

MAINE MEDIA

COLLEGE

Student Handbook:
Professional Certificate Program

2017- 2018

NOTICE

The reader should take notice that this Handbook is not a contract. Maine Media College provides the information herein solely for the convenience of the reader and reserves the right to make changes at any time without prior notice.

TABLE OF CONTENTS

| | |
|---|-----------|
| 150.000 – DISCIPLINARY AND GRIEVENCE POLICIES & PROCEDURES | 3 |
| 150.300–ACADEMIC WARNING | 3 |
| 150.310–ACADEMIC PROBATION | 4 |
| 150.320–TARDINESS & ABSENTEEISM | 5 |
| 150.360–ADMINISTRATIVE PROBATION..... | 6 |
| 150.370–ADMINISTRATIVE DISMISSAL | 7 |
| 160.000 – STUDENT SERVICES & POLICIES | 8 |
| 160.030 – LIBRARY & LEARNING RESOURCES | 8 |
| 160.080–STUDENT FINANCING | 9 |
| 160.300–ADMINISTRATIVE COMMITTEES & GOVERNANCE PROCEDURES | 11 |
| 160.310 – LONG TERM RESIDENT STUDENT | 13 |
| HEALTH, ACCIDENT & INJURY INSURANCE | 13 |
| 160.320–STUDENT FILES..... | 15 |
| 190.000 – ACADEMIC POLICIES & PROCEDURES | 16 |
| 190.300–PROFESSIONAL CERTIFICATE ADMISSIONS REQUIREMENTS | 16 |
| 190.310–PROFESSIONAL CERTIFICATE REQUIREMENTS | 17 |
| 190.320–CREDIT REQUIREMENTS | 18 |
| 190.330–TRANSFER CREDITS..... | 19 |
| 190.340–WITHDRAWAL & REFUND POLICY | 20 |
| 190.350–GRADING & EVALUATIONS | 21 |
| 190.360–REQUIREMENTS FOR ADVANCEMENT TO FINAL TERM | 22 |
| 190.370–END OF TERM REVIEWS, EXHIBITION & SCREENING | 23 |
| 190.380–INCOMPLETES | 24 |
| 190.390–EVALUATION PROCEDURE..... | 25 |
| 190.400–ACTORS..... | 26 |
| 190.410–EQUIPMENT SECURITY DEPOSIT..... | 27 |
| 190.420 –PERMITS & RELEASES | 28 |
| 190.430 –TECHNICAL DEPARTMENT POLICY | 29 |
| 190.440 –PHOTOGRAPHERS: WORKING WITH MODELS POLICY | 30 |
| 190.450 –PRODUCTION POLICY | 31 |
| 250.000 – APPENDICES | 32 |
| 250.010–PROFESSIONAL CERTIFICATE PROGRAM EVALUATION RUBRIC..... | 32 |

150.000 – DISCIPLINARY AND GRIEVENCE POLICIES & PROCEDURES

150.300–ACADEMIC WARNING

Date Revised: September 2016

POLICY

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.

PROCEDURE

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

150.310–ACADEMIC PROBATION

Date Revised: September 2016

POLICY

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.

PROCEDURE

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.

150.320–TARDINESS & ABSENTEEISM

Date Revised: September 2016

POLICY

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.

PROCEDURE

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.

150.360–ADMINISTRATIVE PROBATION

Date Revised: September 2016

POLICY

A student placed on probation is under a formal warning that the Faculty and staff are considering the students behavior, attitude and performance closely.

PROCEDURE

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.

150.370–ADMINISTRATIVE DISMISSAL

Date Revised: September 2016

POLICY

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.

PROCEDURE

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

160.000 – STUDENT SERVICES & POLICIES

160.030 – LIBRARY & LEARNING RESOURCES

Revised: September 2016

POLICY

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.

PROCEDURE

Most of the library materials are for research use only, and are non- circulating. However, videotapes and selected text books and other course materials are available for loan. The loan period is one week. Special arrangements may be made for faculty members and graduate students to use materials for longer periods. All patrons must sign out materials with the business office, leaving name, contact information, and, in the case of video tapes, a major credit card.

