

## The Hunter College Film Production Code of Professional Conduct

As a film production student at Hunter College you are expected to abide by the Hunter College Film Production Code of Professional Conduct. The purpose of this code is to assure equality, safety and respect among students, a professional attitude toward your work and the work of others and courtesy toward the faculty and staff. It is also intended to protect the film production equipment so that it is available to all students and finally, to foster an awareness of filmmaking as it is most commonly practiced in the “real world;” as a cooperative and collaborative art form.

### **The Program:**

The film majors sequence in The Hunter College Department of Film & Media Studies offers a logical and effective sequence of courses designed to progressively add technical, conceptual, aesthetic and historical information from course to course, year to year. The result is a thorough knowledge of basic filmmaking practices and techniques from both hands-on experience and an academic perspective. Knowledge is augmented through the sequence of courses as projects become more complex and demanding. To this end, pre-requisites are strictly enforced and the sequence of courses must be adhered to. We are not a private equipment resource nor a technical skills school nor a personal film studio. There are no independent studies available for film/video production projects. The place to produce your final (an often most involved) project is in *Film and Video Production Seminar*.

### **Students, Faculty and Staff:**

Students in production programs are expected to maintain a professional demeanor when relating to fellow students, faculty and staff. This means treating others with fairness and respect. Abuse or inequitable treatment for any reason toward your fellow students will be factored into your grade (this includes compromising safety through unsafe demands, practices or actions on a set). Abuse of faculty or staff can cause termination of all equipment access and will adversely effect your progress in this program.

### **Beyond Hunter:**

Professionalism also extends to conduct on location, with outside vendors, with the Mayor’s Office, with the NYPD, or with any other outside entity involved in the production of your projects. Remember, you are an ambassador for Hunter’s Film & Media Studies Department and your behavior reflects on the program. Unprofessional or abusive conduct will no doubt close opportunities for future Hunter students. Private property must be respected and all city, state and federal laws must be obeyed.

### **Equipment:**

In exchange for the privilege of access to some very sophisticated film/video production equipment, there are concomitant responsibilities. The film and video production equipment at Hunter College *must* be treated with care and respect. Our program has fully adequate but limited equipment resources. One person’s negligence, carelessness or indulgence inevitably jeopardizes other students’ access. Abuse, loss, theft or late return of equipment will result in a fine for the student under whose name the equipment is reserved. A stop *will* be placed on grades and/or transcripts until remuneration has been received. The film CLT will determine (often with the aid of an authorized technician) if damage is due to negligence or a result of normal wear and tear. The CLT’s assessment is the final word.

Every student enrolled in a production class is required to become familiar with and abide by the Equipment Loan Procedure & Policy sheet.