

MAINE MEDIA

COLLEGE

STUDENT HANDBOOK

Professional Certificate Programs

2015 - 2016

Academic Policies & Procedures

| | |
|---|----|
| Mission, Goals & Objectives | 4 |
| Authorization | 5 |
| Academic Freedom | 5 |
| Administrative Committees and Governance Procedures | 5 |
| Student Representation | 6 |
| Professional Certificate Admissions Requirements | 7 |
| Professional Certificate Requirements | 7 |
| Credit Requirements | 7 |
| Transfer Credits | 7 |
| Withdrawal & Refund Policy | 7 |
| Evaluations & Grading | 8 |
| Requirements for Advancement to Final Term | 8 |
| Student Files | 8 |
| End-of-Term Reviews & Exhibition/Screening | 8 |
| Incompletes | 9 |
| Academic Warning | 9 |
| Academic Probation | 9 |
| Tardiness and Absenteeism | 9 |
| Program Evaluation Procedures | 10 |
| Student Educational Financing | 10 |

Program Policies

| | |
|--|----|
| Copyright and Fair Use Policy | 12 |
| Plagiarism Policy | 13 |
| Intellectual Property Ownership Policy and Agreement | 13 |
| Production Policies | 14 |
| Clearances, Permits & Releases | 14 |
| Photography Policy for Working with Models | 14 |
| Library and Learning Resources | 15 |
| Student Exhibition of Work | 15 |
| Equipment Security Deposit | 15 |
| Actors | 16 |
| Technical Department Policy | 16 |

Student Rights & Responsibilities

| | |
|--|----|
| Prohibition of Harassment and Intimidation | 17 |
| Student Grievance Policy | 18 |
| Drug Free Campus | 19 |
| Non-Smoking | 19 |
| Alcohol on Campus | 19 |
| Administrative Probation | 20 |
| Administrative Dismissal | 20 |
| Personal Information | 20 |

Campus Policies

| | |
|--|----|
| Student Accident/Injury Insurance..... | 21 |
| Health Insurance Information..... | 22 |
| Severe Weather & Class Cancellation..... | 22 |
| Fire..... | 22 |
| Campus Walkways..... | 22 |
| Weapons and Firearms..... | 22 |
| Emergencies..... | 23 |
| Network Bandwidth Policy..... | 25 |
| Wireless Network Policy..... | 25 |
| Computer Software Duplication..... | 26 |
| Communication with News Organizations..... | 26 |
| Classroom and Presentation Noise..... | 26 |
| Pet Policy..... | 27 |

Appendices

Professional Certificate Program Evaluation Rubric

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

Academic Policies and Procedures

Mission, Goals & Objectives

Mission

Maine Media Workshops + College (MMW + C) educates and inspires visual artists and storytellers. The school delivers degree and certificate programs, workshops, intensives, and cooperative labs geared to students pursuing creative work in fine arts and media-related professions. MMW + C is a welcoming community that provides lifetime opportunities to explore the practice and concepts of media arts in photography, filmmaking, design and book arts as well as the converging applications of these dynamic media forms. MMW + C embraces historical processes as well as leading-edge technologies in image making and narrative expression.

MMW + C is committed to fostering creativity, culture, and human communication in the world.

The goals of MMW + C are to:

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

The objectives of the MFA 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 independent creative vision and fluent understanding of art making techniques and practices culminating in the successful completion and public presentation of the MFA thesis project;
- Participate in critiques with members of the College community and strive for rigorous self-evaluation and growth as evidenced by the consistent and purposeful development and pursuit of coherent goals;
- Demonstrate, both orally and in writing, competence in interpretative analysis of creative work and in situating the work in appropriate historical, cultural and social contexts culminating in the successful completion, presentation and discussion of the MFA thesis paper.

The objectives of the College Professional Certificate Programs 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.

The objectives of the Workshops are to 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 Maine Media community.

Authorization

Maine Media College is authorized by the state of Maine to grant the Master of Fine Arts degree.

