University Mission Statement

It is the mission of DeSales University to provide men and women with quality higher education according to the philosophy of Christian humanism as developed by Saint Francis de Sales and his spiritual heirs. The University imparts knowledge about, and develops talents for, personal, familial, and societal living. DeSales University enriches the human community and enhances the dignity of the individual through its educational endeavors. In its work, the University fosters a vital and respectful dialogue between Roman Catholic faith and human culture.

Mission Statement of the Division of Performing Arts

Believing that creativity endeavors to illuminate truth and elevate the human spirit, our mission is to shape pathways of discovery that challenge and inspire students to fulfill their artistic, scholarly, and professional capacities.

Philosophy of the Division of Performing Arts

The Division of Performing Arts was founded on the notion that creativity is a gift from God. We strive to educate students according to the philosophy of St. Francis de Sales, using our talents in celebration of beauty and the quest for truth. By modeling excellence in the classroom and production, and by providing thorough foundational training, we aim to develop artists who contribute to the enrichment of the human community.
Welcome to the Division of Performing Arts at DeSales University!

This department began in 1969 under the founding leadership of Father Gerard J. Schubert, OSFS and Bill Callahan. It was originally housed in what is now Dooling Auditorium with scene and costume shops in Billera Hall. In 1982, the Labuda Center for the Performing Arts was built, and at that time it housed the Theatre and Dance programs. Today, it is the home of four of the most dynamic programs in the university: Theatre, Dance, TV/Film, and Music.

In 1991, Father Schubert and the theatre faculty founded The Pennsylvania Shakespeare Festival which is the professional outgrowth of the theatre program. Each summer, this Festival recruits professional actors, directors, designers, managers, and technicians to work alongside our theatre students to produce classical and modern theatre of extremely high quality. Internships are available each year for our students who wish to participate. These paid internships include performance, technical, and management opportunities.

This handbook is designed to communicate aspects of the philosophy of the TV/Film Department, and also to spell out important departmental policies. These policies are designed to help each student succeed and thrive in a program rich with opportunities. They are also designed to enable all of us to work together productively as a company to foster the best educational experience and produce the highest quality work possible.

Mission Statement of the TV/Film Department
The mission of the TV/Film department is to help students develop into responsible creators and thinkers following the philosophy of DeSales University. Our curriculum integrates practice and theory, providing students with technological knowledge, critical thinking skills and diverse creative vocabulary in preparation for the professional industry or further scholarship in criticism and analysis.

Philosophy Statement of the TV/Film Department
We strive to provide young men and women with opportunities to discover and develop their talents and skills in the field of communication arts. We strongly believe that film and television professionals wield a powerful influence in the global marketplace. We also believe strongly that, as creators and marketers of electronic media, they bear an enormous social responsibility.

Therefore, our program of study is conceived as a multi-layered experience that blends technical and creative instruction with ethical and professional standards. This type of academic experience extends beyond coursework – it exposes students to a diversity of perspectives – those of classmates, staff, professional practitioners in the field, and outstanding faculty. Those human exchanges and collaborations, combined with our state-of-the-art resources, are at the heart of our program’s purpose and vitality. Our broader mission is to be the leader among the departments working to form an intellectual and creative culture that will, in the spirit of the University’s Salesian mission, “enrich the human community and enhance the dignity of the individual through its educational endeavors.”
FACULTY MEMBERS AND AREAS OF EXPERTISE

Chuck Gloman
Chair, TV/Film Department
Producer
Director of Photography
Associate Professor
Email: chuck.gloman@desales.edu
Phone: 610.282.1100 ext. 1683

Jennifer Suwak
Title: Assistant Professor
Email: jennifer.suwak@desales.edu
Telephone: (610) 282-1100 ext. 1732
Jennifer Suwak is a filmmaker and technician. She teaches production and film history courses and mentors students.

Susan Lehman
Title: Assistant Professor
Email: susan.lehman@desales.edu
Telephone: (610) 282-1100 ext. 1615
Ms. Lehman’s screenplays have won the Austin Film Festival, the Set in Texas Screenplay Award, and the prestigious Horton Foote Excellence in Screenwriting Award. She is a recipient of a 2008 Pennsylvania Council on the Arts Fellowship in Scriptwriting. She is a member of Philadelphia Playwrights and the Dramatists Guild of America. In Los Angeles, Ms. Lehman worked as a story editor. As a member of SAG, AFTRA and AEA, she has worked as an actress on stage, film, TV, and many television commercials. She has taught at CA State University, Northridge, the University of Judaism, Pasadena Playhouse and several other theatres. Locally, she has taught at West Chester University over ten years and at other local colleges before joining DeSales. Ms. Lehman holds a BA in theatre and an MFA in acting, both from UCLA.
THE PROGRAM

OVERVIEW

Challenging from the Start …

In our program, we utilize a professional, experiential approach to learning. Unlike many TV/Film Departments, at DeSales, you’ll learn to use equipment in your first year. Right from the start, you’ll test your talents using cameras and editing systems. You’ll be broadcasting and making films. You’ll have plenty of opportunities to explore your interests, expand upon your strengths, and improve your artistic and technical skills.

