

2022

STUDENT HANDBOOK

JLPR
college of CREATIVE ARTS

Welcome to

THE INSTITUTE OF PRODUCTION & RECORDING

We are proud to be home to many different types of students in the audio production and live sound, digital video and media production, film and sound design, and video editing and motion graphics fields. We meet the needs of this diverse group by offering a variety of services, courses, and programs, residually, online, and in a blended format.

You have chosen to invest in an exciting future. Every member of our team – administrators, directors, instructors, and staff – will strive to ensure your success.

Please take time to familiarize yourself with all the information contained in the Institute of Production and Recording (IPR) Student Handbook. It is important and will serve as a guide for your time at IPR. If you have questions about any of the policies or procedures, please contact an IPR team member.

We look forward to helping you achieve your educational and career goals.

The Institute of Production and Recording

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Minneapolis, MN 55401

612.351.0631

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GENERAL INFORMATION

ACADEMIC INTEGRITY

Academic dishonesty includes cheating on tests or assignments, submitting work completed by others, using the same work to fulfill requirements for multiple classes, plagiarizing or unauthorized collaboration on any academic work that is intended to be completed individually. All completed work must be in the student's own words and must cite the source of the idea where applicable.

Any student who acts dishonestly will be required to meet with campus staff and may be subject to the following actions: A grade of zero for the work in question, a failing grade for the course or expulsion from school.

If a student wishes to appeal disciplinary actions such as these, they must follow the grievance policy found in this handbook and in the school catalog.

ACCESS TO FACILITIES (Hours Subject to Change)

Office Hours

Minneapolis Studios:

Monday - Friday 9:00 a.m. - 4:00 p.m.

Edina Studios:

Monday – Friday 9:00 a.m. – 4:00 p.m.

Additional access is determined quarterly based on instructional and production needs.

Facility/Lab Hours

IPR's Minneapolis and Edina studios are open during school hours. Lab hours are posted quarterly and adjusted to meet student needs. Students are able to book studio/lab time with lab staff as needed. Availability of lab facilities may be reduced during the quarterly breaks.

Minneapolis Studios:

Monday - Friday 9:00 a.m. - 8:00 p.m.

Saturday 12:00 p.m. – 8:00 p.m.

Sunday Closed

Edina Studios:

Monday – Friday 8:30 a.m. – 6:00 p.m.*

Saturday & Sunday Closed

**Additional access is determined quarterly based on instructional and production needs.*

Access for students, alumni, and employees is through an issued access control card and school I.D. Access for all others is via the lab office or reception desk, where guests will be required to sign in.

No one under the age of 16 will be allowed access to the facilities unless they fall into one of the following three categories:

- 1) They are here as part of a tour or appointment with one of the various departments and are in the presence of a legal guardian.
- 2) They are here as a guest of an employee.
- 3) Guests age 16 must be accompanied by a parent, guardian, or school official. Please see the lab policies for more information.

Access Procedures

- All guests must sign in at either the reception desk or the lab office and receive a visitor ID.
- All guests of students (except approved minors) will be required to present a driver's license or government issued picture ID.
- Students/alumni must sign in after 6 p.m. for labs.
- No one may "search" for a student, parent, alumni, employee, contractor, guest, invitee, or anyone else in the facilities. If an emergency is determined, then the individual(s) "searching" may wait with reception or the lab staff while either the academic department or lab office (after 5 p.m. daily) finds the individual being sought after, and informs him or her of the situation.
- The lab office will inform the campus director of any removal of an individual from the premises for violation of **Lab Policies**.
- Employees have been issued keys based on access need. Anyone feeling the need to routinely access any additional areas should contact his or her supervisor to request keys.
- Alumni access to the facilities is based on meeting the criteria for the IPR Lab Policy - Alumni Booking.

ADVISING

Required academic advising is conducted each quarter. Current students will be informed of advising through campus communications such as the student portal, Blackboard, monthly newsletters, emails and the student website. Students are encouraged to keep in contact with their instructors, who are available either before and/or after classes or during regular office hours.

ALUMNI

Regular input from recent graduates helps IPR evaluate its programs, personnel and establish measures that improve outcomes. Alumni of IPR are encouraged to share information regarding employment opportunities and to refer prospective students to the school. Alumni are welcome to use the resources of the career services department at any time. We urge alumni to maintain current contact information at www.ipr.edu so we can stay in touch.

ANNOUNCEMENTS

All college announcements and notices are made through IPR's student portal, Blackboard, and/or via student email or text alerts. Students should check these often so as not to miss important announcements.

ATTENDANCE

Every student is expected to be present and on time for all classes. IPR does not distinguish types of absence. Instead, attendance is monitored for all class sessions and is recorded as actual time attended. Any time missed from a scheduled class is considered time absent. The student is responsible for notifying the academic services department of any absences.

The student is also responsible for communicating with their instructor when absent from part or all of a class to determine missed assignments, due dates, and his/her eligibility for submitting missed work.

Ten consecutive business days of absences from one or more courses may result in the administrative withdrawal from such course(s) and may lead to the discontinuation of enrollment at IPR. A student not in attendance by the end of the add/drop period may be dropped from all courses and withdrawn from school.

Online Participation

Online coursework requires active participation. Active participation is defined as participating in weekly discussion boards and completing weekly assignments. A student taking an online course is expected to log into the course within the first 72 hours (3 days) of the quarter and log in and participate in the course at least once per week throughout the quarter. It is highly recommended that a student registered in an online course log in to their course at least three different days per week each week of the quarter.

Late Assignment Policy

100 Level Courses - All course assignments will include due dates and deadlines. Any work turned in after the due date will be considered late. Late work will be accepted, at 50% of the earned score, for up to two weeks after the

assignment due date. After two weeks, late work will no longer be accepted.

Due date extensions may be granted when extenuating circumstances are present. All extensions must be requested prior to the original due date. Extensions will be granted at the discretion of the course instructor and points or a percentage may be deducted from assignments with extended due dates.

200+ Level Courses - All course assignments will include due dates and deadlines. Any work turned in after the due date will be considered late. Late work will not be accepted.

Due date extensions may be granted when extenuating circumstances are present. All extensions must be requested prior to the original due date. Extensions will be granted at the discretion of the course instructor and points or a percentage may be deducted from assignments with extended due dates.

CAMPUS SAFETY & SECURITY REPORT

Visit IPR's website for the IPR Campus Safety and Security Report at <https://www.ipr.edu/consumer-information/>. Topics include, but not limited to, reporting a crime; emergency response, notifications and evacuation procedures; security procedures and crime prevention; drugs and alcohol policy and prevention; violence, sexual assault, stalking, and registered sex offender information, policy and prevention programs; FERPA, campus crime statistics; and crime categories and definitions. The information is also available at any time upon request, including in paper format.

CHANGE OF ADDRESS

All address and telephone number changes must be reported to the campus. Students may make changes in writing, via the student portal, or in person by visiting the front desk at the downtown Minneapolis campus.

CHILDREN

Children of students may not be brought into the school while the student is in class. In the event that children are on campus for a special event and/or recording session or film set, they must have a guardian present at all times. The school cannot be responsible for the safety of children at the facility.

CLOSINGS/DELAYS (DUE TO INCLEMENT WEATHER)

In the event of a closing due to weather, an announcement will be posted on KSTP, our website, social media, student portal, Blackboard, and/or via email notification to the student's school email account. For snow emergency information (recording only), call

(612) 375-1900. All other scheduled closings (faculty in-services and holidays) are located in the school catalog.

COMPUTER SOFTWARE FAIR USE

Use or copying of any software product in violation of the applicable license agreement is strictly prohibited by IPR. All computers purchased and used by the school are supplied with licensed packages of software programs.

