

Academic Handbook

**A Guide to Academic and Student Life
in Dodge College
2007-2008**



DODGE

C•O•L•L•E•G•E

*For Students of the Lawrence and Kristina
Dodge College of Film and Media Arts at Chapman University*

Dodge College Academic and Student Life Handbook

2007-08

Introduction

Detailed information on life in Dodge College is available from a number of sources. This Academic and Student Life Handbook covers information applicable to all students, grad and undergrad, in all majors.

The Production Handbook, available at <http://ftv.chapman.edu/students/VPO/manuals.cfm>, focuses on issues and policies specific to productions.

A wealth of other information, including equipment manuals, faculty bios, a link to update your information to receive current messages from Dodge College, and much more, is available on the web at <http://ftv.chapman.edu/>.

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The Administration

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The Staff

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John Snyder	<i>Systems and Equipment Manager</i>	<i>MKS 115</i>	<i>(714) 744-7913</i>	<i>jsnyder@chapman.edu</i>
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Dodge College Front Office		<i>MKS 309</i>	<i>(714) 997-6865</i>	<i>dodgecollege@chapman.edu</i>
The Gold Room		<i>MKS 133</i>	<i>(714) 628-2865</i>	<i>goldroom@chapman.edu</i>
Lab Assistant Desk		<i>MKS 212</i>	<i>(714) 997-6597</i>	
Archive/Media Library		<i>MKS 127</i>	<i>(714) 532-6099</i>	

Regular business hours for Administration and Staff are Monday through Friday, 8:00a.m. – 5:00p.m.

Dodge College structure

Academic Administration

Dean: Bob Bassett

Associate Dean: Dan Leonard

Film Division Chair: Joe Slowensky

Media Arts Division Chair: Janell Shearer

Academic structure: Film and Media Arts Divisions

Dodge College is divided into the Film Division and the Media Arts Division, each supervised by a Chair.

The **Film Division** includes Film Production, Film Studies, Screenwriting and all graduate programs.

The **Media Arts Division** includes Digital Arts, Public Relations and Advertising, and Television/Broadcast Journalism.

Production and post-production management

Production Manager: Michele Kennedy

Post-Production Manager: Richard Boehm

Advisors and advising

Dodge College academic advisor

Within a few weeks of being admitted to Dodge College, you will be assigned an academic advisor within Dodge College. This will be noted in your WebAdvisor account. If at any time you wish to change your advisor, secure a “Change of Advisor” form (in the Front Office, MKS 309), have your new advisor sign it in agreement, and submit it to Vicki Bunkley in the Front Office. You should see the change in WebAdvisor within a few days.

Academic advisement

Contact your assigned advisor to make an appointment to meet. Faculty phone numbers and e-mail addresses are available on the Dodge College Web site and in the Front Office (MKS 309). All full-time professors have six office hours per week available to meet with you. You can also add your name to sign-up sheets that may be posted by their office doors. It is wise to meet well before your registration period with your advisor as most faculty have many students who wish to see them as registration draws near.

Curriculum / classes

Adding a class after the deadline to add

Submit a “General Petition” form (available from the Chapman Web site at www.chapman.edu/RegOffice/OC/forms/petition_UG.pdf or from the Front Office, MKS 309).

Indicate what you are petitioning “To Add FTV (course number) after the last day to add.” Write an explanation as to why you are adding this course late in the section “exception to policy is warranted because...” Take this form to the professor of the class so he or she can approve to add you to the course and, if applicable, indicate that you have been attending and sign it. Submit the signed form to the Film or Media Arts Division Chair (depending upon your major) for approval. If approved by Dodge College, the form will be forwarded to the Registrar. You will be notified via e-mail if your petition is denied. The Registrar will advise you if it has been approved by the university. For university regulations, see <http://www.chapman.edu/catalog/oc/2007-2008/content/1474.htm#o7382> and <http://www.chapman.edu/catalog/oc/2007-2008/content/1474.htm#o1484>

Cancelled classes

If class enrollments are too low, the administration may cancel a class. You will receive an e-mail from the Registrar notifying you if a class is cancelled. If a class for which you are enrolled is cancelled, please see your advisor if you need help finding another class to take in a given semester.

