



[FMTV]

**Film & Television  
Production  
Policies and Procedures  
Handbook**

**2023 / 2024**

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## Introduction

Welcome to the Film and Television Production Program at Humber College. The program is part of the college's Faculty of Media and Creative Arts (FMCA), which encompasses approximately 25 programs and over 3000 students

Please read this handbook carefully. It is designed to provide you with information that will help you successfully complete the Film and Television Production Program. In addition to this handbook, you should familiarize yourself with the college Academic Policies and Procedures.

Please refer to the Humber College Code of Student Conduct for policies that apply to all Humber College students: <https://humber.ca/knowthecode/codes-conduct>

## Student Support Services

There are a variety of support services available at Humber College to help students who are experiencing difficulties. The following table contains samples of typical problems students may encounter and indicates a resource person or area within the college that may be able to provide help.

<b>Time management: study habits</b>	<a href="#">Counseling Services</a>
<b>Academic difficulties</b>	See the course instructor first. If the instructor cannot resolve the problem, or, if difficulties are of a general nature, make an appointment with the Program Coordinator. You can also consult with a Student Support & Intervention Coordinator (SSIC) 416.675.6622 ext. 2102 8:30-4:30 Mon-Fri <a href="mailto:SSICsupport@humber.ca">SSICsupport@humber.ca</a>
<b>Film &amp; TV equipment problems</b>	See the staff in the Media Studies Booking Centre (LB 143) KiBae Park, Film

	& TV Technician, or Aasim Manji, Film & TV Technician. www.mediacheckout.ca
<b>Financial problems</b>	Financial Aid office. Monday – Friday 8:30 a.m. to 4:30 p.m. North Campus – P: 416-675-6622 ext. 4245 F: 416-675-1002  There are also a number of part-time jobs available on campus. <a href="https://careers.humber.ca/work-study.php">https://careers.humber.ca/work-study.php</a>
<b>Health problems; substance abuse, mental health issues, or personal problems</b>	<a href="#">Student Health Centre or Counselling Services.</a> STUDENT WELLNESS & ACCESSIBILITY CENTRE (SWAC) North Campus: 416.675.6622 ext. 5090 8:30am-4:30pm Mon-Fri humber.ca/counselling humber.ca/health GOOD2TALK - Post Secondary Student Helpline 1-866-925-5454

## Film & TV Full-time Faculty:

Full-time faculty can be reached by calling (416) 675-6622

<b>Matthew Kennedy (Program Coordinator)</b>		<a href="mailto:matthew.kennedy@humber.ca">matthew.kennedy@humber.ca</a>
Ilana Gutman	4188	<a href="mailto:Ilana.Gutman@humber.ca">Ilana.Gutman@humber.ca</a>
Andrew Stevenson	5696	<a href="mailto:Andrew.Stevenson@humber.ca">Andrew.Stevenson@humber.ca</a>
Eva Ziemsen	5279	<a href="mailto:Eva.Ziemsen@humber.ca">Eva.Ziemsen@humber.ca</a>
Eric Cator	5272	<a href="mailto:Eric.Cator@humber.ca">Eric.Cator@humber.ca</a>
Kazik Radwanski		<a href="mailto:kazik.radwanski@humber.ca">kazik.radwanski@humber.ca</a>
Ajla Odobašić		<a href="mailto:ajla.odobasic@humber.ca">ajla.odobasic@humber.ca</a>

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## MAKING APPOINTMENTS WITH FACULTY

- If you are concerned or confused about course work, or encounter difficulty with a course you should first approach the instructor responsible for the course in question
- When they are on campus, faculty can be found in the [M building](#), first floor. Check with individual faculty, or the receptionist in the M100 wing to find out where their office is located. Virtual meetings can also be scheduled with faculty during their hours of availability.
- Faculty will advise you of their office hours. An identified time each week will be set aside by full-time faculty to meet with students. Part-time faculty may book appointments with individual students, depending upon the instructor's schedule and other commitments.
- If you wish to meet with faculty; prearrange this in person/phone/e-mail. Contact information will be supplied by your faculty through your Blackboard course sites, and will be provided to you by each faculty member at the beginning of the semester.

