

Guidelines



Mediazone asks that all Instructors support and respect the content of all of the information in the Mediazone Rules & Regulations that are distributed online and posted hardcopies.

The Mediazone Guidelines make up an important part of the Mediazone support process. It is imperative that instructors adhere to these Guidelines so as to allow us maintain our online equipment inventory, to protect our equipment, ensure proper equipment liability and to better serve our students.

In tandem with Mediazone, it is the Instructors responsibility to help support the rules and regulations as pertaining to **ALL STUDENTS. Please assist students so they understand the RULES AND REGULATIONS** outlined by Mediazone. Please note that an initial orientation presentation will be made to each class. Please encourage students to use all of the available material under the 'Tutorials & Help' section, as well as the 'FAQ' section of the Mediazone website to further assist them in equipment operation, reserving equipment and getting to know Mediazone.



SEMESTER SURVEY: For every Academic semester; all instructors are requested to submit all of their course needs via the online survey that is sent. Please respect the deadline. Please submit preliminary information even if courses may be dropped. Changes can be made at a later date once survey is submitted. Course outlines may be requested along with the survey for reference purposes. Failure to submit a survey may result in our inability to prepare for your course needs in a timely fashion.

****Please use the link [provided here](#) for ALL courses requiring resources.**




CHANGES TO SCHEDULED DEADLINES: Mediazone asks that any changes to submitted Requests for resources, facilities / studio setup, or lab assistants - activities requiring Mediazone Spaces / Equipment or - Must be made at least **1 week in advance**.


****Please use the link [provided here](#) for ALL student exceptions.**

***Please note: NO exceptions** can be made during University closures & Mediazone closures. Mediazone requires time between semesters (exam periods) to prepare for the next semester. Regular course students from a previous semester that have to continue to use Mediazone Services must be registered to the online system by the Technician / IT. Please maintain the **1 week in advance notification rule**.

Please note. Extenuating circumstances may always be taken into consideration.


Please do not ask students to come and make requests personally, as we only accept requests from instructors using the student exception form.

 **In Class Equipment & liability:** All instructors are kindly requested to:
A) Pick up & Return all equipment borrowed for their class **IN PERSON**. Please do not send a student to return equipment. All equipment borrowed by the instructor should be returned all together.
B) Please leave enough time during the **check out and check in process** and exercise patience while the Lab assistant inspects the equipment and is servicing you.
For Photography studio procedures to wrap up – please refer to rules and regulations.

 **EXAMS:** Please note if you require facilities or equipment - Mediazone asks that you make requests for availability of facility & personnel. Special technical needs for the exams need to be communicated to Mediazone. All requests are required to be made at least **1 week in advance**.

Please use the link [provided here](#) for **ALL Exam requirements**.

Please note in case of independent study exams, exam dates must be communicated as soon as dates are available.

 **DIGITAL LAB:** Please note that each student is responsible for their own personal external drive and its contents. This includes the backup of any video material as well as general storage, and any fault or loss of files resulting from the choice of drive by the student. Students choosing their own hard drives that may be unsuitable, that may lead to issues including loss of material; **IS NOT THE RESPONSIBILITY OF MEDIAZONE.**

Mediazone is available for consultation to assist in the choice of hard drives. Mediazone recommends (as per the recommendation of the hardware / software - workflow).

An external hard drive that is: larger than 500 gigabytes / powered by mains / at 7200 rpm: This is the base minimum requirement.

Instructors will always have internal drive storage (a folder), at the Instructors PC in the Digital Lab. Please ensure that you obtain all of your files by **JUNE 1ST OF EVERY ACADEMIC YEAR - AS THIS DRIVE WILL BE FORMATTED.**

Please note that each instructor is responsible for obtaining digital files (exports or other) from students. Mediazone **DOES NOT** provide video file export archiving or external hard drives.

PLEASE BACK UP EVERYTHING TO YOUR OWN PERSONAL EXTERNAL DRIVES / USB. ALWAYS ASK FOR ASSISTANCE IN THE EVENT OF TECHNICAL FAULTS.

Please contact us [here](#) for any other issues.



***PLEASE READ LAB ASSISTANTS ROLES & RESPONSIBILITIES AS THEY MAKE UP AN INTEGRAL PART OF THESE GUIDELINES.**

***PLEASE COMMUNICATE THESE GUIDELINES TO STUDENTS AS YOU SEE FIT.**