

College of DuPage Motion Picture / Television Student Information Packet

Spring 2009

Welcome!

If this is your first semester, we're glad you're here. If you joined us during the Fall, congratulations on making it through and sticking around. If you've been here for some time — when are you going to graduate already? Seriously, we're excited that you chose MP/TV at COD. This is the place to showcase your creativity and tell the stories you want to tell.

This packet details the resources and procedures for using equipment, classrooms, labs, and computers in the MP/TV department. Read through these pages and get to know the department, and how it can help you while you're here to learn the art, craft, and technology behind the media of moving images.

Hours

Department hours are always posted on the AC-173 door. The MP/TV Department and its Equipment Office is open to support class times. The hours are M-F from 8:00 a.m. to 6:00 p.m. from January 14 — February 13. Starting February 14, the hours expand to Monday-Thursday from 8:00 a.m. to 10:00 p.m., Friday 8:00 a.m. to 6:00 p.m., and Saturday 8:15 a.m. to 3:15 p.m. to accommodate the 12-week night/weekend classes. We may schedule additional days/times to meet special circumstances. Watch for notices on the AC-173 door and the MP/TV website.

Contact

Equipment and labs are managed by the Lab Manager and Student Technology Aides from the AC-173 Equipment Office. If you have any questions, wish to report a problem, need help, or want to reserve equipment and/or rooms, just stop by.

You can also contact the Lab Manager, Jeffrey Fisher, in AC-173, at x2162, or fisherj@cod.edu

Eligibility

If you are enrolled in the current Spring 2009 term you are eligible to use the equipment and classrooms.

Classes RULE!

We will ALWAYS give priority to instructors and scheduled classes for both equipment and classrooms. Therefore, it is possible that equipment and/or classrooms will not be available to you at certain times. You may also be asked to forfeit an open lab or return equipment to accommodate a specific instructor or class request. Be sure to refer to the open lab times and other classroom and edit/capture bay procedures later in this packet.

Classrooms

Schedules for the individual MP/TV classrooms are posted on the classroom doors. Refer to these to determine when a room has open labs or when it can be reserved (in the case of AC-175 and/or AC-180).

MP/TV General Classroom Rules

Here are a few reminders to make your time in MP/TV a better experience for everyone.

Do . . .

- . . . Store your work **ONLY** in the desktop drive that corresponds to your Mac class login only.
- . . . Use a folder on the desktop when using a MAC computer in AC-172 or in the Edit/Capture bays.
- . . . Use the **Student Files folder** on drive D: for your work on PC computers.
- . . . Follow the instructions carefully for capturing in the edit/capture bays. Turn DV deck on before the computer!
- . . . Put kill dates on your folders or delete unneeded files yourself to help free up HDD space for others.
- . . . Backup your important work on discs or a flash drive. Stuff happens.
- . . . Use the equipment as it is intended to be used.
- . . . Treat the computers and equipment as if it is your own. (Your tuition and fees pay for all of this cool gear anyway).
- . . . Leave the space the same as or better than you found it. (The maid quit a long, long time ago).
- . . . Reserve equipment (and rooms) 24-48 hours in advance. The forms are in AC-173.
- . . . Have your instructor authorize your use of any equipment or rooms used outside of class.
- . . . Sign in/out when using open labs and edit/capture bays.
- . . . Create some cool projects using all the resources available to you (and share your best work with all of us, too).
- . . . Ask for help in AC-173. We are ready to assist you. Really.

Don't . . .

- . . . Hot swap any Firewire device! Turn OFF the computer BEFORE plugging in or unplugging any Firewire device. Period!
- . . . Change the audio, video, or computer configurations in any way in any room. Instead ask for assistance in AC-173.
- . . . Bring food or drinks of any kind into the computer labs or edit bays.
- . . . Use the Mac1 server to store your work beyond a week or so (add a kill date to your folder).
- . . . Work directly from the Mac1 server or you risk corrupting your files and losing your work.
- . . . Misuse equipment or computers or you risk having your lab/equipment privileges suspended or revoked.
- . . . Forget to sign in/out when using edit bays and open labs (sign in/out book in AC-173).
- . . . Neglect to mention COD MP/TV when you win your first Emmy or Oscar.
- . . . Be afraid to ask for help instead of messing things up. The MP/TV staff in AC-173 is happy to show you workflow, tips, and techniques (and that will save time and aggravation for all of us).

Open Labs

There are no open labs during scheduled class meetings and you must vacate the rooms during those times. Do not enter classrooms while a class is in session either.

Open Labs in AC-172, AC-174, and AC-178 are posted on the classroom doors. Reservations are not needed to use these rooms during those posted open lab times. However, **please sign in/out in AC-173 when using Open Labs**.