Classes may occasionally be cancelled on a temporary basis, if the professor is ill or has a personal emergency. Every effort will be made to post a notice on the classroom door as soon as the administration is advised of the situation. If classes are cancelled excessively, please notify your Division Chair.

Catalog year

You are assigned to a specific catalog year when you enter Chapman. For freshmen, this is the catalog for the year you begin at Chapman. For transfer students, this is typically the year prior to the year you entered Chapman. If you are unsure of what catalog year you are under, look at your evaluation in WebAdvisor. All catalogs are posted on the Chapman Web site.

Students must meet the degree requirements (general education and major/minor) of the catalog under which they matriculated or may select a later catalog for a year in which they are enrolled. Changing to a later catalog must be requested in writing through the Office of the Registrar and is irreversible. For university regulations, see <http://www.chapman.edu/catalog/oc/2007-2008/content/1474.htm#o1476>

Course substitutions within Dodge College majors

See your advisor to review what substitution(s) you are requesting. Your advisor will complete the “Revision to Program Requirements” form, sign it and forward the form, along with the syllabus or course outline for the course taken at another institution, to the Film Division Chair or Media Arts Chair for approval and forwarding to the Registrar. You should see the substitution on your WebAdvisor within a few days. If your request is not approved by the Chair, you will be contacted by Dodge College. *Note: If you are currently registered for a course that the Chair subsequently substitutes or waives, it is your responsibility to drop that course.*

Dropping a class after the deadline to drop

Submit a “General Petition” form (available from the Chapman Web site at www.chapman.edu/RegOffice/OC/forms/petition_UG.pdf or from the Front Office, MKS 309). Indicate that you are petitioning to “Drop FTV... after the deadline to drop.” Write an

explanation as to why you are dropping late in the section “exception to policy is warranted because....” Take the form to your appropriate Division Chair for his or her approval/signature. If approved by Dodge College, the form will be forwarded to the Registrar. The Registrar will advise you if your petition has been approved by the university. For university regulations, see <http://www.chapman.edu/catalog/oc/2007-2008/content/1474.htm#o7382> and <http://www.chapman.edu/catalog/oc/2007-2008/content/1474.htm#o1484>

Fees

Many classes in Dodge College have a fee attached to them to cover the extraordinary costs of technology and production.

Each class has different budgetary needs. Fees are collected for each class to pay for the supplies, software and services necessary to create the projects dictated by the curriculum.

Class fees collected in advanced production classes are intended to be used to assist students in purchasing or renting items such as film and tape stock; telecine services; grip, camera and lighting equipment, or other necessary materials for the production of class projects.

General petitions

Petitions can also be used for other academic requests that may be an exception to standard policy. Follow the same procedures as for adding or dropping a class after a deadline. Attach any supporting material that would be helpful in determining the outcome of your request. For university regulations, see <http://www.chapman.edu/catalog/oc/2007-2008/content/1474.htm#o7382>

Individual Study

Individual (Independent) Studies are offered “to research particular topics that are not provided for by regular curriculum offerings.” Download a form from the Chapman Web site or obtain a copy in the Front Office (MKS 309). It is extremely important that you read all of the information on the form before completing and submitting it for approval. A syllabus prepared by you and the professor supervising your project must be attached to the form – and for production projects, you will be assessed the standard \$300 production fee. For university regulations, see <http://www.chapman.edu/catalog/oc/2007-2008/content/1474.htm#o1496>

