% Reasonable and Customary Expenses
Physician's Services	
Surgical	100% Reasonable and Customary Expenses
Anesthesiologist/ Assistant Surgeon (each)	100% Reasonable and Customary Expenses
Physician's Non-Surgical Treatment	100% Reasonable and Customary Expenses
Other Services	
X-rays, includes interpretation	100% Reasonable and Customary Expenses
Registered Nurses' Services	100% Reasonable and Customary Expenses
Prescription – outpatient	100% Reasonable and Customary Expenses
Laboratory Test – outpatient	100% Reasonable and Customary Expenses
Ambulance	\$500 Maximum Per Accident
Dental Treatment	\$250 Per Tooth (\$2500 Max. Per Accident)
Accidental Death Benefit	\$10,000
Accidental Death, Dismemberment, Loss of Sight, Speech, Hearing, or Paralysis	\$10,000

For a complete copy of the accident policy please see the business office.

600.2

HEALTH INSURANCE INFORMATION

Date Revised: August 2008

Students who are interested in purchasing more comprehensive health insurance coverage can contact Allen Financial Group in Camden at 207-236-8376 for information.

600.3

SEVERE WEATHER & CLASS CANCELLATION

Date Revised: August 2008

Maine winters bring snow and ice to our campus. Students are advised to use caution in hazardous conditions. Snow removal crews work to keep the campus clear and a student is asked to cooperate with all parking bans or other weather-related campus restrictions.

As snow and ice melt, a student is advised to be aware of snow sliding off rooftops and icicles forming and dropping from overhead, both on and off-campus.

Maine Media College rarely cancels classes, however, should severe weather be judged by administration and faculty to be too hazardous for students and faculty to commute to the campus, the cancellation will be announced on our phone system. Cancellations may be class-specific (i.e. morning classes only) a student may call the class cancellation voice-mailbox for a message: Dial 236-8581 ext.399.

600.4

FIRE

Date Revised: August 2008

In case of fire, a student should utilize the fire alarms located in all buildings and residences evacuate the buildings and congregate in the following places:

New Imaging Center, Homestead Residence
Haas Building
Photo Labs, Film office, Film Sound Stage

Staff parking area
Student parking area
Student parking area

Marshall House
Campus Residence
Windjammer Residence

Marshall House parking area
Campus Residence parking area
Windjammer Front parking area

600.5

CAMPUS WALKWAYS

Date Revised: August 2008

Walkways are to be kept clear of skateboards, bicycles, or other items or activities that prevent pedestrian use. A student is asked to keep Frisbees and other throwing games in appropriate places away from campus buildings, cars and walkways.

600.6

WEAPONS AND FIREARMS

Date Revised: April 2008

Possession of weapons including, but not limited to firearms, presents the possibility of danger on campus. The possession of weapons is proper cause for disciplinary action up to and including dismissal. Weapons and or firearms are not allowed on organization property at any time.

A student may not carry firearms while on campus or have firearms in his/her personal vehicle when parked on Maine Media College property.

600.7

EMERGENCIES

Date Revised: August 2008

Should there be an **emergency, such as a fire or medical situation; the proper authorities should be notified immediately by dialing 911.** Phone numbers of the police, fire department, the local ambulance service and emergency room at the local hospital are posted adjacent to every phone on Campus. Any emergency or on-campus accident should be reported to a College administrator as soon as time permits. The Emergency after hour's phone number is 207.691.4258.

NETWORK BANDWIDTH POLICY

Date Revised:

July 2009

Audience:

The substance of this policy applies to all data network users; however its primary audience is students.

Abstract:

Maine Media College is committed to pursuing a sensible, efficient, and fair network usage policy in order to meet the growing bandwidth (network traffic) requirements of the entire community. The aim of this policy is to manage bandwidth use proactively in order to avoid the potential for degradation of network performance. Bandwidth usage of all computers is monitored continually on the College's firewall.