Academic Freedom

MMC protects the rights of faculty members and students to freely seek, explore and express information, opinions and ideas without restriction or interference. Faculty members are free to express their own opinions in the classroom, however, they should be cautious about discussing controversial issues unrelated to the subject matter. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

Administrative Committees and Governance Procedures

College Administration

The President is responsible for the operation and administration of MMC, including efficient and effective budget and program administration, leading the College to accomplish its educational mission, monitoring educational and financial performance, and serving as the college's key spokesperson. The President reports regularly to the Board of Directors on the affairs of the College. The President supervises the senior staff: the Vice President of Academic Affairs (VP AA), the Director of Finance and Administration, the Registrar, the MFA Program Chair, Director of Marketing, Development Coordinator and the Information Technology Manager.

The VP AA is the chief academic administrator for the college and oversees and evaluates all of its programs. The VP AA conducts regular assessments of programs in regard to their compliance with academic standards and the goals and objectives of the College outlined in its literature. The person in this position is responsible for oversight of accreditation processes and maintenance of accreditation standards. Jointly, the VP AA and the President establish those committees necessary to conduct the academic business of the College and evaluate their performance. The VP AA works with other administrators to maintain appropriate documentation of student and faculty records. The VP AA reports directly to the President of the College.

Professional Certificate (PC) Faculty

The PC Faculty consists of all faculty who teach in the PC program, as well the President and VP AA of the College. The PC Faculty meet three times each trimester to discuss student progress, special issues and College policies. The VP AA, or designee, sets the agenda, convenes and runs the meetings. The composition of the PC Faculty may change each trimester depending upon the make-up of Adjunct Faculty in the program. The PC Faculty have no governance responsibilities but may refer any issues to the Academic Standards Committee. Minutes of these meetings, and copies, are filed in the VP AA's office.

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. 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.

Professional Certificate (PC) Program Chairs

Each area of specialization within the PC program has a Chair. The President appoints Chairs. Program Chairs are responsible for overseeing the admission and recruitment process for prospective students. PC program Chairs serve as the primary advisor for students enrolled in their area of specialization. This includes student grievances, academic warnings, in addition to advising students in the successful completion of all program requirements.

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 Vice President of Academic Affairs and the 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 Chairs, Vice President of Academic Affairs, and PC Curricular Faculty.

Academic Standards Committee

The Academic Standards Committee is responsible for ensuring that all curricular programs at Maine Media College are consistent with its mission and goals. The Academic Standards Committee meets annually in February of each year or on an ad hoc basis if there are issues or recommended changes to address. The Academic Standards Committee is chaired by the Vice President of Academic Affairs and includes all program heads and one MFA Faculty Member appointed annually by the MFA Steering Committee. In matters concerning the MFA that have implications pertaining to broader, institutional goals, the Academic Standards Committee is consulted to ensure that such changes to MFA program objectives, policies, and procedures emerging from MFA Committee meetings are aligned with institutional goals. Generally, changes that are not substantial are simply reported to the Academic Standards Committee.

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 Vice President of Academic Affairs decides tie votes. The members of the Financial Aid Committee consist of the following: College President, Registrar, Director of Finance and Administration, Vice President of Academic Affairs, the MFA Program Chair and PC Program Chairs are consulted as appropriate.

Student Representation

During the first week of each program, students are asked to elect a Student Representative. The President and Vice President of Academic Affairs 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.

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.

Professional Certificate Requirements

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 fall, winter and 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.

Credit Requirements

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.

Transfer Credits

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 for a 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.

Withdrawal and Refund Policy

Enrollment is limited in our programs, so once a student has been accepted, full participation is important, and students are expected to attend. If 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 not receive 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.

Evaluations & Grading

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 |

Requirements for Advancement to Final Term

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

Student Files

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 files immediately after reading.

End of Term Reviews & Exhibition / Screening

During the final week of the program, 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.

Incompletes

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 Vice President of Academic Affairs. 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)

Academic Warning

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.

Academic Probation

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.

Tardiness and Absenteeism

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.

Program Evaluation Procedures

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 Vice President of Academic Affairs and individual faculty members once grades have been submitted for the term.

Student Educational Financing

Maine Media is committed to providing financial assistance to its Professional Certificate students as they pursue their craft. To that end, the following loan program has been implemented.