Internships

Internship offerings are posted on the Chapman Web site by the Career Development Center as well as sent out each week to Dodge College students via the e-mail newsletter, *The Slate*. Students may also secure internships through their own connections, but internship employers must then complete the required paperwork through the Career Development Center in order for the student to receive academic credit for the internship. See <http://www.chapman.edu/CDC/students/intern/> There is also a very useful guide to internships on the Virtual Production Office site at <http://ftv.chapman.edu/students/VPO/internships.cfm>

To register for an internship, students must complete an Internship Learning Agreement Form (ILAF), available from the Career Development Center (Argyros Forum 303), which must be signed by both the supervisor at the internship site (the employer) and a faculty advisor. Your faculty advisor will work with you to define your learning objectives and set academic

requirements that you must meet. Please note you are under strict deadlines to complete this form at the beginning of the semester for which you are seeking credit.

Students are required to complete 40 hours of work for each credit of internship, and thus the typical 3 unit internship requires 120 hours of work. However, students may register for one, two or three credits.

Internships may also be completed over Interterm or summer sessions, although students completing an internship for credit during the summer must pay summer session registration fees.

Prerequisites

Many courses, typically upper division courses, have prerequisites that must be completed before you can enroll. Check your catalog for required prerequisites and to determine what semester the prerequisite is offered. Creating a two or four-year plan will help you avoid problems with missing prerequisites. Undergraduate Film Production students, in particular, need to make sure they complete FTV 115, 227, and 237 as early in their academic career as possible, or they may not be able to take FTV 330 and subsequently FTV 331, 430, and 431 prior to their intended graduation date.

Semester offered

The catalog lists what semester courses are typically offered. However, there are changes from time to time based on faculty availability and other factors. Consult with your advisor if a course is not offered as scheduled for alternative plans and an update on when it will be offered.

Senior thesis and graduate thesis films

See the Production Handbook, <http://ftv.chapman.edu/students/VPO/manuals.cfm>.

Study abroad

For information on what programs are available in what countries, see <http://www.chapman.edu/resources/studyAbroad/> Meet with your advisor for guidance on selecting courses that may be acceptable for credit within the major. You should plan your study abroad coursework carefully, particularly in regard to prerequisites, or your time abroad may lengthen the time you need to graduate from Chapman.

Students studying in Cannes may also apply for an internship at the Cannes Film Festival. See <http://www.chapman.edu/CDC/students/intern/international.asp#Cannes>

Transferring credits from another college or university within your major

Make an appointment to see your advisor. Submit a copy of the syllabus or official course outline from the university where you took the course you would like to substitute for a Dodge College course (usually available on their Web site). Review this with your advisor and he or she will make a recommendation as to which Dodge College course it may be substituted. Your advisor will complete a "Revision to Program Requirements" form, sign, and submit the form, along with the syllabus or course outline for the course taken at another institution, to the appropriate Division Chair for approval and forwarding to the Registrar. You should see the substitution on your WebAdvisor within a few days. If your request is not approved by the Chair,

you will be contacted by Dodge College. *Note: If you are currently registered for a course that the Chair subsequently substitutes for or waives, it is your responsibility to drop that course.*

Transferring GE credits to Chapman from another college or university

Approval of courses to be transferred as general education credits rests with the Registrar. The articulation division reviews and approves/disapproves all transfer work via official transcripts or course descriptions/syllabi provided for transfer courses a student intends to take after enrolling at Chapman. That information is entered into the student's program evaluation/degree audit available via WebAdvisor. Staff in the Registrar's office are available to explain to students, either in person or via e-mail, how to read the program evaluation as well as answer any questions related to specific GE requirements.

Travel courses

Travel courses offered by Dodge College vary by time and opportunity. However, two courses are regularly offered. During Interterm, students may attend the Sundance Film Festival through FTV 361 The Structure and Function of a Film Festival (<http://www.chapman.edu/catalog/oc/2007-2008/content/3807.htm>). In the summer, students may sign up for Producing the Variety Show International. In recent years, this course has taken students to London to produce a segment of "Nightcap," Chapman's student-produced variety show. Plans are in development to take upcoming classes to various countries to produce the show. See Professor Pete Weitzner for details.