Policy:

- Maine Media College reserves the right to monitor the network and all attached computers to ensure compliance with the bandwidth policy.
- A student is responsible for traffic generated by his/her computer.
- The use of peer-to-peer file sharing software generates large amounts of traffic over the network and is therefore prohibited.
- Downloading of movies, videos and music from illegitimate sources is prohibited.
- Maine Media College reserves the right to re-evaluate the applicable bandwidth, and may apply quotas to all traffic to and from the Workshops network.
- The intention of quota management in this policy is to avoid bandwidth consumption becoming a disciplinary issue. If any student is observed to take action to bypass or otherwise contravene the spirit of this policy, then the disciplinary process quoted below will apply.

Exceptions:

- A Student who has genuine academic reasons for wishing to use a large amount of network bandwidth should discuss his/her requirement with the IT Department. However, before approaching the IT Department he/she should first gain support for their request from a faculty member.
- Such requests will normally be granted, provided that their impact on the use of the network is not detrimental to the community as a whole. It may be required that such work be done during specific hours.

Disciplinary Process:

- A tiered disciplinary approach is observed, with the severity of action escalating. **First Instance**, a warning email or letter is sent to a student and the administration office.

Second Instance, a student's computer is disconnected from the network for 2 weeks. A reconnection charge of \$20 applies. Reconnection is conditional upon further verification of removal or absence of peer-to-peer file sharing software.

Third Instance: A student's computer is disconnected from the network for the remainder of the academic year.

WIRELESS NETWORK POLICY

Date Revised:

July 2009

Overview

Wireless networking offers great benefits to staff and students at Maine Media College. The design of the campus wireless network has been carefully planned. Maintaining the security and efficiency of the network requires strict control and adherence to policy.

The intention of this policy is to define roles and responsibilities for the design of any emerging wireless network, the installation, registration and management of wireless access points, adequate management and allocation of the wireless frequency spectrum and the services offered to end users for wireless access.

Statement of Authority and Scope

This policy applies to all wireless network devices using the College's IP space. It covers all wireless connections to the college network. The IT Manager is responsible for the operation and management of the Maine Media College network infrastructure. In order to ensure reliability, integrity and interoperability between the wired and wireless domains it is the responsibility of the IT Manager to ensure the design, management and appropriate use of the campus wireless infrastructure is in accordance with best practice and existing policies.

The Policy

1. Non-college owned wireless equipment is not to be connected to the College wireless network without the IT Manager's authorization.

Security

Due to the nature of wireless networks the following additions should be noted:

- If a serious security breach is in progress The IT Manager or College staff person may disconnect any wireless network from the college network from the LAN immediately.
- The IT Manager or College staff person may disconnect any wireless network from the college network whose traffic patterns seem unusual or suspicious.

Date Revised:

July 2009

A copyright holder retains certain exclusive rights, including the right to make and distribute copies. The copyright law states that it is illegal to make or distribute copies of copyrighted material without authorization. The only exception is the user's right to make a backup copy for archival purposes if not already provided by the manufacturer. The organization prohibits the illegal duplication of software.

The organization licenses the use of computer software from a variety of outside companies. The organization does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it. Students may use the software only in accordance with the related license agreement, and on dedicated organization computers. Students learning of any misuse of software or related documentation within the organization are to notify the President or Director of Education.

According to U.S. Copyright Law, unauthorized duplication of software can be subject to civil damages and criminal penalties.

600.11

COMMUNICATION WITH NEWS ORGANIZATIONS

Date Revised:

August 2008

The President and Director of Marketing are the only individuals responsible for communications with news organizations and are the only individuals authorized to represent the organization's positions, policies and information about staff, faculty, students, or campus events.

A Student needing a press release or with an idea for a press release should make inquiry to the marketing department.

600.12

CLASSROOM AND PRESENTATION NOISE

Date Revised:

August 2008

Maine Media College exists in a residential neighborhood; as such care must be taken to be a respectable community member. Excessive noise should be avoided especially during evening hours. Town ordinance states that no amplified sound be audible outside of a building after 10pm.

600.13

Pet Policy

Date Revised:

April 2009

Maine Media College does not deter employees or students from bringing their pets to campus provided that the pet is not to be a nuisance, does not pose any health or safety issues, does not risk harming sensitive equipment, and that individuals working in the vicinity of the pet are comfortable with it.