Loan Limits

Full-time students may apply for loans from a minimum of \$1,000 to a maximum of \$9,000. All loan proceeds will be applied to tuition and lab fees. No loan dollars will be distributed directly to the student at any time to be used for class materials, personal expenses, travel, or off campus housing expenses.

Loan proceeds will be pro-rated. No loan \$ is available for the 1st trimester of the program. No loan \$ will be applied unless the 1st trimester is paid in full before the beginning of the 2nd trimester.

A loan maximum of \$4,500 is available for the 2nd trimester of study. The balance of the 2nd trimester must be paid in full in order to continue to the 3rd trimester. A loan maximum of \$9,000 (less any loan proceeds used for the 2nd trimester) is available for the 3rd trimester of study.

Loan repayment begins 60 days after completion of the program, or in the case of withdrawal, 60 days from program withdrawal date. In the case of withdrawal, the loan balance will be adjusted to whatever funds are owed to the school at time of withdrawal. Payment is required whether or not a passing grade in the class was received. Monthly payment amounts will be set at the time the loan agreement is signed. The maximum loan length is 60 months, negotiated at time of approval. Interest is accrued at less than prevailing bank rates and will also be determined at the time of loan approval.

Students must maintain a cumulative GPA of 2.0 in order to keep their financial aid. Failure to maintain this GPA may result in loss of funding.

Loan Qualifications

Students must complete a loan application that requires disclosure of personal financial information including all assets both real and liquid. In addition, student must also have completed the Budget Worksheet provided to the student at the time of acceptance. The Federal FAFSA application was consulted in the development of the MMC application

Students under the age of 24, single, no dependents, are required to provide parental financial information and tax returns as is currently required by the FAFSA application.

Students with insufficient credit to sign a loan on their own merit will be required to have a loan co-signer. In the event a co-signer is required, financial information of the co-signer will be required.

Scholarships

The Paul Caponigro Scholarship The Paul Caponigro Scholarship was established in 2009 to honor one of the foremost landscape photographers of the 20th century. Paul has been a part of the Workshops community since its earliest days and his teaching has influenced generations of photographers. Focused on supporting students at Maine Media College, the scholarship was endowed anonymously as part of the New Vision Campaign. This year the scholarship will be awarded to one or more students in the College's Professional Certificate program. More information is available by contacting the Registrar at registrar@mainemedia.edu

The Arnold Newman Scholarship Recognized as the “Father of Environmental Portraiture” and acknowledged as one of the great masters of photography in the 20th century, Arnold Newman shared his wealth of experience as a teacher at the Workshops for over 30 years. The Arnold and Augusta Newman Foundation has established an endowment at Maine Media College and Workshops to provide scholarships to students. More information is available by contacting the Registrar at registrar@mainemedia.edu

Workstudy Maine Media College offers students the option to work on-campus for pay, which is then applied toward the cost of attending the College. Work Study students work in the offices, labs, studios, technical departments, performing general duties. Work Study students may work from 10 to 20 hours a week at a rate of \$7.50/ hour. Students on workstudy are paid weekly, with standard deductions, or may have the net amount applied toward their tuition and fees balance. These earnings are counted as income and will be taxed accordingly. Workstudy students must cover the remainder of their tuition, lab fee and materials, room and board through other financial aid packages. Requests for Workstudy must be made and approved no later than 4 weeks before the start of each term.

Outside Funding Sources

Military Veterans Benefits The U.S. Department of Veterans Affairs has approved Maine Media College's Professional Certificate Program and MFA degree program as educational programs eligible for the Post 9/11 GI Bill. Veterans who performed active service duty after September 10, 2001, as well as current military members and eligible dependents, seeking training in the fields of filmmaking, photography, or multimedia, can visit www.gibill.va.gov/ for benefit information.

Program Policies

Copyright and Fair Use Policy

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 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.

Plagiarism Policy

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.

Intellectual Property Ownership Policy and Agreement

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

The Student 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 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 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 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 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) 2015 Filmmaker's Name/Maine Media College. There may be instances in which the College Vice President of Academic Affairs 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 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.

Production Policies

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.

Clearances, Permits, Talent & Releases

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.

Photography Policy and Working with Models & Talent

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 polices are available in the program offices.