Reading and Conference courses

Reading and Conference courses (regular courses taught on an individual basis during a semester when the course is not offered) are approved on a very limited basis and only when absolutely necessary. Under NO circumstances will a Reading and Conference course be approved during a semester when the course is offered, even if the course is full. Download a form from the Chapman Web site or obtain a copy in the Front Office (MKS 309). It is extremely important that you read all of the information on the form before completing and submitting it for approval. Reading and Conference courses are available only to seniors (90+ credits) and graduate students. To register for a Reading and Conference course use the regular course number in the catalog. You will be charged the appropriate fee for that course. For university regulations, see <http://www.chapman.edu/catalog/oc/2007-2008/content/1474.htm#o1496>

Waitlists for classes

If you attempt to register for a course and it is at maximum enrollment, you can place yourself on the waitlist. Prior to the start of classes, each time a place opens up in the course, the first person on the waitlist will be added to the course automatically by the Registrar's office. Once the semester has started, the professor for that course then has the option of adding students from the waitlist at his/her discretion. Consequently, you should attend the first (and possibly second) meeting of that course and see the professor about being signed in. The professor will need to sign a registration form you have filled out indicating the course #, section number, and professor. You will then be required to take that form to the Registrar's office and register in person.

Dodge College activities and traditions

Boot camps

Incoming students enrolled in Visual Storytelling (undergraduate) or Production Workshop I (graduate) are required to attend two Boot Camps. The first is the DV Boot Camp in which students will learn about their DV cameras and check a camera out for use the entire semester. The second is the Avid Boot Camp in which students will learn how to edit their projects in Avid, capture footage from tape, and output a project to DVD. You will receive notice of your boot camps over the summer if registered for the fall or at the beginning of January if registered for the spring. Times for the boot camps correlate with sections of FTV 130 and FTV 531.

Cecil Awards

The Cecil Awards, named after Cecil B. DeMille, is an exciting end of the year ceremony when student achievement is recognized in a variety of categories across all majors in Dodge College. Faculty first nominate and then vote for winners in each category. The Cecil Awards are held annually on the Friday evening before graduation day and followed by an After-Party. If you are interested in helping to organize the event, see Tess Graham in the Front Office (MKS 309). See <http://ftv.chapman.edu/news/cecilawards.cfm>

Film festivals and competitions

See the Production Handbook for details.

First Cut industry film screenings

Each fall, selected student films are screened in Hollywood, typically at the Directors Guild of America (DGA) theater in order to showcase outstanding student work for the Hollywood community. In the spring of 2008, films will also be screened in New York City for the first time. Films are selected by the faculty and alumni. Students whose films are selected will be invited to attend this prestigious event.

Halloween party

A new tradition started last year by the PR and advertising students is the Halloween party or Knotts Scary Studios. A costume contest with prizes, themed stages, dinner and a dance were features of last year's party. If you're interested in helping to plan a bigger, better event for this year, see Professor Cory O'Connor.

Have dinner with a filmmaker or industry guest

Each semester that Entertainment Arts Forum or Industry Insiders is offered, a variety of industry guests are invited to campus to screen their work for these classes. When a guest is available, they often come to campus for dinner with the dean or a faculty member and a number of students in the Fashionable Women of Chapman Rotunda Boardroom on the third floor of Marion Knott Studios.

All Dodge College students are invited to sign up for these dinners, which are free of charge, to enjoy one-on-one interaction with the guest and a three-course meal. The schedule of guests and screenings are available on the FTV Web site at the beginning of each semester. See

<http://www.ftv.chapman.edu/news/industryinsidersseries.cfm>. If you are registered for the class, you will need prior permission from the professor to attend the dinner in place of the screening.