Fair Use Policy Overview

Students at IPR may not make unauthorized copies of software. Any student found copying software other than for backup purposes is subject to expulsion from the school. Additionally, any student who gives software to any other person is also subject to expulsion. This policy is designed to limit the legal liability of the college and to protect students—conviction of violating fair use laws can result in harsh penalties.

Consequences of Fair Use Law Violations

Illegal duplication of computer software may constitute criminal copyright infringement, which is punishable by a fine of up to \$250,000 and imprisonment for up to five years. Federal civil penalties allow the recovery of actual damages based upon the number of copies produced or statutory damages ranging up to \$100,000 for willful copyright infringement. If you know of any illegal copying of software within IPR, please contact the campus director immediately.

What are the Details of Fair Use at IPR?

IPR has developed standards to govern the use of computer equipment and networks. In general, it asks that you obey the law and be considerate of others. Specifically, you may not:

- Enter, without authorization, into another user's network account or file space to use, read, transfer, or change contents therein for any purpose.¹
- Use another individual's network account or password.
- Grant another individual access to your network account.²
- Use IPR computing facilities to interfere with the work of other students.
- Use IPR computing facilities to send obscene, abusive, derogatory, or harassing messages.
- Use IPR computing facilities to display, transmit, distribute, or make available information that expresses or implies discrimination or an intention to discriminate.
- Use IPR computing facilities to interfere with the normal operation of the school's computing facilities including such things as flooding the network with messages, sending commercial solicitations, and

sending chain or pyramid letters.

- Use IPR computing facilities for personal profit or commercial gain.
- Use IPR computing facilities to gain unauthorized access to any computing facilities of IPR or any other commercial, non-commercial, or government entity.
- Use IPR computing facilities to interfere with the operation of any other commercial entity.
- Use IPR computing facilities to display obscene or otherwise offensive images.
- Place any software or data that is illegal for any reason anywhere on IPR computing facilities.
- Use IPR computing facilities in any way that violates the intellectual property rights of IPR or of any other commercial or non-commercial entity. This provision specifically prohibits the use of any unlicensed software on IPR computing facilities.
- Use or development of programs such as viruses and Trojan horses that harass other users, modify the system or account or cause damage to system resources; or knowingly transmit any such destructive program.

¹An exception to this rule is that IT personnel may enter another user's account for the purpose of necessary maintenance or if directed to do so by executive management for investigation of suspected violations of school policy and/or criminal wrongdoing. In the latter case, a record of any such access will be kept.

²You may grant IT personnel access to your account for the purpose of repair of, or maintenance to, your system. You should change your password at the completion of these activities.

See also Copyright and Intellectual Property.

CONDUCT

It is the right and responsibility of The Institute of Production and Recording to enforce a code of student conduct that protects the rights of the student to an environment conducive to learning. This requires a classroom, campus, and community in which students, faculty, and staff are free of distraction and safe from violence, threats, or intimidation as well as an environment that encourages an orderly approach to resolution of conflict.

The Code of Conduct, along with IPR Safety and Security Policies, apply to conduct that occurs on the premises of the IPR campus (including adjacent sidewalks, streets, or parking lots) or any school-organized or sponsored activity, but may be extended to include off-campus conduct, at the school's discretion, if the alleged conduct: a) constitutes a criminal offense as defined by state, federal, or local law, regardless of the outcome or existence of any criminal proceeding; or b) indicates that the student may present a danger or threat to the health or safety of himself/herself or others.

Violation of the Code of Conduct will result in immediate disciplinary action, up to and including suspension or expulsion from school. Appropriate action will be determined and enforced by the IPR disciplinary

committee, consisting of the campus leadership team. In the event of either suspension or expulsion, no refunds of tuition or costs will be made outside of the required Return to Title IV funds policy.

Respectful and Courteous Behavior

First and foremost, all students are expected to maintain a respectful and courteous personal behavior to employees and fellow students alike. Students in violation of this policy may be asked to discontinue their behavior immediately. Failure to do so will result in an immediate report for consideration by the disciplinary committee.

Classroom Conduct

A student may be asked to leave the classroom if, in the opinion of the instructor, the student's behavior distracts or interferes with the educational process. Examples of unacceptable behaviors include, but are not limited to:

- Not following directions.
- Disturbing class by talking while the instructor or a fellow student is speaking.
- Sleeping in class.
- "Talking back" or use of offensive language to fellow students, instructors or staff.
- Theft, damage, or destruction of tools and equipment, whether deliberate or due to direct negligence on the student's part.
- Computer fraud or software piracy.
- Use of cellular telephones, pagers, or other electronic devices unrelated to the classroom experience.

Continued or severely unacceptable conduct will be reported for consideration by the Disciplinary Committee.

Student Project Work

Student class project work may not contain any offensive material or language, any pornographic or sexually explicit material, or profanity. A general guideline is to follow a "radio friendly" format. Broadcasting any materials using IPR facilities and/or networks requires prior written approval by the dean of education/campus director.

CONSUMER INFORMATION

Visit the Institute of Production and Recording's website at <https://www.ipr.edu/consumer-information/> for information on the following:

- IPR Campus Consumer Information
- IPR Campus Safety and Security Report
- College Navigator – National Center for Education Statistics
- ACCSC Program Outcomes Disclosure

- School Catalog
- Professional Licensure

COPYRIGHT AND INTELLECTUAL PROPERTY

IPR requires staff and faculty members to abide by the 1979 Copyright Law, Title 17 US Code, and the Off-Air Guidelines, H.R. 97-495. The internal Copyright and Fair Use policy is available to all staff and faculty and clearly outlines guidelines for copyright and fair use at IPR.

Copying that does not comply with the Copyright and Fair Use policy is prohibited on college premises and will not be used in the classroom or placed on course reserve.

Any person who willfully infringes copyright law or who requests that another person do so will be liable for his or her actions.

Intellectual Property Rights

Respect for intellectual labor, creativity, and property rights is vital to any enterprise. This principle applies to works of all authors and publishers in all media. All use of IPR computing and library resources conform with applicable copyright and trademark laws and licensing agreements for all software use in conjunction with IPR computing resources.

File access

Users must grant specific permission to IT staff to inspect their accounts and computers for suspected infractions of company policies or as needed for maintenance functions. Users understand that if they do not grant this permission, they will not be able to access their network accounts on the system.

See also Computer Software Fair Use.

CRIMINAL BACKGROUND CHECK & FELONY DISCLOSURE

Institute of Production and Recording is committed to the security and safety of the entire college community. To safeguard the well-being of its campus/satellite location, applicants convicted of a predatory offense or offenders required by the courts to register are prohibited from admission to the college. This includes entering upon IPR property, using any IPR facility or attending any IPR event. If warranted by the particular facts, the office of the Chief Executive Officer may modify any aspect of this protocol.

Different states have different laws regarding felonies and the impact on professional qualifications. Specifically, felony convictions, multiple convictions for similar offense, theft convictions, and individuals still on probation, parole,

or conditional/supervised release will provide the most restrictions on employment opportunities.

Students should be aware that future employers may elect, or be required, to conduct background investigations on prospective employees. This most frequently occurs when a prospective employee will be involved in direct contact services with clients or residents.

Your ability to secure an internship/externship or employment may be impacted by any criminal activities in your background.

DRESS CODE

IPR's primary objective is to prepare students for employment in business and industry. Although casual clothing is acceptable, no clothing with offensive images or slogans will be permitted. Students in violation of this policy may be required to obscure offensive images and slogans (i.e. turn an offensive T-shirt inside-out) or leave the premises and return with more appropriate attire. Students who refuse to do so will be reported for consideration by the Disciplinary Committee.