Mixing practical application and theory from the beginning, our program covers a wide range of production experiences. Television shows, ranging from news, sports, and music videos, to short comedies and dramas on film, are always in production here. Students are the driving force behind every phase of these productions—including writing, directing, filming, lighting, on-air, producing, and editing.

We offer our students an array of writing, production and editing courses. In addition to those courses and electives, students enrolled in the program are required to take media literacy, marketing management, and history.

Every spring we showcase the most outstanding work produced by TV Film majors in a two-day film festival in the Labuda theater. Additionally, Channel 99 transmits to the campus community and often features diverse programming, including student film and video submissions.

INTERNSHIPS and PRACTICUM

Internships
Many students supplement their coursework by pursuing internships with outside organizations, such as production companies, community television stations and non-profit arts groups. Students may explore opportunities for internships during the regular academic year or during summer break.

Practicum Contract
Practicum is designed to reward students for their participation in the work of the TV/Film Department. For example, students may engage in creative work independently, work in supportive roles on other student projects or assist in the administration of program events. While creative and professional work outside the program is encouraged, it will not be counted toward Practicum credit. Time spent working on assignments for other courses, for which you are receiving credit, may not be applied to Practicum.

All first and second year students must contribute a minimum of 50% of their practicum hours as crew members (or other support) on work in the TV/Film Department. A minimum of 40 hours work is required for Practicum credit. The quality of your work will be evaluated according to the following criteria:
1. Record of hours worked.
2. Four advisee meetings attended.
3. Peer evaluation (e.g., project leader’s comments about your work).
4. Product delivered.

The function of the Practicum exercise is to develop professional maturity in the students who undertake it; that is, the primary expectation will be one of accountability. Each student is required to meet with their supervisor within the first two weeks of the semester to discuss their Practicum assignments. The student and supervisor will enter into an agreement outlining specific assignments for the semester’s work. Once a satisfactory arrangement is made, the student will be accountable to the terms of the Practicum contract. Following this initial meeting, each student will be required to schedule and attend a minimum of three additional meetings with their Practicum supervisor to report on their progress. If changes are required, the contract must be revised with the supervisor’s prior approval. Supervisors are at liberty to prescribe Practicum assignments whenever necessary.

EQUIPMENT
DeSales is committed to operating with the highest quality professional equipment in the most cutting edge facilities available. We remain committed to keeping pace with technology and technological advances well into the future – in order to assure that, when our students graduate, they do so with the experience and skills necessary to make an immediate contribution to their workplace.

This also means there is a plentiful supply of high-end equipment. At DeSales, there’s not one set of equipment for first-year students and another for upper class students. Everyone uses the same high-quality equipment. We have 12 digital camera packages (lights, tripods, microphones) and three film camera packages. We also have all the gear necessary to do a completely professional job (dollies, boom mics, jibs, etc.). Our equipment office is open every day for check-out and check-in. Our non-linear, digital edit suites are available 24/7.

CAGE EQUIPMENT CHECKOUT PROCEDURES
This is a detailed explanation of the operation of the Cage (the TV/Film Rental House located in Brisson’s basement). This procedural list has been compiled to guide students as well as faculty in properly obtaining equipment.

Equipment Request forms can be found in Labuda (outside the TV Studio), and Brisson (outside of the faculty offices and outside of the cage). All Equipment Request Forms must be properly filled out. Remember to only fill out the front section of the form. Upon completion, forms can be dropped off in person to the Cage or to the bin located outside of the Cage door.

- No forms will be accepted or processed without a valid faculty signature. (Professors of specific classes MUST sign forms for that class’ projects.)
- Contact information must be 100% legible.
- Request dates and times are a must (see General Rental Information).
- Remember, this is only a request form.
General Rental Information: The cage does not guarantee the equipment you request; thus the name of the form. Remember, other students will be taking out equipment as well. So bring the forms days in advance. Preparation is the best path to success, even when it comes down to renting out cameras.