## STUDENT ATTENDANCE

- Class attendance in the Film and Television Production Program is mandatory.
- Chronic lateness and/or habitual absenteeism are subject to penalties and as a result you may find you cannot achieve the passing mark of 50% in a particular course. Due to the high level of participation required in our program, students who miss more than four classes in a course are unlikely to pass that course.
- If you know that a class absence is unavoidable you are required to email the instructor in advance.
- In the case of personal illness or accident, students are expected to provide a copy of a note from a doctor or the health center

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## STUDENT CONDUCT

<https://humber.ca/knowthecode/codes-community-standards>

- Students must adhere to Humber's student code of conduct at all time, including while in class, during meetings, and while on production.
- All students are expected to behave in a respectful, responsible and professional manner at all times in class, on set, in all other areas of Humber College, and in any on- line or web environment.
- Students must respect the learning environment by conducting themselves professionally. This means being prepared for and participating during class, in meetings, and during production days, as well as being attentive to the instructor and crew members, working reliably in your crew/team, asking questions that move the class/meeting/production forward, and listening while others speak.
- Disruption of the learning environment during classes, meetings or production days, for example poor attendance, arriving late, unnecessary talking, improper use of electronic devices and laptop computers, will result in loss of grades.
- Professors have the responsibility to ask students who are disrupting class to leave immediately.
- Use of cell phones and electronic devices, including wearing headphones, is disruptive to the learning environment and therefore not tolerated during class or on set. Please let your instructors know before classes if you need to have your cell phone on vibrate for a specific reason (such as a family or medical emergency).
- Dismissal from class is recorded as an "absence".
- If you are dismissed from a class and miss an "in-class" assignment, there will be no opportunity to make up the marks.
- Repeated occurrences will result in suspension from the course and may culminate in dismissal from the Film and Television Production Program.

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## CURRICULUM / COURSE OUTLINES

Copies of the course outlines are distributed via Blackboard, and can also be found at:

<https://humber.ca/transferoptions/course-outlines.html>

## PROGRAM REQUIREMENTS

### Academic Status

- A minimum mark of 50% is required to pass any course at Humber College and an overall GPA of 60% to graduate from the FMTV program.
- Additionally, many courses require prerequisites and corequisites. This means that failing just one course can impede your progress from one semester to another.
- Each instructor will provide you with a course outline at the beginning of every semester and will review it with you in the first class. Course outlines state the minimum requirements for passing each course, as well as prerequisites and corequisites. You must also read the course outlines to familiarize yourself with how you will be evaluated and other specific requirements of each course.
- If you fail a course, you may ask your instructor how your mark was calculated. If there were special circumstances that can be documented (i.e. a medical reason) for you not doing your best work on a particular assignment, your instructor may allow a resubmission of that assignment only. Your instructor will not accept or mark any work NOT PREVIOUSLY SUBMITTED in support of your special circumstance.
- Passing WRIT 104 & WRIT 204 and all required General Education courses is critical to our program and you will not graduate without fulfilling these requirements. In addition, you may not be able to advance to the next year of the program if you are not up-to-date in WRIT and General Education courses.
- It is strongly recommended that you DO NOT drop a WRIT or General Education course without consultation with the FMTV Coordinator. There is both an added expense in retaking these courses and more importantly, the possibility of being withdrawn from the program if you also fail a core subject.

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## Program Withdrawal

You will be withdrawn from the Film and Television Production Program if you fail two or more courses. WRIT and General Education courses are part of the Film & TV curriculum and are included when assessing a student's academic status within the program.

## Academic Probation

- If your term GPA falls between 40% and 60% in any given semester you will be placed on Academic Warning/Probation for the following term. Contact your Program Coordinator to discuss options for additional academic support.
- If there is an indication of other problems that are affecting your work, you may be asked to consult a college counselor as part of the probation agreement.

## Plagiarism and Cheating

- If you are found to have plagiarized or otherwise cheated on projects or tests you will be subject to severe penalties which may include failure in the course, possible withdrawal from the program and expulsion from the college. These offenses include, but are not limited to, copying work from the internet or print publications without appropriate attribution; using other people's work without proper citation and credit to the author; sharing computer files or other research on an individually graded assignment or project which assists one student in completing all or part of that assignment; showing or verbally sharing answers during a test; using electronic devices to share answers during a test, the buying and selling of assignments. You are advised that sending assignment files to another student, even as a guide, may be interpreted as sharing computer files and should be avoided.
- Some FMTV courses require that all sources be cited using MLA format. Please refer to your course outline.
- The program has a zero tolerance policy on cheating and plagiarism. This includes WRIT and General Education courses. It will remain the discretion of program staff and the Associate Dean or Dean to apply appropriate penalties up to and including dismissal from the Film & Television Program and expulsion from the College.