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. MMC students also have access to University of Maine libraries with a valid MMC identification card.

Non-resident students are required to establish relationships with their local research libraries, most of which convey privileges to students with a valid college identification card. In the event that a local library is resistant to extend privileges to a MMC student, MMC staff will attempt to broker access.

160.080–STUDENT FINANCING

Date Revised: September 2016

POLICY

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.

PROCEDURE

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 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.

160.300–ADMINISTRATIVE COMMITTEES & GOVERNANCE PROCEDURES

Date Revised: September 2016

POLICY

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.

160.310 – LONG TERM RESIDENT STUDENT HEALTH, ACCIDENT & INJURY INSURANCE

Date Revised: September 2016

POLICY

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.

PROCEDURE

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.

160.320–STUDENT FILES

Date Revised: September 2016

POLICY

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.

PROCEDURE

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.

190.000 – ACADEMIC POLICIES & PROCEDURES

190.300–PROFESSIONAL CERTIFICATE ADMISSIONS REQUIREMENTS

Date Revised: September 2016

POLICY

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.

190.310–PROFESSIONAL CERTIFICATE REQUIREMENTS

Date Revised: September 2016

POLICY

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.

PROCEDURE

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.

190.320–CREDIT REQUIREMENTS

Date Revised: September 2016

POLICY

A Professional Certificate student must earn 48 quarter-hour credits to receive the certificate.

PROCEDURE

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.

190.330–TRANSFER CREDITS

Date Revised: September 2016

POLICY

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-.

PROCEDURE

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.

190.340–WITHDRAWAL & REFUND POLICY

Date Revised: September 2016

POLICY

Enrollment is limited in our programs, so once a student has been accepted, full participation is important, and students are expected to attend.

PROCEDURE

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.

190.350–GRADING & EVALUATIONS

Date Revised: September 2016

POLICY

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.

PROCEDURE

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 |

190.360–REQUIREMENTS FOR ADVANCEMENT TO FINAL TERM

Date Revised: September 2016

POLICY

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

190.370–END OF TERM REVIEWS, EXHIBITION & SCREENING

Date Revised: September 2016

POLICY

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.

PROCEDURE

The faculty completes a written evaluation of each student's progress and work. A public final exhibition of photography, screening of films and multimedia pieces is held.

190.380–INCOMPLETES

Date Revised: September 2016

POLICY

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.

PROCEDURE

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)

190.390–EVALUATION PROCEDURE

Date Revised: September 2016

POLICY

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.

PROCEDURE

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.

190.400–ACTORS

Date Revised: September 2016

POLICY

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 their parent or legal guardian. All releases will be kept on file in the Film Office. Students must also keep a copy for their records.

PROCEDURE

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.

190.410–EQUIPMENT SECURITY DEPOSIT

Date Revised: September 2016

POLICY

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.

PROCEDURE

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, Digital Service Department or Studio 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.

190.420 –PERMITS & RELEASES

Date Revised: September 2016

POLICY

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.

PROCEDURE

Students are responsible for completing specific forms 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.

190.430 –TECHNICAL DEPARTMENT POLICY

Date Revised: September 2016

POLICY

Film students must fully understand and agree to policies the Technical Department issues for checking out equipment.

PROCEDURE

A student should make inquiry to the Technical Department on Campus for the most current policy.

190.440 –PHOTOGRAPHERS: WORKING WITH MODELS POLICY

Date Revised: September 2016

POLICY

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.

PROCEDURE

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.

190.450 –PRODUCTION POLICY

Date Revised: September 2016

POLICY

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

PROCEDURE

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.

250.000 – APPENDICES

250.010–PROFESSIONAL CERTIFICATE PROGRAM EVALUATION RUBRIC

Date Revised: September 2016

Maine Media College Professional Certificate Evaluation Rubric

Copyright © MMC
Rockport, Maine 2016

Student _____

Project _____

Mentor _____

Date _____

1. Time onTask:

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. |