- Weekday rentals may not be taken out for more than a two day period.
- Weekend rentals from Friday through Monday.

In the event that extensions are required, only professors (of that class) may verify the validity of the student’s need. Each scenario will be evaluated case by case. All professors must acknowledge the extension with a signature next to the dates. No signature – no extension.

- Equipment must be returned NO LATER than 4:30 p.m. on the date of return. No if, ands or buts.
- Equipment must be returned NEATLY in its proper case. No food or drink should be placed near the camera, and the case should not have any debris in it.
- When returning equipment, ALWAYS report any problems with any piece of equipment you have used. Report any and all damages. Report anything lost.
- If you do not know how to use an item you wish to take out from the cage, you should ask your professor for instruction and advice.
- NEVER force anything (open/closed, in or out). Be gentle with equipment.
- You are responsible for double checking to make sure that you have everything you need for a shoot. Go through your items when you are at the Cage to make sure you have everything for which you are going to be held responsible. You will receive a RECEIPT for the equipment you sign for; use this when you wrap out of your shoot to inventory all equipment to be returned to the Cage.
- Do not leave equipment in vehicles or outside in excessive heat/cold. Make sure equipment is secure and safe.
- Most importantly, YOU are responsible for ALL equipment that you sign for. (You will be held liable for any and all damages or losses.)

Checkout Privileges: The revocation of checkout privileges is a varying degree of repercussion when a student fails to adhere to any of the rules of the cage. Duration of the revocation of checkout privileges will be handled individually and at the discretion of Dan Lopez. Revocation of privileges will occur regardless of a student’s need for equipment for practicum, class projects or any other necessity.

Revocation of checkout privileges may occur for any of the following reasons as well as other that may be deemed appropriate:

- Failure to return equipment as scheduled.
- Excessive tardiness in equipment return
- Equipment damage (for which students will be held financially responsible)
- Leaving equipment unattended or lock in an edit suite.
FACILITIES
Located in the Labuda Center for the Performing Arts, the TV/Film Department is at the heart of the performing arts at DeSales. Our TV/Film lab facilities are located in the Iaccoca Studio and Brisson Hall. The Iaccoca Studio was recently upgraded to High Definition Video -- making it one of the most modern university TV studios in the country.

Inside the Iacocca Studio is a professional studio, sets, control room, and editing facilities, as well as a programmable lighting system, a 16-track sound system, a professional sound booth, and a digital graphic effects system. Our recently renovated Brisson Hall location is home to ten editing suites, a fully equipped production office, computers with special scriptwriting software, and high-speed internet access.

Additionally, classrooms, seminar rooms, and screening rooms across campus are equipped with film, video, DVD, and computer projection to enable close study of moving images. The Air Products Theater is a 60-seat projection theater/classroom used for lecture courses as well as a venue for the annual screening of student works. Our collection includes a diverse range of international feature films, experimental film and video work, animation, silent films, documentaries and television programs. The library also maintains a current collection of reference materials, books, and scholarly journals related to film, television, and media studies.

LIFE AFTER DESALES - Graduates and interns of our programs have had the opportunity to work on a number of exciting projects, at many organizations, including:
VH1
WGAL-TV
MTV
Golden Field Films
The Queen Latifah Show
WNET-TV (New York)
Passport Productions
Philadelphia Film Office
Fox Philadelphia
Banyan Productions
The History Channel
A Wedding Story
Resolution Pictures
WFMZ-TV
Clayton Prince Films
Hack
QVC
Less Than Perfect
According to Jim
House Wars
Change of Heart
The Village
Warner Bros. Television
Touchstone Television
The Fine Print
General Departmental Information & Regulations

• Every student must have an external hard drive (100gb or more) no later than their second semester of their first year of study.
• All students enrolled in courses which require film making activities must pay a lab fee covering the cost of a university-purchased insurance policy for anyone related to the students’ project while working on DeSales property.
• No smoking is allowed in any part of the building. University rules specify that any smoking must be done at least 15’ from an entrance.
• When class is out of session, the equipment cage and editing facilities are closed to students.
• Students are responsible for fixing or replacing any damaged equipment.
• The following rules for the equipment cage must be followed:
  o All equipment is to be returned in the condition in which it was checked out.
  o All equipment must be returned at the designated time.
  o The student who signs for the equipment who signs out the equipment is ultimately responsible for its condition.
  o Students must secure the signature of an instructor to sign out equipment.
• DeSales production or editing equipment may NOT be used by students for commercial work.
• All equipment must be thoroughly checked by students prior to checkout.
• Each student is responsible for saving his or her projects/media on their own external hard drives.
• No media may be saved on internal drives at any editing station.
• Media is regularly deleted from internal drives.
• From Monday through Friday, the TV studio hours are 8:30 am to 6:00 pm. After 6:00 pm and on weekends, the TV studio is closed to students UNLESS SUPERVISED BY A WORK STUDY STUDENT OR OTHER UNIVERSITY EMPLOYEE.
• Any problems with equipment should be reported immediately to the cage managers.
• Any shooting on DeSales University campus between the hours of 5:00pm-8:00pm must be reported in advance to campus police.
DESALES UNIVERSITY  
Performing Arts Division  
TV/Film Department  
**Campus Filmmaking Guidelines**