EATING AND DRINKING

Food is not allowed in any computer lab or studios. Food and beverages are allowed in lecture classrooms and common areas.

EMAIL

IPR will send important information and official communications via email. Therefore, students must check their IPR student email accounts often. The student is responsible for knowing school information distributed via email. Students who do not check their email will receive no leniency from faculty or administrators. Computer stations located throughout the school allow students access to their email accounts at any time IPR is open.

Student Email Accounts

Students will receive an IPR email address provided by the college. The email address will be assigned at the time of enrollment, and students will be notified of their username and password. Login into your email via the student portal.

Acceptable Use

All use of your IPR email must be consistent with IPR's policies as well as with federal, state and local law.

Content

IPR email is to be used for school related communications only. Non-school related communications include outside business or personal

ventures and political or religious causes. Inappropriate or offensive messages, such as those including racial or sexual slurs, are prohibited. Abuse of the email policy will subject the student to discipline.

EMERGENCY INFORMATION

IPR follows these emergency guidelines in situations such as several weather, fire, or intruder. There are two basic rules to follow:

- 1) remain calm
- 2) walk, don't run

If weather looks threatening, campus staff will monitor the appropriate weather media sources/news for the latest weather information.

If a tornado warning is issued, take cover immediately. Faculty or staff members will be present to assist while you wait in a secure location. Sit with your knees drawn to your chest, rest your head on your knees, and cover your head with your arms.

If the fire alarm sounds, evacuate the building immediately and once outside keep moving away from the building. Stay with your class or other group; this makes it easier to account for everyone. You will be advised when it is safe to re-enter the building. Refer to posted floor plans and procedures for evacuation at each campus/satellite location.

Emergency Meeting Place after Building Evacuation

Attendance will be taken at the emergency meeting place to make sure that everyone has left the building.

Downtown Minneapolis: North of the campus building in the parking lot behind Jackson's Hole

Edina Studios: Large parking lot north of the building (across the street)

Security Phone Numbers

Emergency	911
Minneapolis Police Department	612-673-5701
Edina Police Department	952-826-1610

The Campus Safety & Security Report includes detailed information on emergency responses, notifications, and evacuation procedures for emergency/dangerous situations. A record of all reported crimes is maintained in the office of the campus director. This record will appear on the Campus Safety & Security Report on the student website for anyone seeking information. The information is also available at any time upon request, including in paper format.

EXTERNSHIPS/INTERNSHIPS

IPR's program chairs, along with the office of career services, work continually to establish relationships with industry-related businesses to provide students with internship opportunities. These internships are offered to students who express interest and meet qualifying criteria during the last portion of their education at IPR.

Some internships opportunities may also provide students with the chance to receiving college credit towards completion of the elective requirements of their degree.* Students who successfully complete an internship for elective credit opportunity may receive up to six (6) credits towards completion of their elective requirements; credits awarded will be determined based upon the length and nature of the training opportunity. When taken for credit, students will receive a letter grade upon completion of the internship requirements, which will be posted on their official college transcript. In order to be eligible to apply to receive credit for an internship, students must have completed a minimum of 45 quarter credits, a minimum 2.0 cumulative grade point average, and a 67 percent completion rate in their current program.

In addition to the resources provided by the office of career services, students are encouraged to seek out additional opportunities on their own; however, all internships for which a student wishes to receive college credit must be approved in advance by the appropriate program chair. Externship sites vary by quarter. A list of previous sites will be available upon request.

*While we can guarantee equal access to educational opportunities for all students who maintain compliance with our academic standards, it is important to note that many of these opportunities are limited and selection of candidates is typically in the hands of the employer, rather than the school.

FINANCIAL AID/STUDENT ACCOUNTS

Financial aid is available to students who qualify. Students should contact the financial aid department.

For maximum benefit, students should remember the following:

- Students are responsible for providing the financial aid department with requested forms, documentation and transcripts in a timely manner.
- Students are responsible for notifying the financial aid department of changes in program of study, credits taken or length of program.
- Students are responsible for making satisfactory academic progress and maintaining continuous attendance.

- Students are responsible for making any scheduled student payments for balances that are not covered by their financial aid each term by the specified dates.

Preferred payment method for school payments is either credit card or electronic check.

Most financial aid awards will be disbursed directly to the student's account starting the second week of each term.

1098-T forms are available online through the student portal. Please contact the campus for previous year tax forms or if you need assistance.

GRIEVANCE POLICY

It is important for each Student to be satisfied with the School's services. Part of achieving this satisfaction requires the quick and amicable resolution of any dispute between a Student and the School. The best way this can be accomplished is through informal discussion between the parties or by using the School's internal dispute resolution procedures. A student always has the right to contact the State office of higher education, the accrediting agency regulating the school, or the federal department of education to request assistance in resolving a dispute.

IPR has established the following policy and procedure to assist students with grievances:

1. A student is encouraged to make every attempt to resolve a grievance directly with the staff or faculty member involved.
2. If the student feels unable to resolve the difference in that way, the student may state the grievance to the department supervisor or the associate campus director.
3. An appeal and/or grievance not resolved to the student's satisfaction at that level may be submitted in writing to the executive director for resolution.
4. If a resolution cannot be reached at this level, the student may submit an appeal to school ownership:

Broadview Education Consortium

8147 Globe Drive, Suite 250, Woodbury, MN 55125
Phone: 651-432-4624

The issue will be resolved promptly and equitably.

IPR students may also address concerns to: **Minnesota Office of Higher Education**, 1450 Energy Park Drive, Suite 250, Saint Paul, MN 55108-5227. Phone: 651-642-0533.

A complaint must be in writing, be signed by a student, and state how the school's policies and procedures or

sections [136A.61](#) to [136A.71](#) were violated. Student complaints shall be limited to complaints that occurred within six years from the date the concern should have been discovered with reasonable effort and after the student has utilized the school's internal complaint process. Students do not have to utilize a school's internal complaint process before the office has authority when the student is alleging fraud or misrepresentation. The office shall not investigate grade disputes, student conduct proceedings, disability accommodation requests, and discrimination claims, including Title IX complaints.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filling the ACCSC Complaint Form.

The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: **Accrediting Commission of Career Schools and Colleges**, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, Phone: (703) 247-4212, www.accsc.org. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the associate campus director or online at www.accsc.org.

Students in California may also address concerns to:

**California Department of Consumer Affairs
Consumer Information Center**

1625 North Market Blvd., Suite N-112
Sacramento, California 95834
Phone: 833-942-1120

dca@dca.ca.gov

For copies of the complaint form visit:

https://www.dca.ca.gov/consumers/complaints/oos_students.shtml

State Portal Entity Contacts through the National Council for State Authorization Reciprocity Agreements (NC-SARA) can be found at:

<https://www.nc-sara.org/content/state-portal-entity-contacts>

If the institution is found to be in violation of state, federal, and/or accreditation regulations and a final judgment is rendered against the institution, the institution's accreditor may take an adverse action against the

institution, its State authorization may be denied, suspended or revoked; and/or its Title IV participation may be limited, suspended, or terminated.

HOUSING

While IPR does not maintain dormitory facilities, students are referred to privately-owned student housing communities, which are all located within four miles of our campus and house students from many different colleges and universities in the Twin Cities. At student housing communities, students live together in fully furnished two, three, and four-bedroom apartments that offer a host of luxury amenities while still maintaining individual leases separate from their roommates. Admissions staff also maintains established relationships with many different apartment communities that are located in the Minneapolis area near campus.