Library and Learning Resources

The Maine Media College Library is located in the Haas Building. There are standard reference works, both specialized and general, as well as periodicals 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. A variety of DVDs are available for research and to be signed-out in the Film Program Office, on the third floor of NIC.

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.

Student Exhibition of Work

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.

Equipment Security Deposit

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 Department 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 \$1,000. There must be \$1,000 available at this time. Debit cards are not accepted. Students receive a receipt to bring to the Technical Department or Digital Service Department 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.

Actors

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.

Technical Department Policy

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.

Student Rights and Responsibilities

Prohibition of Harassment and Intimidation

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 is 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, the VP AA, 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 College President.
4. All complaints are handled in a timely manner. Information concerning your complaint is 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 College President's designee investigates complaints promptly. If valid, s/he determines 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 College President within 10 working days of the determination.

No retaliatory measures taken against any student who makes a report of harassment are permitted. Any person found to have retaliated against another individual for reporting harassment is 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

Student Grievance

The primary objective of the grievance procedure is to ensure that student concerns are promptly addressed, and that resolutions are reached in a fair and just manner. PCVS students at Maine Media Workshops + College may file a grievance through this procedure.

A grievance is defined as dissatisfaction occurring when a student believes that any decision, act, or condition affecting him or her is illegal, unjust, or creates unnecessary hardship. Such grievances may concern, but are not limited to, the following: academic problems; wrongful assessment of fees; records and registration errors; and discrimination because of race, national origin, sex, marital status, religion, age, or disability. Complaints covered by policies already in place (i.e., Prohibition of Harassment and Intimidation, Drug Free Campus, Smoking, Alcohol on Campus, Plagiarism, Withdrawal from Program Refund Policies, etc.) are excluded from this policy.

Prior to invoking the procedures described below, the student is strongly encouraged to discuss his or her grievance with the person(s) alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance.

Regarding an academic concern, if a student elects to bypass the above or is dissatisfied with the response, the student is encouraged to seek counsel from the Program Chair. If the student is still dissatisfied he/she may present the grievance in writing to the Academic Standards Committee via the Vice President of Academic Affairs. A hearing of the grievance before the Academic Standards Committee will be scheduled within 10 days of receipt of the written grievance should it be required to resolve the grievance. The Committee will respond to the student in writing within one week from the date of the hearing.

If the grievance is non-academic in nature (i.e., disciplinary, financial aid, records) the student is encouraged to seek counsel from the Program Chair. If the student is still dissatisfied he/she may present the grievance in writing to the Academic Standards Committee via the Vice President of Academic Affairs. A hearing of the grievance before the Academic Standards Committee will be scheduled within 10 days of receipt of the written grievance should it be required to resolve the grievance. The Committee will respond to the student in writing within one week from the date of the hearing.

A grievance against a Program Chair or the Vice President should be submitted to the President of the College.

Regardless of the situation, no member of the College community may harass or retaliate against a student who has filed a grievance under the College grievance procedure.

Drug Free Campus

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 follows.

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.

Smoking

Effective June 1, 2015 MMW + C is a smoke – free campus.

Alcohol on Campus

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 is 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/mellllaws.htm>.

Administrative Probation

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 Vice President of Academic Affairs, 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.

Administrative Dismissal

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.

Personal Information

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

Campus Policies

Student Accident/Injury Insurance

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 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.

Health Insurance Information

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

Severe Weather & Class Cancellation

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.305.

Fire

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 | Staff parking area |
| Haas Building | Student parking area |
| Photo Labs, Film office, Film Sound Stage | Student parking area |
| Marshall House | Marshall House parking area |
| Campus Residence | Campus Residence parking area |
| Windjammer Residence | Windjammer Front parking area |

Campus Walkways

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.

Weapons and Firearms

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.

Emergencies

In the event of an injury to an individual participating in or supporting Maine Media programs, the following procedures should be followed.

General Guidelines

Responsibility:

If an injury occurs in a class situation, the TA for the class should carry out the accident procedures. In the event that the class does not have a TA or it is the TA that is injured, the Instructor of the class should have emergency contact information. In the case of workstudy, the staff member overseeing the workstudy students should carry out the injury procedures.

