

**The University of Texas
Department of Art and Art History**

Transmedia Program

Student Handbook

Revised 10/16/06

Transmedia Area Classroom Rules*

1. All equipment in the facility is designated as academic equipment. None of it should be used for any purpose other than for the development of projects required for academic credit in Transmedia Area classes or in Transmedia Area development.
2. Only the Area Technical Staff may change hardware or software configurations. If the Technical Staff is not working when changes need to be made, the supervising faculty or TA must leave a note on the bulletin board to notify Technical Staff of any changes made and the reason for making changes.
3. No cables at any workstations, any software, any security, or equipment should be altered, installed, reinstalled, modified in any fashion, or removed from the lab at any time. These include undergraduate and graduate student projects, even if the needs are created by a work review, critique, or oral.
4. Standard hardware connections are: DV including sound and firewire I/O, all sound connections, and the Internet. Standard hardware connections are expected to be always operable.
5. Firewire devices can be connected only using the cables provided at each workstation. Students must request assistance making the connection from TA or professor.
6. No hazardous materials or substances are to be brought to the room (look at the safety sheet). This includes any equipment or substances that can cause fire alarm activation.
7. Maximum reserved workstation time per student is two hours. The next consecutive two hours can be given to the same student if available. Grace period is 10 mins.
8. All data will be erased from workstation hard drives at the end of each semester.
9. No food or drinks are allowed near workstations. All drinks should be placed on the black bookcase by the door upon entering the room. EMPTY CONTAINERS AND TRASH must be disposed of before class is over.
10. Lab needs to be kept clean (tables, floor, walls.).
11. Only Check-Out equipment may be used off-campus. Other equipment must stay in the room. Separate check-out equipment rules will be communicated to students by class faculty or TA.
12. All equipment in the classroom **MUST BE TURNED OFF** after the last class of the day. Graduate students working after hours must turn off equipment when they leave.
13. Manuals can only be checked out during class or open lab time. They may never leave 3.202! Students will be required to surrender an ID before any manual is checked out.

*A request for exemption from these rules should be directed to the Transmedia Area Head.

TRANSMEDIA STUDIO (ART 3.206) RULES

General Rules

1. Teaching Assistants are responsible for enforcing Studio Rules.
1. Room should to be kept clean at all times.
2. Furniture should be put back to default placement when not in use.
3. The use of studio must comply with the design of the room (performance, media production, and class work review)
4. Students may work after classes only if they are signed up, scheduled and supervised by Transmedia faculty or TA. Such use may not exceed 24 hour time slot.
5. Room alterations are not permitted (walls, curtains, lighting, painting, equipment)
6. Technical difficulties must be reported to TAs or Transmedia Lab Tech.

Cyclorama and its Specialty Floor

1. Dimmer controlled lighting should be used by trained personnel only.
2. Dimmer controlled lights must not be left on after use.
3. Curtains should be returned to their default position after use.
4. Cyc's structure should not be stepped on or exposed to damage to its surface.
5. Cyc's green floor can be used only with extra pair of socks. No bare feet or other footwear is permitted, as these items will scuff the surface.
5. Linoleum should be wiped clean before and after rolling it.
6. For best technical results follow cyclorama guidelines.

Fire Hazard

Some lights in cyclorama may cause fire if turn on against cyclorama curtains. These lights are labeled on the dimmer panel as fire hazard and should be used with special care. Strict adherence to the rules of their use must be enforced at all times.

Media Viewing Tower

1. Do not re-patch cabling
2. Turn off power to all devices when not in use.
3. Media tower is designed for the viewing of various video materials for instructional and review purposes. The tower should never be disassembled or incorporated into an installation.

Production Tower

1. Re-patch the system using rear input/output panel only.
2. Do not change or unplug cables directly connected to equipment components.
3. Use of this system requires direct supervision by faculty or TAs.

Trash can

1. Keep trashcans in its designated location at all times. If you notice the trash is full, please rotate it with a trashcan in hallway so that it may be emptied by custodial staff.

Computer Cart

1. Use of the laptop computers is allowed only under the direct supervision of faculty or TA. The laptops must be returned to the cart after each class period. Under no circumstances may the laptop computers leave the Transmedia spaces. A valid student ID must be surrendered to checkout any laptop.

Equipment Check-out Rules

1. By completing the Equipment Liability Agreement, each student accepts financial responsibility for all equipment while in their possession.
2. Equipment will not be checked out to any student that does not have a current Equipment Liability Agreement on file.
3. Students are responsible for confirming the contents of equipment bags at time of check-out.
4. Equipment may be reserved by signing up on the reservation form posted on the outside of each equipment closet. Equipment is checked out on a first-come-first-serve basis.
5. Maximum checkout period is one week.
6. All equipment must be returned each week. The day of the week and time will be set by the class TA in conjunction with the professor. If there are no current reservations, the equipment may be checked back out at that time.
7. All cables should be neatly wrapped when equipment is returned. As a courtesy to the next user, please charge any batteries before return.