LIBRARY

A trained on-site library assistant is available to answer questions and provide support. The library is located on the third floor next to the elevators and is a favorite "go-to" for students who want to listen to music, talk and study.

Library Hours:

Monday	9:00 a.m. – 4:30 p.m.
Tuesday	9:00 a.m. – 5:00 p.m.
Wednesday	9:00 a.m. – 6:00 p.m.
Thursday	9:00 a.m. – 6:30 p.m.
Friday	Closed

Students, staff and faculty must register their school IDs with the librarian at the circulation/reference desk to check out material (IDs are issued by the school at orientation).

The IPR library's physical collection includes, books, magazines, DVDs, Blu-Rays and CDs. Items not available from the IPR library may be requested through interlibrary loan. The library has Apple computers and a color copier/printer available for use at no additional charge.

A trained consortium librarian is also available online for additional support and assistance via Library Connect. The library catalog, Library Connect, provides access to e-books, online databases, and numerous full-text periodical databases. The IPR library also has subscriptions to online resources, and digital subscriptions to magazines.

Library User Responsibilities and Conduct

Library users are responsible for maintaining necessary and proper standards of behavior in order to protect their individual rights and the rights and privileges of others.

The use of the library may be denied if library materials are not returned or fines not paid. Destruction of library property, disturbance of other library users or any other illegal, disruptive or objectionable conduct on library premises can lead to denial of library privileges.

Overdue and Lost, Missing or Damaged Materials

Upon checkout, students will receive notice of the material due date. If an item is overdue, lost, missing or damaged, students may be charged to recover the replacement cost of the item.

Schedule of Charges:

- Books (out of print/out of stock indefinitely): \$50
- Books (in print, in stock): retail cost plus \$10 processing
- Periodicals (not replaced): \$20 per item

Students may enjoy food and covered beverages while they browse the collection, use the computers and printer, or study. The librarian encourages discourse while students enjoy the library's music collection played over two speakers.

LOST AND FOUND

The lost and found is located in the lab office. If you have found an item, or have lost something, please go to the lab office for assistance. Photo I.D. must be presented to recover an item from the lost and found.

ONLINE EDUCATION

Online assignments and activities are conducted using chat, email, discussion boards and interactive websites. Some online courses may require students to purchase additional software packages or programs for instruction. Other courses may require scheduled appointments for testing or research. There are no additional tuition or access fees for online courses. Students should contact a member of their academic services team for education questions and the service desk for technical problems regarding hardware and software.

A student registered for an online course is expected to log in to the course within the first 72 hours (3 days) of the quarter, and log in and participate in the course at least once per week throughout the quarter. Students who do not log into class(es) for two consecutive weeks will be administratively withdrawn from the online class(es).

Online courses require a high level of interaction and participation in the course environment. It is highly recommended that a student registered in an online course log into the course at least three times per week each week of the quarter. Online courses may not be added after the last day of the add/drop period each

quarter. IPR reserves the right to withdraw online offerings at any time.

Online System Requirements

Online courses require a high level of interaction and participation in the course environment. It is highly recommended that a student own a computer with the specifications listed in the Online Education section of the student catalog.

Internet Access

A student who does not own a computer must have consistent access, multiple times per week, to a computer that meets the minimum system requirements.

Online Orientation

All first-time online students must successfully complete the Online Orientation before starting their first online course. The unit will teach students how to use all of the online learning tools within IPR's online learning environment. Blackboard is a comprehensive virtual campus that will allow students to access all of their online courses and school resources in one convenient location. The online learning unit will be facilitated by the campus online learning coordinator who is available to assist students with completing the training successfully and preparing them to begin their first online class.

ORIENTATION

New student orientation sessions are held each quarter. These sessions provide students with information about IPR policies, procedures and available services. Students are responsible for the information provided at orientation and the policies, and procedures published in the student handbook and college catalog.

PARKING

IPR does not provide parking for students or their guests at anytime. Transportation Resource: www.dot.state.mn.us

POLICY INFORMATION

IPR has established policies in accordance with standard educational practices, state, federal and accrediting regulations, and to best serve our students. All policies are designed as guidelines to assist the college to continue to maintain high standards, remain compliant and to provide the opportunity for excellent outcomes for all students. Exceptions to policy may be made at the discretion of the campus director or the director's designee. However, any exception to established internal policy may not violate local, state, or federal rules, regulations or statutes, and must maintain compliance with accreditation standards.

PREREQUISITES

Many courses offered at IPR require students to complete one or more prerequisite courses. These prerequisite courses contain material that will be essential for success in the subsequent course. In order to take a course requiring completion of a prerequisite, a student must have received a passing grade in the prerequisite course.

PROFESSIONAL LICENSURE

The Institute of Production and Recording's programs do not lead to professional licensure in Minnesota or any other state. State licensure is not required for any of IPR's program offerings.

SATISFACTORY ACADEMIC PROGRESS

In order to make satisfactory academic progress toward a diploma or degree in a IPR program, a student must maintain a specified cumulative grade point average as well as proceed through the program at a pace leading to completion of the program in a specified time frame. Evaluation points and standards of satisfactory academic progress are described in the college catalog and apply to all students.

Records are reviewed on a quarterly basis to determine whether students are making satisfactory academic progress. A student who does not meet minimum requirements for satisfactory academic progress will be notified by the academic services department regarding his or her academic status. For additional information regarding evaluation points and standards, please see the college catalog.

HONORS

In order to stress the importance of academic performance, the school awards honors to qualifying students. A student that graduates with a cumulative grade point average of 3.5 or above will be acknowledged during the graduation ceremony and the honor awarded will be designated in the graduation program, as well as on the student's diploma.

Cumulative GPA	Honor Awarded
3.90 – 4.00	Summa Cum Laude
3.76 – 3.89	Magna Cum Laude
3.50– 3.75	Cum Laude

SMOKING

Smoking and vaping are not permitted inside the school building. We ask that smokers who smoke outside near the IPR premises, to please remember to use appropriate receptacles for cigarette disposal and to refrain from smoking or vaping in front of the IPR building.

STUDENT COMMON AREAS

Students are expected to be professional and respectful when using the student common areas. When working in a career after graduation, a student may encounter a company lunchroom. The college expects students to behave as they would in the facilities of their future employers. Students are reminded to keep their language and conversations appropriate for a general audience. It is also important for students to clean up after themselves so everyone may enjoy the student common areas.

STUDENT ID/SECURITY ACCESS CARD

All students will receive a student ID card in addition to a security access card. The security access card allows students to pass through various electronic strike doors located throughout the downtown Minneapolis facility and should be carried separately from ID card at all times. Students must wear their ID card at all times to ensure that staff and students can easily identify students from guests and persons who do not belong on campus.

Your student ID card will also be used to check into the IPR labs or check out studio equipment. The ID is also required to check out resources from the library, to access expense checks, and conduct business with student accounts and financial aid.

- Any student or staff member who has forgotten or lost a School ID will be required to sign in with the lab office/ reception and receive a temporary visitor ID (valid for one day only).
- All guests must sign in at either the reception desk or the lab office and receive a visitor ID.

Lost or Stolen School ID/Access Cards

- The fee to replace a lost or stolen access card will be \$10.00.
- The fee to replace a lost or stolen school ID will be \$10.00.
- All payments should be made to Student Accounts.

