GLENDALE
COMMUNITY COLLEGE

STUDENT EXPECTATION IN FILM, TELEVISIN and MEDIA ARTS

DEPARTMENT OF FILM, TV AND MEDIA ARTS REGULATIONS:

It is the policy of GCC Standards of Student Conduct that all rules and regulations specified in the **Administration Regulation Code 5500** are adhere to by all students while working on any GCC production on the GCC property or on a location off campus.

In addition to AR5500, safety requirements identified by the Media Arts department include:

- All on and off campus production must be approved and permits must be obtained before any production begins.
- Any use of any firearms, pyrotechnics or fire in any GCC production or assignments is prohibited.
- Any use of prop weapons, fake weapons or implied weapons in any GCC production or assignments are prohibited.
- Any animals in any GCC production or assignments is prohibited.
- Any use of moving vehicles (camera onboard or not) in any GCC production or assignments is prohibited.
- Proper closed footwear will be worn at all times by all the members of the production crew.
- Proper safety equipment will be use with the use of any and all electrical equipment, including by not limited to the use of fully grounded extension cords, never overloading any electrical circuit, heavy gloves when working with lighting instruments, proper use of department lighting kits.
- Production crews will not work for more than 10 hours in any given 24-hour period. During that 10 hours of production there must be two meal breaks and two 15-minute rest breaks.
- No drugs, alcohol or illegal substances can be on the production location or used during the production day with any and all GCC production assignments or projects.
- No food or drink are allowed in any of the production studios, editing suites or audio rooms.

It is the policy of GCC that all the following rules and regulations are to be adhered to by all FTVM Department students, their talent, actors and any guests in any GCC classroom, studio or on a location environment, on or off campus.

- Following all directions, instructions or guidelines given by the class professor or GCC staff member.
- Follow all direction, instructions or guidelines given by the assigned student Producer or Director.
- Work in a collaborative manner with assigned or chosen production team members on classroom productions or assignments.
- Fulfill all necessary duties, responsibilities and obligations of assigned production positions.

Follow all of latest Department of Film, TV and Media Arts Department Covid-19 Safety Guidelines.

Superintendent/President Dr. Ryan Cornner
Board of Trustees Dr. Sevan Benlian • Yvette Vartanian Davis • Dr. Armine Hacopian • Desirée Portillo Rabinov • Ann H. Ransford

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GCC STANDARDS OF STUDENT CONDUCT FROM 2024/2025 CATALOG PAGE 55 AND ADMINISTRATIVE REGULATION 5500

Prohibited conduct that may subject a student to disciplinary sanctions included, but is not limited to the following:

- Disruption of the orderly operation of the college including, but not limited to the delivery of GCC instructional, administrative, or student services; campus activities sponsored or sanctioned by GCC; other authorized non GCC activities when the act occurs on GCC premises.
- Violation of published GCC rules, Board policies, and administrative regulations.

For any violation of the Film, TV and Media Arts Department guidelines and the GCC Standards of Student Conduct, a student conduct incident report will be submitted to the Division Chair and/or the Office of Student Affairs. Such violations of the college's student conduct policies may lead to immediate dismissal for up to two class sessions while disciplinary conduct is addressed, which may lead to course dismissal.

I have read and understood the course syllabus and guidelines provided by the Film, TV and Media Arts Department.

I have received a copy and have read and understand the Film, TV and Media Arts Department Expectations and the GCC Standards of Student Conduct and agree to abide by its provisions.

_____ _____

Print Name Student ID Number

_____ _____

Signature Date

Superintendent/President Dr. Ryan Cornner
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