

**Communication, Journalism & Media Department**  
Policies and Procedures Fall 2023 | *Updated 8/30/23*

The CJN-Media department seeks to create a safe space for all—students, staff and faculty. We have instituted the following policies to create this inclusive space. This document also outlines the procedures for accessing equipment and facilities at Suffolk University. We aim to keep our facilities in good condition to ensure that we can all continue to utilize them to learn and create. Anyone who does not comply with the guidelines is subject to disciplinary action. (See [Dean of Students](#) for [student non-compliance](#); see [HR](#) for employee non-compliance.)

**Edit Lab: Samia 417**

- The edit lab is an open and inclusive space for students to plan and complete media projects.
- The edit lab is open for all Suffolk-enrolled students M-F 7 am - 7 pm. Students are encouraged to use the designated open computers and open tables and chairs. Marked workstations are reserved for students currently enrolled in a production class.
- Students currently enrolled in production classes have swipe access to the edit lab and can access it Monday to Thursday 7 am – 11 pm, Friday 7 am – 7 pm, and on the weekends from 9 am – 5 pm. Students are permitted to swipe only themselves in during these extended hours. If there are activities scheduled, the Samia building will be open on the weekend. If not, students can contact campus security (located in Sawyer and Stahl 24/7) to open the front door. On public holidays, access to the Samia building is at the discretion of campus security. Students should not rely on being able to access the edit lab on a public holiday or when the University is officially closed. Open hours of the edit lab area are subject to the University's set hours for the Samia Academic Center. If the building open hours are changed, the edit lab hours may be impacted as well.
- Designated work stations are available on a reservation basis. To reserve, please see media lab coordinator Daniel C. Weidknecht or email him at [dcweidknecht@suffolk.edu](mailto:dcweidknecht@suffolk.edu).
- Closed drinking containers are permitted throughout the edit lab. Eating and drinking is allowed only on open tables without computers.

**4th Floor Classrooms**

- The Production Lab 417K may be used outside of scheduled class time by students currently enrolled in a CJN production class that requires video or photography as part of its course work. To schedule the space, please email media lab coordinator Daniel C. Weidknecht at [dcweidknecht@suffolk.edu](mailto:dcweidknecht@suffolk.edu).
- 417C, the voice over recording space, is available for voice-over recording sessions. A student can ask media lab coordinator Daniel C. Weidknecht or another staff member on duty to unlock the studio.
- To ensure the safety of all, students will follow signage on the 4th floor of Samia.
- Closed drinking containers are permitted in the classroom. No other eating or drinking is allowed in the classrooms.

**TV Studio: 73 Tremont St. 1st Floor / Phone: 617-994-6807**

- Hours: Monday to Friday from 9 am – 5 pm
- A schedule will be created indicating open slots for students to create original work. For students to schedule time in the TV Studio, they can contact Jerry at [gglendye@suffolk.edu](mailto:gglendye@suffolk.edu) or Patrick at [plys@suffolk.edu](mailto:plys@suffolk.edu). Please note the studio cannot be reserved when production classes are in session.

**Equipment Vending: Samia 419 / Phone: 617-573-8201**

- Each class that requires video production has been assigned specific equipment packages for students to create their projects. Students can check out equipment allocated to the production course(s) in which they are currently enrolled. The vending is free of charge.
- Valid student ID is required for vending equipment.
- Students participating in Independent Studies, Internships, and Suffolk in the City (SITC) may check out equipment. They will seek prior approval by the CJN-Media Department Chair.

- Equipment is vended on a 72-hour basis during the week. Equipment checked out Fridays will be due on Monday. If the 72-hour window coincides with a holiday or break, the equipment will be due the day school reopens.
- In special cases, if a student needs more than 72 hours to complete an assignment, they must fill out a [request form](#) prior to pickup. Requests will be considered on a case-by-case basis.
- To ensure everyone's safety, students will adhere to all signs posted outside Samia 419.
- When checking out equipment, students will ensure the items they are checking out are complete and in good working order.
- Damaged or Lost Equipment: Students are responsible for lost, stolen, missing or damaged equipment while in their possession. Students who return equipment that is damaged will be responsible for the repair or replacement cost up to \$250 per damaged item payable to the department. If equipment is lost or stolen, the student is responsible for the full replacement cost of the missing items payable to the department. The cost of the repair or replacement will be determined by the Media and Technical Equipment Manager. Should the student not have reimbursed the department by the end of the respective semester during which the equipment loss occurred, the student will receive an NG in the course until the reimbursement has occurred. The NG may keep the student from graduating.
- Please take care of the equipment as if it were your own and be honest if there is an accident. Official equipment violations include returning equipment after the approved return time, mistreating equipment or facilities, and damaging equipment without informing staff.
- Students who violate the lending policies forfeit their privilege to rent equipment for four business days for each violation. The duration of such a suspension will increase by two business days with each subsequent violation. The instructor of the class the student is enrolled in will also be informed of the violation. The instructor is under no obligation to extend an assignment due date.
- If a student returns only a portion of their equipment on time, the rental will be considered late. The suspension will begin once the student returns all overdue equipment. The student cannot take out any equipment until all items have been returned and the suspension has concluded.
- Students are responsible for purchasing their own SD cards, headphones, and external hard drives for editing.
- Student rentals are non-transferrable. Students may not check out equipment and rent it to someone else.
- Enrolled CJN students who have taken Production 1 and are not currently enrolled in production classes are allowed to rent equipment when available. Please note that equipment will be prioritized for students currently enrolled in a production class. Except for exceptional circumstances, students are permitted to check out equipment concurrent with the most advanced production class that they have completed.
- Following the end of finals during the Spring semester, enrolled CJN students are allowed to rent equipment for up to one week at a time. (Requests can be made for longer rentals with an explanation but are not guaranteed.) Requests must be booked at least one business day in advance and walk-ins during the summer will not be permitted. Students are permitted to check out equipment concurrent with the most advanced production class that they have completed. Graduates are allowed to rent equipment through August 1 provided they get approval by a faculty member in email. Please note that staff begins a four-day workweek at the end of May so the vending area will be closed on Fridays during the summer.

**Covid Considerations on Student Productions:**

- Students are required to follow the Covid protocols in the location in which they are filming.

By signing this document, you agree to the aforementioned policies.

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Sign

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Print Full Name

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Date