IPR has the authority to ask persons for identification and to determine whether individuals have lawful business at IPR. IPR also has the authority to tow vehicle's at the expense of the vehicles owners. Criminal incidents are referred to the local police who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to an IPR staff member and to the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

STUDENT PORTAL

Students can view their email, grades, financial aid information, student account information, library resources, make payments on their account, receive messages from school administration, access electronic forms, and much more, through the student portal. Final grades will be available to students at the end of each quarter. Students can access the student portal by going to studentsportal.com.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee students with disabling conditions equal access to educational opportunities. All students with physical or mental disabling conditions seeking academic adjustments and/or other modifications because of a disabling condition are eligible to receive academic adjustments in the educational environment and for participating in programs, services, and activities offered by Broadview Education Consortium member schools. Academic adjustments and/or modifications include, but are not limited to, auxiliary aids, changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, adaptation of the manner in which specific courses are conducted, and/or modification of school policies and procedures. The Institute of Production and Recording is not required to make adjustments and/or modifications that are essential to the instruction being pursued or would fundamentally alter the nature of the service, program or activity; those that represent a personal service; or those that would result in a violation of accreditation or regulatory requirements.

A student wishing to request reasonable accommodation must submit a Disclosure of Disabling Condition and Request for Academic Adjustment to the campus director, including acceptable documentation concerning the disability, so that reasonable accommodations can be made. Some important considerations follow:

1. Potential students requesting accommodations for the entrance assessment must complete the accommodations process prior to being granted such accommodation.
2. Accommodations are not granted on a retroactive basis. Academic work that has been submitted prior to a request cannot be resubmitted with the accommodations granted and will remain graded as originally submitted.
3. Applicants requesting accommodations must acknowledge that the school is afforded an appropriate amount of time to determine and secure reasonable accommodations. Accommodations that

require the acquisition of equipment, software/hardware or additional resources will require additional time to secure and will not be immediately available upon request. It is the student's responsibility to self-disclose a disabling condition and to request reasonable accommodation as soon as the student determines a need or desire for such accommodation. For more information about required documentation or to request academic adjustments, please contact the campus director.

TELEPHONE CALLS, CELL PHONES, AND OTHER COMMUNICATION DEVICES

Students should remember these policies regarding the use of cell phones and other devices while on campus:

- The staff at the school cannot deliver a message to a student except in case of emergency.
- Use of cell phones or personal communication devices during class sessions are prohibited for non-educational use. Use of such items must be limited to class break periods. Any communication device must be turned off or silenced during instructional time.

TEXTBOOKS

IPR utilizes e-books, textbooks, and additional e-resources to enhance student engagement. The cost of these are included in the course fees. Students access e-books and e-resources through the course content in Blackboard. Students access to e-books vary from 90 days to lifetime. Students may purchase a printed copy of their books on their own from an outside source. Some required textbooks may not be available in print.

VIOLENCE AND CRIME PREVENTION

The Institute of Production and Recording is committed to preventing workplace violence and to maintaining a safe and secure campus. Given the increasing violence in society in general, we have adopted the following guidelines to deal with intimidation, harassment, threats of violence, or actual violence that may occur during business hours or on its premises.

- All employees and students should be treated with courtesy and respect at all times.
- Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from all school buildings. An employee or student becoming aware of the presence of one of those items in the building should report it to a supervisor, instructor, or another member of management immediately.
- Employees and students are expected to refrain from fighting, horseplay, or other conduct that may

be dangerous.

- Conduct that threatens, intimidates, or coerces another employee, student, or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including but not limited to harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.
- All threats of violence or actual violence, direct or indirect, should be reported as soon as possible to the victim's immediate supervisor, instructor, or any other member of management. This includes threats by employees, students, visitors, or other members of the public. When reporting a threat of violence, be as specific and detailed as possible.
- All suspicious individuals or activities should be reported as soon as possible to a supervisor, instructor, or another member of management. IPR will promptly and thoroughly investigate all reported threats of violence or actual violence, suspicious individuals, and activities of concern. The identity of the individual making a report will be protected as much as is practical.
- In order to maintain employee and student safety and the integrity of its investigation, IPR may suspend the employees or students allegedly involved, pending investigation.

- Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment or expulsion from school.

IPR encourages an employee or student to bring a dispute or difference with another to the attention of a supervisor or instructor before the situation escalates into potential violence. IPR is eager to assist in the resolution of employee and students disputes and will not discipline employees or students for raising such issues.

See also the Grievance Policy section of this handbook for information and grievance procedures.

For more information about reporting a crime and responding to a crime report, security phone numbers, law enforcement authority, campus security programs, monitoring, and recording of criminal activity and occurrences of crimes on campus, the school's drugs and alcohol policy, and information and policy on sexual harassment/misconduct/violence, refer to IPR'S Campus Safety and Security Report on the website at: <https://www.ipr.edu/consumer-information/>.

This information is also available at any time upon request, including in paper format.

RESOURCES

ANSWERS: WHERE TO GO

For answers to questions not covered in this handbook, students should consult with the following individuals, staff members or departments:

- **Academic department:** Questions about your schedule, academic advising, progression towards graduation, student organizations and activities, tutors, grades, program changes, classroom concerns, instructor concerns, attendance, and address/name change.
- **Admissions:** Questions regarding program choices, scholarships, housing, and transportation. Also to refer others looking for career training options.
- **Campus Director:** Questions about accommodations and if you are not able to get the answers you need or if your concerns have not been resolved.
- **Career Services:** Questions about full-time and part-time jobs, résumé preparation, and career opportunities.
- **Financial Aid:** Questions about how to pay for school, grants, loans, or scholarships.
- **Instructors:** Questions about homework, research papers, tests, grades.
- **Lab Office:** Studio and gear access, studio assistance, equipment check-out, and lost and found items.
- **Librarian:** Questions on how to use print and online library resource, how to do research for class projects and papers and how to cite sources properly.
- **Program Chair:** Questions about your program, course sequencing, registration, and program related hardware/software.
- **Student Accounts:** Questions about your bill, payments or payment plan set-up, ID and access cards, hard drives, headphones, book vouchers, and bus passes.

****If you are not sure whom to see or the person you want is unavailable, ask the front desk at IPR. They will promptly forward your request to the correct department.**

CLASSROOM RESPONSIBILITIES

The learning experience is a cooperative activity. In order for learning to be effective, it is important for the instructor and the student to understand their roles and responsibilities.

Instructor Responsibilities

The following instructor responsibilities affect student performance and achievement:

- Planning objectives for knowledge, skills and values are relevant to the subject area, giving direction to the program and ensuring that students are focusing upon experiences that will be of value in their pursuit of employment and advancement in their career fields. The instructor is responsible for defining those objectives and conveying them to the students.
- Planning activities, both within the classroom and as assignments, helps students achieve course objectives and is a major responsibility of the instructor. These planned activities may include class lectures, discussions, demonstrations, audio-visual presentations, guest speakers, simulations, outside project work, research projects, homework and assignments, tests and evaluations and classroom projects.
- It is the instructor's responsibility to organize course materials, subject matter and activities in a way that will complement the students' efforts to attain course objectives.
- Closely supervised classes and activities are essential to the students' progress toward accomplishing course objectives. It is the instructor's responsibility to hold classes as scheduled, to supervise all in-class activities and to be available to students for assistance during all scheduled class time. While instructors are not generally available for tutoring outside of class time, they are responsible for advising students who are attending regularly, participating in scheduled classes, attempting assignments but still need additional work to accomplish the goals of the course.
- An intimidating atmosphere is a detriment to learning. It is the responsibility of the instructor to provide an environment for learning in which the student is free to question and explore without fear of reproach or ridicule.
- Accurate and timely feedback reinforces learning and allows students to track their progress. It is the instructor's responsibility to provide feedback by confirming understanding of facts and concepts

during class sessions, reinforce appropriate professional behaviors, evaluate and return assignments, tests and other evaluations promptly and provide information about progress at the request of the students.