- No pets are allowed in campus housing, dining facilities or classrooms.
- Pet owners are responsible for caring for and cleaning-up after their pets.
- Pets must be under control at all times while outside.
- Staff may bring pets to work provided that they are quiet, clean and that other staff members who share the same space are accepting of the pet.
- Pets must also have had all the proper rabies vaccinations and any other vaccinations a veterinarian may recommend for the specific pet.
- Owner of pet takes sole responsibility for any harm or damages, physical and financial that the pet may cause.

Maine Media College Professional Certificate Evaluation Rubric

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Student _____

Project _____

Mentor _____

Date _____

1. Time on Task:

The student must spend a minimum of 135 hours on task to complete each professional certificate course. Over the ten-week trimester, for each course designated as a studio class, the student spends 45 hours in class, 45 hours in supervised lab, and at least 45 hours additionally to fulfill this requirement. For each course designated as an academic class, the students spends 45 hours in class, and an additional 90 hours outside of class to fulfill this requirement.

	Incomplete	Satisfactory	Excellent
135 hrs per course	Product and process do not reflect required hours on task.	Effort exhibited coincides with required hours on task.	Overall demonstration of above standard effort on task.

2. Development of skills and techniques, the creative process and direction:

The faculty evaluates the student’s work under consideration for evidence of progress in refining craft and other elements of facture specifically related to their art forms. This element of evaluation is reviewed with regard to the following dimensions:

	Dissatisfactory	Satisfactory	Exemplary
a. Self-reliance and confidence within the creative process	A lack of self-direction within the creative process; dependence on feedback to define vision.	Work reflects the development of a self-sustaining process; ability to evaluate relevant feedback.	Consistent and respectful pursuit of an independent vision. Sage use of feedback to complement work.

	Dissatisfactory	Satisfactory	Excellent
b. Skills and techniques	Skills in chosen media insufficient to support the development of creative vision.	Fluent in chosen media; applies skills to support concepts and intentions.	Innovative and adaptive applications of chosen media to support artistic direction.

	Dissatisfactory	Satisfactory	Exemplary
c. Professional and creative goals	Lack of direction and awareness of goals and outcomes of work.	Purposeful direction in development and pursuit of goals.	Superior awareness of goals for professional and creative pursuit.

3. Development of Creative Vision:

Whether the work under consideration is of a studio or an academic nature, the faculty requires that it contribute to the overall artistic maturation of the student. This element of evaluation is reviewed with regard to following dimensions:

	Dissatisfactory	Satisfactory	Exemplary
a. Problem finding and solving	Inadequate awareness of challenges within work; lack of resolve in problem solving; trepidation toward change.	Embraces new ideas, intelligently addresses problems and approaches challenges or risks as elements in the development of a personal voice and vision.	Seeks out challenges and risks in furthering artistic vision; creatively solves challenges within work.

	Dissatisfactory	Satisfactory	Exemplary
b. Engagement with new technologies	Lack of curiosity for new forms of potential importance to a student's work.	Overall awareness of new forms and willingness to investigate integrating new technologies.	Adaptation of new forms and technologies as a complement to artistic vision.

	Dissatisfactory	Satisfactory	Exemplary
c. Consistency and focus	A lack of coherence of effort toward advancement of the work or project.	Work adequately integrates with and advances creative vision	Steadily advancing progress in expanding a coherent artistic vision.

4. Capacity for self-evaluation and participation in critiques:

The faculty makes judgments regarding the development of skills of critical reflection based on a student's participation in critiques of work and reviews of academic projects. This element of evaluation is reviewed with regard to the following dimensions:

	Dissatisfactory	Satisfactory	Exemplary
a. Intentions, concepts, syntax	A lack of written or oral fluency regarding intentions, concepts, and syntax of work.	Developing fluency in written and verbal responses to the product and process of work.	Fluency in medium and confident articulation of creative vision.

	Dissatisfactory	Satisfactory	Exemplary
b. Understanding of the history of the chosen medium; familiarity with contemporary trends in the chosen media.	Inadequate knowledge of history and trends related to chosen medium hinder development of work.	Demonstrate oral and written abilities in the discussion of the history of chosen medium, the discussion of contemporary trends.	Make insightful historical connections that deepen and advance the development of creative vision. Superior written and oral delivery of ideas.