The Campus Filmmaking Guidelines have been compiled to guide student filmmakers planning to film on the DeSales University campus. Campus Filmmaking Guidelines are intended to assist student filmmakers in making decisions which avoid such activities as: attempting unsafe combat/violence/stunts, altering existing systems which might result in fire hazard or damage, digging on campus, shooting in unsafe locations such as rooftops, requesting campus police to participate in shoots, and any other activity which would jeopardize university property, public safety or normal university operations.

It is noted and understood that there are at least two different types of student filmmaking activities.

A. One type of activity is a class assignment wherein students are sent forth to create, on film or video, a conceptual principle. These class assignments typically do not involve a major storytelling component or an extended shooting schedule or set up that would prove disruptive to normal university operations.

B. The second type of activity is a student film project involving significant and extensive shooting and set up requirements. **These filmmaking projects, because of their scope, are the type of filmmaking activities for which these guidelines are intended** to ensure professionalism, safety and adherence to university protocol.

Additionally, because the DeSales University TV/Film Department believes that student filmmakers are solely responsible for their filmmaking activities and expects students to uphold the professional standards expected in the filmmaking industry, the TV/Film Department expects student filmmakers to:

- Design safe filmmaking experiences.
- Provide direct supervision over all elements of their filmmaking experiences.
- Insure appropriate security and maintenance of all filmmaking locations.
- Secure appropriate permissions for all filmmaking activities.
- Design and supervise filmmaking experiences which result in no permanent or lasting negative imprint on university property.

Procedurally, student filmmakers must:

- Student filmmakers who are working on projects assigned as part of a TV/Film production course are required to comply with the Campus Filmmaking Guidelines. Therefore, student filmmakers are required to sign the Filmmaker’s Release form which will be included with the syllabus of each TV/Film production course. Furthermore, with each project, student filmmakers are expected to review all filmmaking plans, including screenplay/script, content and shoot schedule, with the faculty member of record for the course for which they are undertaking the project. The purpose of this
review is to ensure that students are not designing on campus filming experiences without faculty overview. Student filmmakers will be held liable for repair or replacement costs if university property is damaged or stolen.

- Secure faculty permission for the filmmaking project and equipment distribution by filling out the TV/Film Equipment Request Form. Students must identify the course for which the equipment is needed and secure a TV/Film faculty member’s signature. Students must also sign the equipment request indicating that they understand that they will be held liable for repair or replacement costs if the equipment is damaged or stolen.

- For film shoots that occur on campus between the weekday hours of 5:00 p.m. – 8:00 a.m. or weekends, students must secure permission from the appropriate facility manager via email (see #4 below).

- Secure written permission from facility managers for filmmaking within common areas of campus buildings or extended outdoor shoots. Permission must be verified in writing via email. If students wish to film inside a personal university space such as a faculty office, the student must either ensure that the space user is present or secure written permission for the use of the space via email.

Permissions for on campus filming should be emailed to Mike Duffy, Director of Auxiliary Services (Michael.duffy@desales.edu) with copies to:

- John Bell, Performing and Fine Arts Division Head, john.bell@desales.edu
- Chuck Gloman, Chair TV/Film, chuck.gloman@desales.edu
- Mike Pochron, Chief of University Police, mike.pochron@desales.edu

- **Student filmmakers should have all written permissions and notifications on site at all film shoots.** (For sample of an email exchange between a student and a facility manager, see the end of this document.)

Procedurally, student filmmakers should not:

1. Attempt to secure permission by phone.
2. Attempt to secure permission in writing without providing appropriate notice. Students trying to secure permission with less than a week’s notice will most likely be denied permission.
3. Assume that because they heard that a student filmed in a certain location in the past, permission will be granted. All permissions are considered on a case by case basis and are approved or denied based upon many criteria, including specific campus activity schedules.