Students may sign up with Tess Graham in the Front Office (MKS 309) on the third floor. First come, first served. Students who attend the dinner are expected to remain for the Q & A with the class as well. If a film is being screened, it is advisable that you make arrangements to see the film on your own, as it will help you engage in the conversation over dinner and appreciate the Q & A that follows the screening.

All students are invited to attend the screening and Q&A without being registered for the class. The screenings begin at 7pm in the Folino Theater.

Oscar viewing party

Another new tradition started last year by PRSSA was the Oscar viewing party. Students dressed in “red carpet” attire gathered to watch the Oscars and enjoy a “best dressed” contest and other activities and prizes while cheering for their Oscar favorites screened live in the Folino Theater.

The Slate

Each week during the regular semester, Dodge College sends out an e-mail newsletter, *The Slate*. Students may submit information for *The Slate* to Derek Horne at dhorne@chapman.edu If you are not receiving *The Slate*, be sure to update you information at http://ftv.chapman.edu/students/update_information.cfm so that you will not miss out on special guests, screenings and activities.

Student council

The Dean meets periodically with his student advisory council to discuss what’s working and what needs improvement in the Dodge College environment. He is always looking for ideas for new features to improve procedures in the school and deepen student involvement. Students are invited to become council members, but the meetings are also open to those who wish to contribute.

Student organizations

Dodge College offers a wide range of clubs and organizations to offer you the opportunity to expand your education and make contacts outside of the classroom. The following organizations are currently active:

- Anime Club. See Professor Adam Rote
- Chapman Ad Club. See Professor Cory O’Connor
<http://ftv.chapman.edu/prospective/undergraduate/PRandA/PRandAstudentactivities.cfm>
- Prime Time TV Club. See Professor Ross Brown
- Public Relations Student Society of America. See Professor Kevin Mardesich or Janell Shearer
<http://ftv.chapman.edu/prospective/undergraduate/PRandA/PRandAstudentactivities.cfm>

If you do not see a group that meets your needs, you may organize a new group. Talk to your faculty advisor or a faculty member in the appropriate discipline about student groups. New groups that meet Associated Students standards for recognition may apply for financial support through student fees.

Student organizations must go through Sodexo if they wish to serve food at their events, unless the food is donated.

Thesis film screenings

The culminating experience for production classes consists of a series of premiere screenings. These are open screenings and an opportunity for those who have worked on your project, as well as family and friends, to view your final film. Faculty and staff also attend these screenings to celebrate your accomplishments. In spring, 2008, graduate thesis film screenings will take place March 7 and 28, April 11 and May 9 at 7:00 p.m. in the Folino Theater. The senior thesis screenings will be April 5, April 26 and May 10 in the Folino Theater.

This is an opportunity for you to see how well your project communicates with an audience, and for your fellow filmmakers who have watched your film take form to see how you solved the various production problems that inevitably arise.

Faculty

Faculty offices

The location of faculty offices is listed in the directory in the lobby. Adjunct faculty have use of the part-time faculty office in MKS 266. See <http://ftv.chapman.edu/about/dodgefaculty.cfm>

Faculty mailboxes

Faculty mailboxes are located in the copy machine rooms on the second and third floors according to the floor on which an individual faculty member's office is located. Part-time faculty mailboxes are available in the part-time faculty offices. Mail for staff can be dropped off in the Front Office (MKS 309).

Issues with faculty

If you have a disagreement with a faculty member on an academic issue, it is best to meet with that professor in his or her office. If you have other questions or problems regarding a class that you cannot resolve by meeting with a faculty member, please make an appointment with the appropriate Division Chair.

Office hours

Faculty are required to post six standard office hours next to their office doors. You may also contact the Front Office (MKS 309) to locate faculty office hours.

Facilities and resources

Building access

Dodge College students will be able to access the building via their student ID cards. These must be programmed through the Telecommunications Office in the Bhatthal Student Services Building.