Also note that you *must reserve* rooms AC-175 and AC-180 should you need them for your coursework. There are NO open labs in those areas. To reserve these rooms, use the standard MP/TV Equipment Reservation/Checkout form. An instructor must approve your use.

Edit/Capture Bays

Classes always get priority for using Edit/Capture Bays. Therefore, you should reserve one in advance by using the standard MP/TV Equipment Reservation/Checkout form. We can't guarantee that a bay will be available during scheduled class times. Also, **please sign in/out in AC-173 when using an Edit/Capture Bay.**

Instructions for using the Edit/Capture Bays are on the wall in each room and on the desktop of the computer itself. It is important that you follow those instructions carefully. Remember these crucial points:

- 1) Turn on the DV deck BEFORE turning on the computer
- 2) Create a folder on the desktop with your name and a kill date for deleting this folder
- 3) Start a new FCP or Premier Pro project and save it to the folder you created
- 4) *Very important:* Set the scratch disc in the FCP System Settings to capture to that folder you created, too
- 5) Use the MAC1 server only to move files from the capture bay to your classroom computer

MAC1 Server

We are fortunate to have a server to use for temporary storage of files and projects. All MAC computers in MP/TV can access this server.

- Use the server to **temporarily** store files and projects and to move data between computers.
- Do NOT work directly from the server itself!
- Put your work in folders you create with your name on the server.
- Add kill dates on the folders you create so we can free up HDD space. Better still, delete your own unneeded files and help us out.
- Lack of a kill date implies permission to delete folders at any time (and they will be deleted!)

Student Office/Green Room

There is a small office available in AC-173 for student use. It has two MAC computers and Internet access. You can use this for production meetings, homework, research, printing a report, grabbing e-mail, and so forth. Stop by AC-173 to see if it's available.

You can also reserve the Green Room for production meetings. Use the MP/TV Equipment Reservation/Checkout form.

Instructor mailboxes

You may leave homework, messages, or other material for your instructors with the AC-173 staff. We will place this in the appropriate instructor's mailbox. Instructors can leave material for you to pick-up, too.

Room Setup and A/V

The room configurations are maintained by the MP/TV Equipment Office. Please do **NOT** change the layouts or the particular A/V setups or the computers in any room. If you have a special request, please **ask for help** in the AC-173 Equipment Office. We are happy to assist and can usually accommodate most any special needs.

Printing

There is a B/W laser printer available for school work only. NOTE: You may print a few pages — no more than 10 pages -- as part of your coursework. Excessive use of the printer is not allowed. If you need extensive printing, visit a local copy shop or the COD library.

To print, use any MP/TV computer that already has Internet access to send to the single network printer in AC-173. It is setup as the default printer on all computers, so you can print to it easily from any application, such as Word. Pick up your pages from the AC-173 staff. We also have some basic office supplies available in AC-173 including stapler, tape, pens/pencils, and a three-hole punch.

Headphones

You are responsible for bringing your own headphones to class. We do not have any to checkout in AC-173.

Blank DVDs | CDs | DV/DVcam/HDV tapes

You are responsible for providing your own blank media for classroom projects. We do not have media in AC-173. However, there is a “community tape box” in AC-173 with “used” mini-DV tapes in it. You may borrow a tape in a pinch.

WIKI & Website

Find the answers you need to many questions and solutions to common problems on the official COD MP/TV WIKI. Our wiki is a collection of web pages designed to enable anyone who registers to contribute or modify content. Together we can create an up-to-date and ever evolving collaborative encyclopedia for the benefit of all.

COD Wiki: <http://codmptv.wetpaint.com>

There is also a department Website which provides further up-to-date information, downloadable forms, and more.

MP/TV Website: <http://www.cod.edu/dept/mptv/>

Advanced classes

Certain equipment is only available for advanced students in advanced classes. This is denoted on the MP/TV Equipment Reservation/Checkout form. You must be currently enrolled in an advanced class to use this equipment.

Some equipment use requires testing and certification, such as the Sony EX1 HDCam and Z1U HDV cameras and the DR-60 HDD units. Even advanced users can't checkout this equipment until they are certified to do so. Contact the MP/TV Equipment Office for more information.

Equipment restrictions

Certain equipment has additional use restrictions. For example, it may not be used off-site, such as the Lunchbox DV which must stay in the MP/TV department at all times. Another example would be the doorway dolly which requires you to prove your ability to transport it safely and securely. The MP/TV Equipment Office staff can clarify this further.

Equipment Reservation

Reserve all equipment at least 24-48 hours in advance. Classes have priority, so your reservation may be broken. It is possible that a particular piece of equipment may not be available for your use when you need it. We will try to offer alternatives.