Reservation Procedure for Transmedia Studio and Workstations for Open Lab Hours

- A sign-up sheet for Lab workstations is located on the bookshelf in the Lab.
- Workstations may be reserved for a maximum of 2 hours consecutively. If there is no conflicting reservation, students are allowed to continue working past their 2 hour limit.
- The Transmedia Studio may be reserved for use during open lab hours by signing up on the schedule posted on the Studio door.
- The Studio may be reserved for a maximum of 2 hours consecutively. If there is no conflicting reservation, students are allowed to continue working past their 2 hour limit.

THE UNIVERSITY OF TEXAS
EQUIPMENT LIABILITY AGREEMENT

This document is an agreement between _____
and the Department of Art and Art History and constitutes the only terms under
which any individual may borrow equipment or use facilities of the department.

1. Borrower accepts full financial responsibility for any loss or damage (including theft) to any equipment or facilities used under this agreement.
2. Borrower agrees to inspect and fully checkout all equipment BEFORE the period of use begins and to notify the checkout manager or instructor of any problems.
3. In the event of shared credit or cooperative production use of equipment or facilities, liability will be accepted by the individual considered in charge and secondarily by the person directly responsible for the loss or damage.
4. During the period of time in which a liability claim for damage or loss remains unsettled, liable individuals will not receive course credit and a block will be placed on their registration.
5. By signing this agreement the borrower acknowledges that he/she has read and understood the equipment use rules of the Department (as listed below) and will abide by them.

I have read this agreement, fully understand its contents, accept financial liability for equipment and facilities to be used, and intending to be legally bound by this agreement, hereunto set my signature.

Printed Name _____

Signature _____

Address _____ Phone _____

City _____ State _____ Zip _____

U.T. Ident # _____ Date _____

ART DEPARTMENT EQUIPMENT USE RULES

1. Equipment may be checked out during posted checkout hours and may be checked in only during posted check-in hours unless prior arrangements are made with the check out manager.
2. Equipment or facilities must be used as reserved unless cancelled in advance. If the reserve time is not claimed within 10 minutes, the time will be forfeited on a first-come-first-serve basis.
3. Any malfunction, damage, or loss of equipment must be reported at the earliest possible time.
4. Person using equipment and facilities must follow all posted instructions.
5. Person using equipment and facilities must follow all verbal instructions from the staff.

The Department of Art and Art History operates under an honor system. If a student continuously operates outside the boundaries of accepted conduct, he will forfeit his right to use equipment.

Semester: _____ Year _____

LOCKER AGREEMENT

READ CAREFULLY BEFORE SIGNING

LOCKER NO: _____ SERIAL # OF LOCK: _____ (NOT COMBINATION)

INSTRUCTOR _____ CLASS: _____

My signature below indicates that I acknowledge and accept the following:

1. Due to the limited number of lockers available for the painting, design, life drawing, and watercolor areas, I will be allowed only one locker in the building.
2. I can sign up for the use of a locker for only one semester at a time. This applies to summer school as well.
3. By 10:00 p.m. on the date listed below (and underlined), I am required to remove all materials and locks from all lockers assigned to me.
4. Any locks and materials not removed will be removed by the Department and disposed of according to University policy.
5. No firearms, explosives, or any other illegal contraband are allowed in lockers.
6. If I fail to remove the lock and contents of my locker by the announced date, I forfeit ownership of the property therein.

Signature

Date

Printed Name

Address

Phone

RELEASE AND INDEMNIFICATION AGREEMENT
The University of Texas at Austin

PARTICIPANT:

Name (last name first-please print or type)

Address

City, State, Zip Code

DESCRIPTION OF ACTIVITY OR TRIP: _____

MODE OF TRANSPORTATION: _____

LOCATION(s) of activity or trip: _____

DATE(s) of activity or trip: FROM _____ TO _____

I, the above named student, am eighteen years of age or older and have voluntarily applied to participate in the above Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose me to hazards or risks that may result in my illness, personal injury or death and I understand and appreciate the nature of such hazards and risks.

In consideration of my participate in the Activity or Trip, I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release The University of Texas at Austin, its governing board, officers, employees and representatives from any and all liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss or damage property and for any and all illness of injury to my person, including my death, that may result from or occur during my participation in the Activity or Trip, whether caused by negligence of the University of Texas at Austin, its governing board, officers, employees and representatives or otherwise. I further agree to indemnify and hold harmless the University of Texas at Austin, its governing board, officers, employees and representatives from liability for the injury or death of any person(s) and damage to property that may result from negligence or intentional act of omission while participating in the described Activity or Trip.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAME FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO ANY PROPERTY CAUSED BY MY NEGLIGENCE OR INTENTIONAL ACT OR OMISSION.S

Signature of Student

Date signed _____ 2 _____

Printed name of Student

Signature of Witness

Date signed _____ 2 _____

Printed Name of Witness