Computer lab access

All students enrolled in a class in Dodge College have logon access to the lab computers. Room 206 is the teaching lab, where classes are scheduled. Room 208 is the working lab. Therefore, if you have a big project to work on you should use Room 208, as you will not have to stop and leave the room when a class is scheduled.

Computer lab problems

When you encounter a problem in the lab (computer malfunction, need assistance with software, need paper or toner for the printers), please see the Help Desk on the second floor. If you find a computer or edit system that is not functioning properly, please put one of the “Workstation out of order” laminated signs (available in each lab and at the Help Desk) on the keyboard to tell other students that the computer needs attention and notify the technical staff by e-mailing ftvsupport@chapman.edu.

Faxing and copying

Students may use the fax machines in the faculty workrooms on the second and third floors. Copying must be handled in the library on campus or at a local service provider like Kinkos.

Administrative copy machines are not available for student use. You will be directed to use the copy machines available to students in the Leatherby Libraries. There is one small copy machine in the production management office for copying small amounts of paperwork associated with student films.

Students may use the fax machine located in the 2nd floor workroom to send and receive faxes. The fax number is 714-997-6885.

If you are receiving a fax here, please make sure your name, the fact that you’re a student, and preferably your student ID number is on the cover sheet. It is your responsibility to pick-up your documents at the fax machine as the fax machine is cleaned at the end of every day; student faxes will be brought up to the front office for pick-up.

Food and drink

Food and drink (except water) is not allowed in any classroom or any carpeted area of the building. The purpose of this policy is to keep our environment clean and to avoid accidents that might endanger equipment. Violators will be fined \$25 per incident. Students may eat in the lobby, in the production wing hallway, on the benches out front or at the patio tables behind the Studios.

Lost and found

Lost and Found items in the building are kept in the gold room. The University also has an official lost and found with public safety. Lost and Found items in Marion Knott Studios are cleared at the end of every semester by donating the items to GoodWill.

Posting policies

All flyers or posters must contain information relating to Dodge College students. They must be stamped for approval before posting; please bring your flyers or posters to the Front Office (MKS 309) for approval. Flyers or posters that are not stamped will be taken down by the staff.

Flyers or posters can only be placed on the bulletin boards. Do not tape or pin items to doors, windows, or on the reception desk in the lobby. The bulletin boards are cleaned up every Monday. All expired items as well as items posted for more than a month will be removed and thrown away.

Reserving locations to shoot on campus

There are many locations on the main Chapman University campus that are open to student productions. Certain restrictions on time and location may apply depending on the location; the Production Manager will review these with you if necessary. The process to secure a location to shoot on the main campus is the same for reserving a room for auditions. Fill out a Calendaring Form, have it signed by the Production Manager and turn it into the Scheduling Office at least five business days before your shoot. Because of the many demands on the Scheduling Office, they will not be able to process last minute requests.

Once your shooting location has been confirmed, you must contact Chapman's Facilities Department at (714) 997-6658 to discuss your power needs. During your shoot, stay contained within the area that was approved by the Scheduling Office and return all locations to their original condition. In order to use any space indoor or outdoor on campus for auditions, rehearsals or production, the student making the reservation must submit a \$200 refundable deposit check, payable to Chapman University Dodge College, to the Production Manager to insure that the location is left in its original condition. Failure to return a location to its original condition may result in a fine.

Reserving rooms in Marion Knott Studios

To reserve rooms within Marion Knott Studios such as stages, audition rooms or classrooms for club or crew meetings, auditions, or rehearsals, call or send an e-mail request to the Production Manager (MKS 262, 714-628-2853).

To reserve rooms for Post Production, such as the Avid suites, audio booths and final mix rooms, contact the Post Production Manager (MKS 262, 714-628-7390).

Students wishing to use a conference room on the third floor should contact Tess Graham in the Front Office (MKS 309).