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- Any questions or concerns regarding your academic status should be discussed with the appropriate Program Coordinator.

## TESTS AND EXAMINATIONS

- Tests and examinations must be written at the assigned date and time, unless advance permission in writing is obtained from your instructor.
- Absence from tests or examinations without advance permission from your instructor, and failure to hand in assignments, constitutes grounds for course failure.
- Tests and examinations are time limited. If you arrive late you will not be granted extra time. If you are late and a student has already completed the test and left the room, your instructor may choose not to give you the test.
- If you are registered with the [Student Wellness and Accessibility Center](#), your program coordinator and faculty, in consultation with the Accessibility Services office, may make alternative arrangements to facilitate your completion of exams and tests. You must inform your faculty in advance of any test/exam if you require accommodations.

## GUIDELINES FOR PROJECT CONTENT

This information applies to all students and assignments unless directed otherwise by individual instructors. Faculty must approve the subject material and production logistics of all student group projects. FMTV faculty recognize the value of freedom of expression, critical thinking and diversity of thought and opinion; while endeavoring to ensure that students are able to exercise their personal expression, faculty will take into account the impact of certain types of subject material on the group. The faculty member responsible for the course will determine whether material is appropriate for the course. When content receives faculty approval, it may not be modified significantly without consulting the faculty member.

Humber's Student Code of Conduct applies fully to all conduct and situations that occur during production or filming. In addition, all content that is produced in the program that is intended for screening at Humber sponsored events or festivals must adhere to the Student Code of Conduct.



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## The Code states:

“All community members have a responsibility to report incidents of student conduct when there may be a risk of harm, a possible violation of the Code or an impact to the dignity of any community member.”

### 1. Safety Guidelines

All student crew members are responsible for ensuring that relevant safety guidelines (including COVID-19 protocols) are followed at all times on FMTV productions. Any project or individual scenes which are determined to be filmed in violation of safety guidelines or the Student Code of Conduct CANNOT BE APPROVED for screening. This includes, but is not limited to: filming without a permit, unsafe or illegal operation of a motor vehicle, illegal operation of a drone or UAV, unsafe use of open flame, smoke, or pyrotechnics, working at heights in an unsafe manner, unsafe filming on streets or roadways.

### 2. Inappropriate content

Material which is deemed to be gratuitous, derogatory or offensive by faculty to specific groups is not approved for filming or screening in finished projects. This includes, but is not limited to misogyny, racism, homophobia, transphobia, or ableism. Material need not be shown directly onscreen to be deemed offensive or gratuitous. In addition, material that has not received approval for filming at script stage, unscripted scenes, or material that has been substantially altered in post-production may not be approved if it is in violation of FMTV/Student Code of Conduct guidelines.

### 3. Copyright violation

Material in finished projects which is in violation of copyright, whether written or recorded sound or picture, is not approved for screening or distribution to film festivals. This includes, but is not limited to: the use of pre-recorded music, graphics, or film/video footage without a license.

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**ALL FIRST YEAR FMTV Student projects, whether written, or recorded sound or picture, must not include any of the following:**

- NO gratuitous gore
- NO derogatory content targeting a specific group (see above)
- NO guns, knives or weapons of any kind
- NO pyrotechnics or fireworks
- NO drone/UAV photography
- NO pornography

**ALL SECOND AND THIRD YEAR FMTV Student projects, whether written, or recorded sound or picture, must not include any of the following:**

- NO gratuitous gore
- NO derogatory content targeting a specific group (see above)
- NO guns, knives or weapons of any kind except with Exec Producer approval
- NO pyrotechnics or fireworks
- NO drone/UAV except with Exec Producer approval
- NO pornography

All student films must follow professional safety guidelines and must not participate in any filming that would be deemed dangerous to your fellow students, cast or the general public. Failure to follow these guidelines may result in: failure of the identified course, your work not being screened at year-end events, and possible withdrawal from the program.

It is at the discretion of the participating faculty to deem what constitutes any of the above.

In the event of a discrepancy, additional faculty will adjudicate the subject matter for a final determination. The decision of the faculty adjudicators is final.

## Assignments

### Assignment Identification

- All submitted assignments must follow file naming conventions given by faculty.
- Students are responsible for checking assignment handouts to confirm submission methods (in-class physical submission, Blackboard digital upload, etc.)

