

## Communication, Journalism & Media Department

Policies and Procedures AY 2021-2022

Updated 9/1/21

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.)

### 4th Floor Classrooms and Edit Lab: *Samia 417*

- The edit lab is an open and inclusive space for students to plan and complete their media projects.
- The edit lab is open for all Suffolk-enrolled students M-F 7 am - 7 pm. Students are welcome 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. 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.
  - 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).
  - 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.
- 417K is the primary classroom for production classes. 414 is a secondary space if a class is not scheduled.
  - 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, students should obtain an email approval from their instructor and then forward that email to [catsupport@suffolk.edu](mailto:catsupport@suffolk.edu) to reserve the space.
- 417C, the voice over recording space, is available for brief voice-over recording sessions. A student can ask media lab coordinator Daniel C. Weidknecht or another staff member on duty to unlock the studio.
- Masks are required in all classrooms in accordance with [current Suffolk University policies](#). Regardless of any updates to Suffolk University policy, we suggest students wear a mask when in close proximity to others (within 3 feet).
- To ensure the safety of all, students will follow signage on the 4th floor of Samia.
- No eating or drinking is allowed in the classroom or edit lab.

### TV Studio: *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.
- Masks are required in all classrooms including the TV Studio in accordance with [current Suffolk University policies](#). Regardless of any updates to Suffolk University policy, we suggest students wear a mask when in close proximity to people (within 3 feet).

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

- Valid student ID is required for vending equipment.
- 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.
- 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.
- If a student would like to extend their reservation, they must fill out a request form from the equipment vending manager, Matthew Dezii, via e-mail ([mdezii@suffolk.edu](mailto:mdezii@suffolk.edu)) prior to pickup. Requests will be considered on a case-by-case basis.
- When Suffolk University [requires masks in the classroom](#), they will also be required in Samia 419.
- 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.
- Students are responsible for lost, stolen, missing or damaged equipment while in their possession. If a student damages or loses equipment, they are required to reimburse the department for the value of the equipment, and the department will procure a replacement. 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.
- 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.
- Outside of the Fall and Spring semesters, vending will only be granted by special permission and on contract basis.

**Student Productions:**

- Students are required to follow the Covid protocols in the location in which they are filming.
- To ensure the safety of students, crew, and participants, students are encouraged to film projects outdoors as much as possible.
- Students are expected to adhere to all [film industry protocols](#) as used in class when they are working on their own projects outside of class time.