



## Studio M Guidelines

WU 221A

StudioM@ipfw.edu

- Studio M is a resource for students wishing to use and create a multimedia object(s) to meet the requirements of an IPFW course assignment. Students must provide the following before they can use the lab:
  - The instructor's name
  - The department code, course number, section number and name of the course
  - A copy of the assignment
- Clients of Studio M must complete an orientation and project consultation before they can begin work.
- As part of the orientation, clients must sign and abide by the Ethical Computer Use and Lab guideline sheets to be kept on file for Studio M.
- Anyone wishing to use or check out the portable digital resources (e.g. digital cameras and camcorders) must complete an additional orientation.
- Studio M supports single semester based projects. Projects that extend beyond a single semester may be worked on with special permission.
- No software downloads or installs (i.e. – messengers, iTunes, video games, etc.) are permitted on the Studio M machines. Contact the studio coordinator if other software is needed.
- To insure space on a computer, it is recommended that you reserve time on a specific machine by following directions listed on the Studio M reservation web page.
  - Missed reservations will be considered cancelled after 20 minutes, at which time the machine will be given to the next reservation or a drop in client.
- Reservations are in 2 hour increments with no more than 2 sequential reservations within a single day.
  - If the reserved machine is not spoken for or if no one is waiting to use the machine at the end a scheduled reservation, the client may continue working.
- Equipment and use of the lab for drop-in clients is subject to availability.
- All clients are responsible for archiving and backing up their files and projects.
  - Supported back up media: CD-R/W, DVD-R/W, External hard drives and thumb drives.
  - Clients may back up files currently in production on the Studio M NAS system. However, Studio M and its employees are not responsible for these files and this does not guarantee 100% safety of the files. Additional back ups are highly recommended.
  - All stored files in the lab will be permanently deleted at the end of each semester.



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- Audio Recording may need to be scheduled around lab time to prevent background noise capture. If this cannot work, clients must respect minimum sound level requirements.
- Clients need to talk to the studio coordinator before bringing in additional personal computer hardware. Items that are permitted: External hard drives, thumb drives, Digital and Digital Video Cameras.
- Headphones must be supplied by each user and will not be the responsibility of Studio M.
- Objectionable material will not be permitted in the lab (see ITS' Ethical Guidelines).
- Studio M is not intended as email stations, for gaming or instant messaging unless it coincides with the work being produced by the client.
- While this is a public student lab, it is not a gathering lounge. Studio M is an instructional / production environment and shall be treated as such with courtesy given to lab clients.
- For projects that deal with imaging of people, *release forms* may need to be on hand for certain projects. If you are unsure about *release forms*, talk to the Studio M coordinator.
- Students will leave the Studio M workstations as they found them:
  - Logged off when finished
  - Work area clean and ready for the next user
  - All papers, bags, etc ... will be turned into lost and found or tossed.
- No copying of copyrighted material without expressed permission from copyright holder (form or certified letter).
- No food or drink in the lab!

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Please print full name

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Student ID

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Signature

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Date