- A syllabus provides information about the content of a course, expected outcomes and objectives, required course materials, major projects and methods of instruction. Instructors are expected to maintain accurate and up-to-date syllabi for their courses, to provide a syllabus to the administration for each course to ensure that the course coordinates with the student's overall program and to provide a copy of the syllabus to each student.

When instructors fulfill these responsibilities, students know that every opportunity has been provided for acquiring the skills, knowledge and training necessary for careers in their chosen fields.

Student Responsibilities

Students who meet the responsibilities outlined below will receive maximum benefit from their educational experiences.

- Attending and participating in each class meeting is important in order to receive maximum benefits from the program. A student is expected to attend and participate in the activities of every session.
- Class meetings are primarily designed to clarify concepts and provide experiences that cannot be achieved by students outside of the school setting. This means that a certain amount of out-of-class work will be assigned to help students prepare. Instructors understand that students will have questions about their outside work and expect them to take responsibility for requesting clarification of material covered outside the classroom.
- Written evaluations or tests are to be taken on the scheduled dates and at the scheduled times. Exceptions will only be made for emergencies or extremely unusual circumstances at the discretion of the instructor; documentation will be required to grant an exception. Students should plan for foreseeable events such as inclement weather, heavy traffic, automotive failure, limited parking space and other problems that the average person overcomes on a daily basis.
- Assignments and projects are due on the assigned date and time and it is the responsibility of the student to take necessary measures to complete and submit projects as assigned.
- Appropriate help is always available. It is the responsibility of the student to ask for assistance and clarification when needed. Because instructors are responsible for providing assistance, a student should not hesitate to exercise the right and responsibility to ask questions.
- Instructors cannot learn facts for students nor can they create skills in students. However, the instructor is essential in identifying course goals as well as the resources and processes needed to achieve these goals. Therefore, the student carries a great deal of responsibility for asking for clarification when it is needed.

APPENDIX A:

STUDENT RESOURCES

METRO TRANSIT

- General information (612) 373-3333
- 24 hour departure times for all routes (612) 341-4287
- TTY route and schedule information (612) 341-0140
- <https://www.metrotransit.org/>

YMCA WORKOUT CENTERS

30 South Ninth Street, Minneapolis, (612) 371-8700
1130 Nicollet Mall, Minneapolis, (612) 332-0501

RECREATIONAL ACTIVITIES

UNIVERSITY OF MINNESOTA ATHLETIC EVENTS

24-hour recorded information, (612) 624-8080

SPORTS TICKET OFFICES:

- Gophers (University of Minnesota teams)
(612) 624-8080
- St. Paul Saints (minor league baseball)
(651) 644-6659
- Timberwolves (professional basketball)
(612) 337-3865
- Twins (major league baseball)
(612) 338-9467
- Vikings (professional football)
(612) 338-4537

SPIRITUAL RESOURCES

Greater Minneapolis Council of Churches

(612) 721-8687 www.gmcc.org

Jewish Community Relations Council

(612) 338-7816 www.jewishminnesota.org

Islamic Center of Minnesota

(763) 571-5604 www.islamiccentermn.org

Hindu Society of Minnesota

(763) 425-9449 www.hindumandirmn.org

Minnesota Zen Meditation Center

(612) 822-5313 www.mnzencenter.org

MEDICAL CARE

Students must take proper care of their health so that they can do their best in school. This means regular hours, plenty of sleep, sufficient exercise, and nutritious food. Students who become seriously ill or contract a communicable disease should stay home and recover. The school is not responsible for rendering medical assistance but will refer students to a proper medical facility upon request.

You can also check the back of your health or dental insurance card for your subscriber or member services phone number. This number can be helpful in identifying local health care providers who are covered within your insurance plan. Medical and dental appointments should be made before or after school hours. Here are some numbers to get you started:

HENNEPIN COUNTY MEDICAL CENTER

- 701 Park Ave., Minneapolis, (612) 873-3000
- Urgent Care (Immediate, Non-Emergency Room Care)
(612) 873-5555, Hours: 10 a.m. - 10 p.m.

Must register before 8 p.m. to receive treatment

- Emergency Room (612) 873-5683
- Suicide Prevention (612) 873-2222
- Crisis Intervention Center (612) 873-3131
- Phone line for directions (612) 873-9800

MEDFORMATION

Finding a Provider, (612) 262-3333

PLANNED PARENTHOOD

1200 Lagoon Avenue (Uptown Clinic), (800) 230-PLAN

UNITED WAY 211

24-Hour Information and Referral Service
(Crisis intervention, medical clinics, support groups)
211 (land lines) or (651) 291-0211 Cell phones

VOTER INFORMATION

Voter registration: Information may be obtained through the Minnesota Secretary of State at:
<http://www.sos.state.mn.us/home/index.asp?page=4>

Voter registration forms are available:

<http://mnvotes.sos.state.mn.us/voterRegistration/voterRegistrationStep1.aspx>

General information on issues that impact young adults is available at: United States Elections Assistance Commission <http://www.eac.gov/voter>

MTV Rock the Vote: <http://www.rockthevote.com/home.html>

APPENDIX B:

LAB POLICIES – AUDIO STUDIOS

COMPETENCY TESTS

- 1) Students must demonstrate competency prior to booking time in any studios by passing a Competency Test from the lab office. Students who attend or pass midterms/finals in certain classes will also be granted either full or limited access to certain rooms. See your instructor for details. There is no competency exam necessary to use the labs 3-6.
- 2) Tutorials for each room are available with the lab staff, and you are encouraged to schedule one or more prior to taking a Competency Test. Tutorials will be listed on the booking calendar at the lab office.
- 3) If you are not in a class that grants competency through attendance, midterms, or finals, you must pass a competency test from the lab office. See the lab staff to book your Tutorials and Competency Tests.
- 4) Studios are available based on student seniority as follows:

Audio Production and Engineering Degree Students

Studio 4 – Quarter 1, Week 1
Studio 5 – Quarter 3, Week 1
Studio 3 – Quarter 2, Week 1
Studio 1 – Quarter 4, Week 1
Studio 2 – Quarter 4, Week 1

Master Mix A Capstone Class Enrollment Only Master Mix B Capstone Class Enrollment Only

STUDIO BOOKING

Students and alumni users are responsible for the quality and execution of their projects and work completed in IPR studios and labs. Studio usage is subject to review by designated college staff members. Code of conduct policies apply to all studio users including guests and visiting artists.

- 1) All advance studio bookings must happen between the hours of 9:00am and 5:00pm Monday through Friday, with the daytime lab staff only.
- 2) Studio time is available in two-hour blocks, as follows:

EVEN NUMBERED STUDIOS: (MMX B, 2, 4)

Mon – Fri: 10am–12pm, 12pm–2pm, 2pm–4pm, 4pm–6pm, 6pm–8pm, 8pm–10pm

Sat & Sun: 12pm–2pm, 2pm–4pm, 4pm–8pm

ODD NUMBERED STUDIOS: (MMX A, 1, 3, 5)

Mon – Fri: 9am–11am, 11am–1pm, 1pm–3pm, 3pm–5pm, 5pm–7pm, 7pm–9pm

Sat & Sun: 1pm–3pm, 3pm–5pm, 5pm–7pm

- 3) To guarantee availability, students are encouraged to pre-book studio time a week in advance (students need not pre-book time in labs, only studios).
- 4) Each week students will be allowed to pre-book one block of time for the following week (Monday through Sunday), in any room for which they have passed a Competency Test. Students needing more than one two-hour block of time are encouraged to book in groups of two or more.
- 5) In order to ensure senior students priority in booking, students will be allowed to pre-book time in those rooms for the following week beginning at the following times:
Quarter 4 and Up Beginning Mon. at 9 a.m. – 5 p.m. Quarter 3 Beginning Tue. at 9 a.m. – 5 p.m.
Quarter 2 Beginning Wed. at 9 a.m. – 5 p.m.