### Spelling and Grammar

- Marks will be deducted for spelling, grammar and punctuation errors. Research assignments require proper MLA notation and a bibliography. Your WRIT instructor and the college library can assist you in using this reference standard.
- Please check with each instructor to determine the weighting of various criteria as they apply to individual assignments.

## Media Projects

### Titles / Credits

Humber College shares Copyright on all group projects produced by FMTV students.

End titles must include the following clearly visible line and logo (logos may be downloaded here: <https://humber.ca/brand/humber-logo-sub-brand-logos>)

**"Produced in the Film & Television Production Advanced Diploma Program"**

**"YEAR"**

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Any video, audio or text materials submitted for evaluation must include the following information:

- your name
- instructor's name
- title of assignment
- any other information specified by the instructor or denoted in the project requirements
- Material submitted without this information will not be marked.
- Please refer to individual course outlines and confer with instructor for additional labeling instructions and requirements.

## Late Submissions

- All assignments are due at the beginning of the class on the date specified by the professor. Late assignments will be penalized 10% per day up to four days after the due date. Assignments handed in after that time will not be accepted and will automatically receive a grade of 0%.
- It is the student's responsibility to submit work according to the method and format required by the Professor as specified in the assignment or course outline. Failure to submit class work according to instructions can result in a grade of zero.

## STUDENT USE OF COLLEGE EQUIPMENT AND FACILITIES

- As a student in the Film & Television Production Program you are given generous access to facilities and equipment. You should treat the equipment and facilities as if you own them. Students from a variety of School of Media Studies programs share some of the same resources. You should be conscious of booking equipment and facilities only for the amount of time you realistically need. You must also be organized and manage your time effectively or you may find yourself unable to book the resources you need in order to meet project deadlines.
  - Please review the Booking Centre Policies & Procedures Handbook for more details.

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- Safe and proper handling of the Film and Television equipment is imperative.
  - You may not book equipment you have not been specifically trained and/or authorized to use.
  - Booking equipment for anything other than class assignments is not allowed, and will result in withdrawal of booking privileges.
  - Only Humber College Film & Television Production students may use cameras, editing equipment and other facilities. The FMTV Program reserves the right to cancel any assignment or project that has non-students using the equipment.
  - In cases of equipment loss or damage due to negligence the student may be held financially responsible for repair or replacement.
  - Lab and maintenance fee (per year) may not be used to pay penalties for abusive and or accidental damage or loss of equipment.
  - Overall, any equipment or facility booked by a student is the sole responsibility of that student. Repairs to damaged equipment will be paid for by the student who signed for the equipment/facility. The student will be prohibited from any further use of equipment or facilities until payment is made in full.
  - With regard to productions with two or more crew members, both the individuals operating that equipment and the production as a whole are responsible for all loss or damage to equipment, locations, props, set dec, wardrobe, etc. An incident report must be filed by the production, faculty will investigate and determine which individuals or groups will be held financially responsible.
  - Booking Centre staff will be vigilant in checking returned items for damage and missing items. Do not attempt to hide damaged equipment from the staff. If discovered, strong measures will be applied which will affect your ability to complete the requirements of the program.
  - Food and Beverages are STRICTLY prohibited in any editing suites, sound rooms, computer labs and Broadcast Centers; failure to abide by this rule will lead to loss of booking privileges.
  - Losing keys is a serious matter and will result in the loss of your damage deposit. It may also result in the loss of your booking privileges.
  - Due to COVID-19 protocols, food and beverages are not allowed in classrooms, studios, or other facilities. It is your responsibility to keep the studios clean and organized; failure to do so may lead to loss of after-hours studio privileges.
  - Consuming alcohol, vaping, smoking cigarettes or marijuana on college property is strictly prohibited.

## FILM & TV FIELDWORK/COOP PLACEMENT

- Students are required to **complete 140 hours** of field placement in order to graduate from the Film and Television Production program.
- Placement occurs in the sixth semester (third year) of the Film & TV curriculum.
- Third year students must have completed all previous semester Film and Television courses in order to be eligible for a fieldwork placement. This requirement includes successful completion of all WRIT and General Education courses.
- Final responsibility for completing field placement remains with the student.

## COPYRIGHT POLICY

- Humber Faculty of Media and Creative Arts shares copyright on each student production with the project originator(s).
- Students retain the right to market their projects to film festivals and will receive guidance on developing festival strategies from their professors.
- Students may not enter into any formal written distribution or broadcast agreement without the written permission of the Faculty of Media and Creative Arts.

