

CODE OF CONDUCT

Television Production Option Regulations

It is the policy of the CTVA Television Option that all rules and regulations specified in the California Occupation Code (CAL OSHA) are adhered to by all student while working on CSUN CTVA student television productions either on the CSUN property or on location off campus. Some of the safety code includes:

- **All off campus production must be approved and permits must be obtained before any production begins.**
- **Any use of any firearms, pyrotechnics or fire in any of the CTVA television productions or assignments.**
- **Any use of fire, smoke machine, fog machines or any motor vehicle in the CTVA Television studio.**
- **Proper close footwear will be worn at all times by all the members of the production crew.**
- **Proper safety equipment will be used with the use of any and all electrical equipment. Including by not limited to the use of fully grounded extension cords, never overloading any electrical circuit, heavy gloves when working with lighting instruments, proper use of department lighting kits.**
- **Production crews will not work for more than 10 hours in any given 24-hour period. During that 10 hours of production there must be two meal breaks and two 15-minute rest breaks.**
- **No drugs, alcohol or illegal substances can be on the production location or used during the production day with any and all CTVA Television option production assignments or projects.**
- **No food or drink are allowed in any of the production studios, editing suites or audio rooms.**

It is the policy of the CTVA Television Option that all the following rules and regulations are adhere to by all Television Option Production students, their talent, actors and guest in the classroom, studio or on location environment:

- **Following all directions, instructions or orders given by the class Professor or CTVA Engineering staff member.**
- **Follow all direction, instructions or orders given by the assigned student Producer or Director.**

- **Work in a collaborative manner with assigned or chosen production team members on classroom productions or assignments.**
- **Fulfill all the necessary duties, responsibilities and obligations of assigned production position.**

Student Conduct Code
from the CSUN 2006-2008 Undergraduate & Graduate Catalog, page 535.

The personal behavior and ethical conduct of each student of California State University, Northridge impacts, positively or negatively, on the climate and reputation of the entire institution. Thus it is imperative that each student act at all times with integrity and respect. The University assumes that all students will conduct themselves as mature, responsible, and law-abiding citizens who will comply with University policies and regulations.

Any student may be expelled, suspended, placed on probation or given a lesser sanction for the causes listed below.

- **Obstruction or disruption, on or off campus property, of the educational process, administrative process, or other campus function.**
- **Engaging in activities prohibited by the Television Option Regulations**

Those persons who do not comply with CTVA Television Option Regulations and the California State University Northridge Code of Conduct may be removed from the CTVA classroom, Television Studio or off campus production location and will thereafter be prohibited from entering classroom, studio or production location, will be immediately dismissed from the course, and will receive a grade of F.

CODE OF CONDUCT AGREEMENT

Student Conduct Code

from the CSUN 2006-2008 Undergraduate & Graduate Catalog, page 535.

The personal behavior and ethical conduct of each student of California State University, Northridge impacts, positively or negatively, on the climate and reputation of the entire institution. Thus it is imperative that each student act at all times with integrity and respect. The University assumes that all students will conduct themselves as mature, responsible, and law-abiding citizens who will comply with University policies and regulations.

Any student may be expelled, suspended, placed on probation or given a lesser sanction for the causes listed below.

- **Obstruction or disruption, on or off campus property, of the educational process, administrative process, or other campus function.**
- **Engaging in activities prohibited by the Television Option Regulations.**

Those persons who do not comply with CTVA Television Option Regulations and the California State University Northridge Code of Conduct may be removed from the CTVA classroom, Television Studio or off campus production location and will thereafter be prohibited from entering classroom, studio or production location, will be immediately dismissed from the course, and will receive a grade of F.

I have received a copy and have read and understand the Television Option Regulations / California State University Northridge Code of Conduct and agree to abide by its provisions.

Print Name

Student ID Number

Signature

Date