- 6) Beginning Thursday at 9 a.m. eligible students will be allowed to pre-book an additional two hours of any remaining time in studios for the current week. If any student has a session start with no one booked in the time directly following his or her booked time, he or she may extend the booking by a maximum of four hours; this can only be done at the start of a session.
- 7) Special advance or extended booking may be made available for class related projects (mid-terms and finals) only. Your instructor will explain the parameters for these "project sheet" bookings.

Studio Etiquette and Security

- 1) Check in/out procedures will include handing in a form of Picture identification for all students and guests at the start of each lab period. Without this identification, students will not be granted access to the labs. Students and guests will have their IDs returned to them after all checked out items have been returned, and the lab staff has determined the condition of the room and gear. This applies to all students and guests.
- 2) All guests must be directly involved in a session to have access to the building and must be accompanied by a student or instructor at all times. Guests are not allowed to handle or operate any IPR gear including (but not limited to) computer systems, consoles, microphones, outboard gear, etc. The ONLY exceptions are keyboards or other instruments checked out from the lab staff to be used for performance on a session. If any guests are found to be in infraction of this policy, they and the student they accompany will be removed from the facilities.
Remember, YOU are directly responsible for the actions of those whom you bring into the facilities.
- 3) No door to the facility should ever be propped open for any reason, for any length of time. If you need to load in equipment, please contact a lab instructor for assistance.
- 4) Please avoid leaving any room empty and unlocked for any length of time. If you must leave the room for a while, please lock the door behind you and have a lab instructor let you back in when you return.
- 5) There will be **no food or drink allowed in the studios at any time**. The only exception is bottled water with a cap; this will be allowed for talent only in the performance area. **There will be no food or drink allowed in labs 1-6 or Mix/Edit Labs due to nearby technology.**
- 6) No student should be behind any console or outboard rack for the purpose of keeping all wiring neat and tidy (Studio 4 being the exception).
- 7) All students are required to leave the room in cleaner condition than they found it. All chairs should be stacked, trash should be off the floors and surfaces, applications should be closed, projects should be saved to a storage drive (not the desktop), studio monitors should be turned down and muted, and all consoles and outboard equipment must be zeroed out. Microphone stands should be broken down with the threads facing up and neatly placed in a row. Please follow the performance area layout diagrams located in each room. Microphone and other cables should also be wrapped properly. You will not be allowed to leave your lab until these things have been completed.
- 8) Remember that ALL studio equipment and gear are delicate tools and should be handled as such. Any careless use of the equipment will result in immediate loss of lab privileges and fiscal responsibility for any loss or damage. If you notice any damage to the equipment, you should immediately notify the lab staff or you may be held responsible for it yourself.
- 9) No student or graduate should be installing or changing permanent settings on any software. Also, no student or graduate should be changing any connections or hardware configurations without the lab staff's explicit consent. If you must change something for your session, please consult the lab staff for help and be sure that it gets changed back at the end of your session.
- 10) IPR will not be responsible for the storage and security of personal items left on the premises.
- 11) Students are responsible for backing up their projects. Drives can and will be cleared DAILY to prevent drive clutter, so please back up all materials.
- 12) IPR does not have parking available for students; please see the admissions department for local parking options.
- 13) While on campus, students must wear proper attire at all times, which includes pants/shorts, shirts, and proper footwear.
- 14) No one under the age of 16 may access the facility unless with a legal guardian. If a minor is a guest of a student, a written note must be presented to the lab manager or lab supervisor at least one day beforehand to be approved. This must include the legal guardian's name and signature, minor's name, date, times, and specific rooms that the minor will be accessing. The campus director may also approve the session if lab management is not available.

No Shows, Cancellations, and Tardiness

- 1) If you are unable to make your scheduled studio time for any reason, you are expected to contact the lab staff in advance to cancel your time. You will need to contact the lab office at least 24 hours in advance to cancel your time! This allows other students ample time to book the open time. If you do not cancel with at least a 24-hour notice, you will be considered a no show.
- 2) You are expected to be on time to your booked studio time. If you are more than 15 minutes late for your booked time, you will be considered tardy and will risk losing both your time as well as future lab privileges.
- 3) Likewise, you are also expected to be respectful of other students' booked times and be out of the studio by your scheduled stop time. This means all CDs burned, backups made, consoles and rooms zeroed, gear returned, etc. Students who are not checked out by the end of their scheduled time will be considered tardy.

Prior Students (Drops)

Prior students who have dropped from the program (voluntarily or involuntarily) may not use the lab facilities except as a guest of an active student and are restricted to the same guidelines as that for other guests.

Ineligibility

Students or alumni found in violation of any of the above lab rules will be placed on an ineligible list for a period of no less than one week. Students placed on the Ineligible list will not be able to utilize or further book IPR facilities for the duration of this period.

Alumni Booking

All graduates in good standing will be eligible to book time in IPR studios and use computer lab stations for up to 3 quarters from program completion. Alumni booking eligibility begins upon graduation and only applies to those who are not actively enrolled in the college.

To be eligible you must meet all academic, financial, and placement obligations required for successful completion of your degree and complete current registration process as provided by the lab manager.

If you have any questions regarding this opportunity, please contact the lab office at: 612-254-9311.

APPENDIX C:

LAB POLICIES – VIDEO STUDIOS

The Video Studios A and B are available to students to book for projects when they have successfully completed the introductory video production coursework. Studio usage is also subject to review by designated school staff members. Code of conduct policies apply to all studio users, including guests and visiting artists. To guarantee availability, students are encouraged to pre-book studio time a minimum of one week in advance. Lab time can be booked with the Edina lab staff members.

Studio Etiquette and Security

1. All guests must be directly involved in a production to have access to the building and must be accompanied by a student or instructor at all times.
2. No door to the facility should ever be propped open for any reason, for any length of time.
3. Please avoid leaving any room empty and unlocked for any length of time. If you must leave the room, please lock the door behind you and have a lab staff member or instructor let you back in when you return.
4. There will be **no food or drink allowed in the studios at any time**. The only exception is bottled water with a cap.
5. All students are required to leave the studio in cleaner condition than they found it. All chairs should be stacked, trash should be off the floors and surfaces. Floors should be swept, garbage emptied, and all checked out gear returned to the cage. All studio gear should be returned to its labeled location.
 - a. If a production is ongoing or in progress, the studio should be cleaned and organized as stated above, and the studio should be labeled clearly and visibly as a "HOT SET" on both the interior and exterior of the studio.
 - b. Signs should indicate both the day's date and the date of return to the set.
6. Remember that ALL studio equipment and gear are delicate tools and should be handled as such. Any careless use of the equipment will result in immediate loss of lab privileges and fiscal responsibility for any loss or damage. If you notice any damage to the equipment, you should immediately notify the lab staff or you may be held responsible for it yourself.
7. IPR will not be responsible for the storage and security of personal items left on the premises.
8. While working in the studios, students must wear proper attire at all times, which includes pants/shorts, shirts, and proper closed-toe footwear.
9. No one under the age of 16 may access the facility unless with a legal guardian. If a minor is a guest of a student, a written note must be presented to the lab staff at least one day beforehand to be approved by the lead instructor and/or program director. This must include the legal guardian's name and signature, minor's name, date, and times on campus.