If the injury occurs outside class time, but on campus, the first staff member on the scene should carry out accident procedures.

Injury Procedures:

- Evaluate the situation
- If minor injury render assistance as requested by the injured party. Please see page 2 for locations of first aid kits.
- In the event of a more serious injury immediately dial 911. Stay on the line and follow instructions from the dispatcher until the ambulance arrives. If there is any doubt re: the seriousness of the injury call 911.
- Do not attempt to transport the injured individual in personal vehicles.
- Whenever possible remove other individuals from the area. Do not allow them to interfere with the injury procedures unless their assistance is helpful to the situation.
- Stay with the individual until trained help arrives. Be prepared to provide data to emergency responders. For example person's name, description of the incident.
- Be sure someone accompanies the injured party to the hospital and stays with them until other staff arrives.
- As soon as the individual's safety is assured, immediately contact one member of the Campus Oversight team: President, Vice President of Academic Affairs, Dir, Student Services, Dir, Finance and Administration. This should be personal contact-not an e-mail or voice mail. Contact numbers are listed below. The person contacted will then alert other members.

A member of the team will be assigned to contact family or relatives, if needed.

- Within 24 hours a detailed incident report must be provided to the Finance Office by the person responsible on the scene and/or the person giving assistance. Please be detailed and thorough. It is important that the names of all persons present at the event be listed. This report will be distributed to all members of the Campus Oversight team. Please be available to discuss the incident report with the Dir, Finance and Administration or the Business Manager.

Incident forms can be found in the Forms & Documents database, the Finance Office (Shepherd) or the Haas mailroom.

Physical Campus Addresses in event of 911 or ambulance call:

Main campus including Homestead, Kitchen, NIC, Haas, Soundstage, Tech Barn and Post: **70 Camden Street, Rockport, ME 04856**

** be prepared to give the specific building and location on campus.

Campus Residence

69 Camden Street, Rockport, ME 04856

Marshall House

71 Camden Street, Rockport, ME 04856

Ranch House

60 Camden Street, Rockport, ME 04856

Kate’s Cottage

49 Camden Street, Rockport, ME 04856

Shepherd Building

18 Central Street, Rockport, ME 04856

Windjammer Dorm

242 Commercial Street, Rockport, ME 04856

Location of First Aid equipment and boxes

Eye Wash Equipment

Eye wash equipment is located in both the Haas and NIC labs and should be used in case of accidental chemicals in the eye.

First Aid Kits

Campus Residence – One in housekeeping office, one in Residence Manager apartment

Haas Building – in mailroom on white table

Kitchen – on wall in kitchen just off homestead hallway (large kit)

Labs – Haas: inside front door on shelf with towels, NIC: on shelf with towels and film carriers

NIC Building – 2nd floor DSD office, 3rd floor conference area

Shepherd Building – located in the 3rd floor finance office

Sound Stage – on wall inside main door

Tech barn – on wall behind Tech Managers desk (large kit). Also services Soundstage and Post

Vans – side pocket in some vans, under front seat in others (depends on where they best fit)

Windjammer – One with Young Artist Manager (large kit), one in housekeeping office

Instant ice packs are available for burns and bruises at the kitchen, windjammer and tech barn.

Emergency contact numbers:

911

MMW+C after hour’s emergency line 207-691-4258 Can be contacted after hours if assistance is needed.

Pen-Bay Medical Center

207-236-2027

Maine Poison Control

1-800-442-6305

Campus Oversight Team:

President, Meg Weston

207-236-8581 x 350 cell: 207-650-8937

VP Academic Affairs, Elizabeth Greenberg

207-236-8581 x 353 cell: 207-542-2238

Dir, Student Services, Kerry Curren

207-236-8581 x 303 cell: 207-236-2705

Dir, Finance and Admin, Cathi Finnemore

207-236-8581 x 360 cell: 207-542-5327

Network Bandwidth Policy

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 any copyrighted materials (e.g. ebooks, software, music, videos and movies) 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

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

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.

Computer Software Duplication

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 Vice President of Academic Affairs.

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

Communication with News Organizations

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.

Classroom and Presentation Noise

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.

Pet Policy

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**
Copyright © MMC Rockport, Maine 2015

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. |