Use the MP/TV Equipment Reservation form available in AC-173. Complete the form by placing checkmarks next to your choices. Some items have additional selections; circle the appropriate choice. For example:

Audio

() Handheld — VP-64 | SM57 | SM58

Equipment Checkout

Use the MP/TV Equipment Checkout form available in AC-173.

Your instructor's signature is required to checkout equipment.

- Equipment may be checked out for 24 hours *only*. Friday checkout is due Monday morning with no exceptions.
- Your complete address and contact information must be entered on this form every time. You will also be asked for your Student ID number the first time to be entered into our database.
- Fill in your requested equipment using the Equipment Reservation side of the form (the reverse side).
- The MP/TV Equipment Office staff will fill in the specific equipment details on the form **so leave this area blank**
- Allow 15-20 minutes to checkout equipment as it must be checked and tested before leaving the AC-173 Equipment Office.
- Return the equipment on time by the date and time indicated (see Penalties below).
- Set aside 15-20 minutes to check-in the equipment as it must be inspected by the MP/TV Equipment Office staff.

Training

We want you to fully understand the equipment that you use so that you can get the most from it to realize your vision. Furthermore, we know that training helps protect our investment by avoiding misuse and possible damage. You should receive training on the equipment from your instructors as part of your classes. Additional training can be accommodated by the MP/TV Equipment Office staff as needed. Do note that at busy times, we may be unable to provide in-depth help. You may want to make an appointment in advance.

Something's wrong?

You can really help us by reporting any and all problems you experience with the equipment, computers, A/V setups, and classrooms in the MP/TV department. We depend on your help in reporting these issues.

Use the "Something's Wrong" form in AC-173 to let us know of the problems you experience — no matter how minor — so that we can address the issue fast. If we all work together, we can keep the department running smoothly.

Responsibility

You are fully responsible for any equipment you check out while it is in your possession. All equipment will be in good working order when issued to you. Exceptions will be noted on the checkout form. However, we urge you to check everything yourself and report any malfunctions BEFORE signing the checkout form and leaving the Equipment Office. All equipment will be inspected by the MP/TV staff when you return it to the department and any problems will be reported at that time.

Make sure you read the following text carefully before signing the MP/TV Equipment Reservation/Checkout form. This paragraph appears at the form bottom and you agree to its terms by signing the form.

"I have received the equipment listed above for my use during the indicated time. I have inspected the equipment and found it to be in working order. I understand that I am fully responsible for the equipment while it is checked out to me. If it is lost, damaged, destroyed, or stolen, I will be responsible for the cost of such repairs or replacement and may have my equipment checkout privileges suspended or revoked. In addition, if I fail to return the equipment by the date/time indicated above, my equipment checkout privileges may be suspended or revoked."

Penalties

Equipment must be returned by the day/time on the checkout form. If equipment is not returned on time, the Equipment Office will call to remind you. If the equipment does not come in after this single reminder, the lab manager reserves the right to file a police report with the College of DuPage Police Department. If this report is filed, you will have your checkout privileges revoked for the remainder of the semester.

Your equipment privileges may be suspended or revoked as indicated below:

- First late equipment return — Stern warning
- Second late equipment return — One week suspension of checkout privileges
- Third late equipment return — Your checkout privileges will be revoked for the remainder of semester
- Willful damage or misuse of equipment or facilities — Your checkout privileges will be revoked for the remainder of the semester
- Lost, damaged, destroyed, or stolen equipment — You are fully responsible for repair and/or replacement and your privileges may be suspended or revoked depending on the severity of the offense.

You will also receive warnings and possibly have your checkout privileges suspended or revoked if you:

- Leave equipment unattended
- Misuse equipment in any way
- Use equipment for reasons other than class projects
- Delete files on any computer or the MAC1 server that are not your own
- Add any software program to any computer
- Change or otherwise interfere with the A/V equipment or computers in any room
- Disrespect the MP/TV Equipment Office staff
- Have food or drink in the computer classrooms or edit/capture bays.

Advising

Get help planning your college career here at COD and beyond from Jennifer Piehl (TV) at x2109, Tony Venezia (Animation) at x2020, or John Rangel (Film/Video) at x2910.

COD also offers many other programs for students such as employment assistance and peer tutoring.

Ask for help

We take great pride in the equipment and facilities here at MP/TV. We want you to use all of these resources to tell your stories effectively and artistically. Therefore, please treat all this wonderful gear well so that everyone can use and benefit from it.

If you don't understand something or are having a problem, PLEASE ask for help from the MP/TV Equipment Office staff in AC-173. We are eager and ready to assist you.

Have a great semester at MP/TV. We're happy you are here.

Thank You!