The production management office on the first floor as well as the faculty break rooms on the second and third floor are open for students to use as small meeting places without requirement of reservations.

While using any space on in Marion Knott Studios or on campus, please take the needs and functioning of faculty, staff, and other students into consideration.

Reserving rooms on the Chapman University main campus for general use

If you wish to use any space on the main Chapman University campus for auditions or meetings, first visit the Scheduling Office on the third floor of Argyros Forum to verify whether the location is available on the date needed. Then fill out a Calendaring Form (Appendix 5) stating the location, the class, the project name, the production number, the date and time of the shoot. Final

reservation permission requires the approval of the Production Manager. Once the Production Manager signs the form, take the form back to the Scheduling Office no later than five business days before the shoot and they will let you know if the request is approved.

Dodge College Web site

A great deal of detailed information is available to students on the Dodge College Web site, from faculty bios to manuals for various software programs to production resources for your films. Students are encouraged to explore this site to find available resources at <http://ftv.chapman.edu/>. Located within the Dodge College Web site is the Virtual Production Office (<http://ftv.chapman.edu/students/VPO/>) which provides guidance on how to navigate the Dodge College production process.

Majors and minors within Dodge College

Admission to Dodge College majors

All Dodge College majors require submission of the Supplemental Application to Dodge College. Incoming students typically apply when they apply to Chapman University. Current Chapman University students may also apply to change majors. Please come to the Front Office (MKS 309) to pick up instructions as to how to apply for an internal transfer within Chapman University.

Changing majors within Dodge College

Students admitted to Dodge College must also apply to change majors. Typically, there is little problem with changing out of Film Production into another major; however, *rarely*, if ever, are students allowed to move into Film Production from another major, as Film Production is the most impacted program. Students in Film Studies, Television and Broadcast Journalism, Screenwriting, Public Relations and Advertising, and Digital Arts may apply, and with approval, move into one of those majors. Please come to the Front Office (MKS 309) to pick up instructions for an inter-Dodge change of major.

Minors

Dodge College currently offers minors in Film Studies, Television, Public Relations, Broadcast Journalism, and Advertising. Under the new (2007-08) General Education plan, minors fulfill the Inter/Multidisciplinary Cluster for courses taken outside of the major. Minors must be completed in a discipline outside the student's major. Minors require a minimum of 18 credits, 9 of which may not be duplicated by the major, and at least 9 upper division credits (a minimum of 6 completed at Chapman University). Students must maintain a 2.0 GPA for all course work and a 2.0 GPA for all upper division work. Students must officially declare a minor using the Change of Major/Minor form available through the Registrar's section of the Chapman Web site. You will then have to take this form to the appropriate Division Chair for approval. For university regulations, see <http://www.chapman.edu/catalog/oc/2007-2008/content/1522.htm#o7627>

Staff

Front Office (MKS 309)

The administrative front office is located on the third floor in MKS 309. Here you can pick up many administrative forms as well as get answers to many of your general inquiries here. Please check in with the person at the front desk before proceeding to any of the staff offices located in this area. The front office is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

Access to staff

Staff generally work Monday through Friday, 8:00 a.m. till 5:00 p.m. It is usually best to set up an appointment ahead of time by phone or e-mail as a staff member may not always be at his or her desk or be busy handling other business. Also, many questions or concerns can be handled via e-mail or over the phone and may not require a meeting in person. You may stop by in person, but you may be asked to wait or come back later as there is no guarantee a staff member will be available. Joe Slowensky, Dan Leonard, and Dean Bob Bassett require you to schedule an appointment through their assistants and prefer that you first e-mail them your specific concerns or questions. Please call or e-mail Janell Shearer directly for appointments.

Please allow sufficient time for return of phone calls and e-mails. Although the staff are here to support the students, there are 1100 students and just 20 staff members.

Staff offices

The location of staff offices is listed in the directory in the rotunda lobby or on the FTV Web site.

Rev: August 20, 2007