Equipment Check Out Procedure

1. All video and audio equipment housed in the locked cage must be checked out by lab staff members only. Students should present lab staff with a written list of the needed gear.
2. Gear stowed in common areas does not need to be checked out for in-studio use, but must be returned to its proper place immediately upon completion of its use in order to make it available for additional students/projects.
3. All gear, including gear stowed in common areas, must be checked out by a lab staff member if it is to leave the premises. Students will be asked to fill out a form including return date.
4. When returning gear, be aware of Edina lab staff hours. Students must go through the check-in process with the lab staff. Failure to return checked out gear on time, or gear left onsite without being checked in by a lab staff member could result in temporary loss of check-out and/or studio privileges.
5. Returned gear must be broken down properly and/or packed in the proper case or container. Any careless use of the equipment will result in immediate loss of lab privileges and fiscal responsibility for any loss or damage. If you notice any damage to equipment, you should notify the lab staff **ASAP** or you may be held responsible for it yourself.

Prior Students (Drops)

Prior students who have dropped from the program (voluntarily or involuntarily) may not use the lab facilities except as a guest of an active student and are restricted to the same guidelines as that for other guests.

Ineligibility

Students or alumni found in violation of any of the above lab rules will be placed on an ineligible list for a period of no less than one week. Students placed on the Ineligible list will not be able to utilize or further book IPR facilities for the duration of this period.

Alumni Booking

All graduates in good standing will be eligible to book time in IPR studios and use computer lab stations for up to 3 quarters from program completion. Alumni booking eligibility begins upon graduation and only applies to those who are not actively enrolled in the college.

To be eligible you must meet all academic, financial, and career services obligations required for successful completion of your degree and complete current registration process as provided by the lab manager.

If you have any questions regarding this opportunity, please contact the lab office at: 612-351-0631.

APPENDIX D:

MINNESOTA'S COLLEGE IMMUNIZATION LAW

What You Need to Know About the College Immunization Law

When you enroll in college in Minnesota, be prepared to show proof that you've been vaccinated against these five diseases or have a legal exemption: measles, mumps, rubella, tetanus, and diphtheria.

The Minnesota College Immunization Law applies to anyone who was born after 1956. However, students who graduated from a Minnesota high school in 1997 or later are exempt from these requirements (because they will already have met them).

Information About Vaccine-Preventable Diseases

Measles is very contagious and can be very serious. Symptoms include high fever and rash. It can cause life-threatening pneumonia, brain swelling, middle-ear infections, severe diarrhea, and seizures. The risk of death from measles is higher in adults than in children.

Mumps causes swelling of the glands behind the jaw. It can cause hearing loss, and about one out of four teenage or adult men who have mumps may experience swelling of the testicles. In rare cases, it can cause sterility.

Rubella is another disease that has a rash. It is usually a mild disease in children, but if a pregnant woman gets rubella, it can cause serious birth defects including glaucoma, cataracts, deafness, and mental retardation.

Tetanus or "lockjaw" can cause muscle spasms so severe that a person may stop breathing. The tetanus germ is commonly found in dirt. Wounds, small burns, or scratches can be a source of infection, and deep puncture wounds are especially dangerous.

Diphtheria is a serious bacterial disease that can lead to breathing problems, heart failure, and sometimes death.

Human Papillomavirus (HPV) is very common and spreads through sexual activity. In most cases, HPV goes away on its own, but it can cause health problems like genital warts and cervical and other cancers. All boys and girls are recommended to get vaccinated starting at age 11-12 years old; however,

older teens and young adults should still catch up on this vaccine. Talk to your health care provider.

Meningococcal disease is a serious illness caused by bacteria. It causes meningitis, an infection of the lining of the brain and the spinal cord. It can also cause blood infections. Anyone can get meningococcal disease, but college students living in dorms or close quarters are at increased risk. There are two different vaccines that protect against meningococcal disease.

Information About Hepatitis A, B and C

Hepatitis A is an infection in the liver caused by the hepatitis A virus. It is spread by close contact with an infected person or by eating/drinking contaminated food and water. Symptoms include severe nausea, tiredness and weakness, and yellowing of the skin and eyes. Symptoms are more severe in adults than in children. Symptoms may last for several weeks resulting in missed school and work. There is a vaccine to prevent hepatitis A.

Hepatitis B is an infection in the liver caused by the hepatitis B virus. Hepatitis B infection can be life-long and can lead to cirrhosis, liver cancer, and even death. Hepatitis B virus is easily spread through contact with an infected person's blood or body fluids, including sexual contact. Many people do not have symptoms until many years later.

Vaccination is the best way to prevent hepatitis B infection. Treatment may help in later stages of chronic illness but cannot help when the initial infection occurs.

Hepatitis C is a liver infection caused by the hepatitis C virus. The infection is spread by contact with the blood of an infected person. Most persons who get hepatitis C carry the virus for the rest of their lives.

There is no vaccine to prevent hepatitis C. Like hepatitis B there is treatment available to help in later stages of chronic illness.

Should I still Get Hepatitis A, HPV, and Meningococcal Shots If They're Not Required?

Yes.

- The meningococcal ACWY vaccine is recommended for all persons through age 21 years. Also, talk to your health care provider about the meningococcal B vaccine.
- Hepatitis B is highly contagious, and the highest rate of disease occurs in persons age 20-45 years. This vaccine is recommended for all infants so it is possible you have already received this vaccine. If you will be going into a health care profession, your employer will probably require that you show proof of vaccination.
- Hepatitis A is still common in the U.S. and traveling outside of the U.S. is a risk factor for getting hepatitis A infection.
- HPV is very common. Getting vaccinated offers protection against cancer and genital warts.
- If you will be traveling internationally, it's likely you'll need even more shots. Talk to your health care provider.

What Do I Have to Do?

Under Minnesota law, you have to submit an immunization record to your college or meet one of the legal exemptions (see below). You might be automatically exempt if you graduated from high school in Minnesota since 1997 or you were previously enrolled in another college in Minnesota.

Are There Other Legal Exemptions?

Yes. You don't have to get a vaccine if you are already immune to the disease it prevents. For combination vaccines, like MMR vaccine, you would need to get it if you had measles, but not mumps or rubella.

Your doctor can sign an exemption if you have a medical reason not to be vaccinated.

You can get a non-medical exemption if you object to an immunization. You will need to submit a notarized

statement that your conscientiously held beliefs prevent you from getting the vaccines you specify.

What If I Can't Find My Shot Record?

Try to remember where you were immunized and see if your doctor or clinic still has the records.

- If you attended school in Minnesota (before college) your former school district may have your records.
- If you grew up in Minnesota, you can call the Minnesota Immunization Information Connection (MIIC) at 651-201-5207 or 1-800-657-3970 to request your immunization record.
- If you still can't find your records, you'll probably have to repeat the shots and start a new record.

Are the Shots Safe?

The vaccines are safe and effective. There can be mild side effects (e.g., slight fever, sore arm). It's very rare for more severe side effects to occur. If you are unimmunized, your chances of becoming ill and suffering serious complications are much higher. Extra doses usually do not increase the chance of side effects.

Where Can I Get the Shots?

Your health care provider can give you the shots you need. If you don't have a health care provider, or don't have health insurance, you may be able to get free or low-cost shots. If you're 18 years of age or younger, you may qualify for the Minnesota Vaccines for Children Program. If you're 19 years of age or older, you may qualify for the Uninsured and Underinsured Adult Vaccine program.

Go to [Vaccine Clinic Look-Up](http://www.health.state.mn.us/divs/idepc/immunize/vaxfinder.html) for more information www.health.state.mn.us/divs/idepc/immunize/vaxfinder.html

Your local public health agency may be able to direct you to services.