Specifically, student filmmakers are expected to adhere to the following guidelines:

- If filmmakers secure permission to film inside a campus facility, there is to be no alteration of electrical, HVAC, plumbing, security or fire protection systems.
- Students are prohibited from approaching any university personnel (faculty, staff, students) and requesting involvement which compromises their responsibilities to the university or rights as members of the university community. For example, students may not approach campus police requesting that they or their equipment be used for filmmaking purposes.
- Students are expected to conduct business on campus with the awareness that campus neighbors will be exposed to their activities. Noise, stunts, effects, etc. must not be conducted in such a way as to cause disturbance or alarm.
- When filming inside campus facilities, student filmmakers must not interfere with normal university functions or operations.
• When filming inside university dorms on a project which may interrupt or impact normal operations, student filmmakers must get permission from affected residents. This written permission must be submitted to the Office of Residence Life in McShea.

• Student filmmakers must return all furniture and furnishings to their original locations and leave said furnishing in their original or better condition. If a location has trash in it before the shoot, the student film maker will clean it up to prevent any assumption that the film maker left the location in poor condition.

• Student filmmakers must use the appropriate cleaning materials for the appropriate surfaces. Some flooring materials are specially formulated to be only cleaned with certain products; using other products may result in damage. Appropriate materials can be acquired from the custodial staff if sufficient notice is given. If a shoot involves fake blood or spilled drinks, etc., filmmakers must contact the custodial staff beforehand. Be aware that while fake blood and other materials may normally be easy to clean up, some otherwise stain resistant materials may not be resistant to these items.

• Filmmakers should inform the proper authorities if anything goes wrong (blown fuse, broken light, etc.) rather than trying to fix/hide the problem.

• Filmmakers are expected to respect the work, study and sleep rights of all university personnel. Most civil ordinances do not permit loud noises after 10:00 p.m. Keep in mind, too, that many students keep odd hours and many will want to sleep in until 10:00 a.m.

• Filmmakers must inform University Police of any shoot that might involve fake violence as passers-by or people down the hall may hear screaming and assume the worst.

• Filmmakers must leave time to break down equipment and restore the location to its original or better condition. (AT LEAST HALF AN HOUR but more likely an hour or more) This means that if a film maker has permission to shoot until 10:00 p.m., shooting must stop at 9:00 p.m. to allow for strike and restoration. Pushing things until the last moment may breed ill will and jeopardize future filmmaking activities.

• Filmmakers must keep track of all personnel at all times. Often, cast and crew will be overzealous to assist and may behave inappropriately. Filmmakers will be responsible for the actions of their personnel.

In short, DeSales filmmakers are expected to be courteous, kind, honest and conscientious at all times. This sounds obvious, but it is truly critical to a long and successful career.

PLEASE NOTE: The Hurd Science is a facility that enjoys robust use seven days per week. Students are conducting research and are involved in course-related assignments in the labs and classrooms on a continual basis.

In addition, by its very nature, the Hurd Science Center is home of various equipment and supplies that require adequate training and supervision. The safety of our students, staff, and visitors is always of paramount concern to the DeSales University Community.

For these reasons the Hurd Science Center is not a suitable location for the filming of student TV/Film projects. Requests for use of the Hurd Science Center for internal or external film projects will be denied.
Insurance for Off-Campus Filmmaking Activity

In order to obtain “proof of insurance” for an off-campus shoot, student filmmakers must undertake the following steps:

1. Secure an “Off-Site Information Sheet” from Debbie Naso in Dooling 243.
2. List cast and crew on the sheet and attach a copy of the script.
3. List information on the institution governing the location.
4. Obtain approval from the program director and faculty of record.
5. Once completed, hand in the “Off-Site Information Sheet” to Debbie Naso. Once processed, proof of insurance will be forwarded.

Sample of Student Notification/Permission

Dear Mr. Duffy -
My name is student’s name and I contacted you earlier about filming in the University Center on Sunday October 1st. The plans were to begin around 12 pm and end around 4 pm. We would like to film at one of the eating tables and near the registers. The shot by the registers does not include any dialogue and is just a basic shot of two people walking in. The center of the film, however, takes place at one of the dining tables. There will be two people sitting over lunch talking. We do not plan on taking up too much room, just enough with extras to convey the message that it is indeed lunch at the University Center.
Thank you for your time and I hope to hear from you soon,

Student -
You have my permission to film in the University Center Main Dining area as outlined below. You need to coordinate with our Director of Dining, Ms. Sally Harchuska, the filming around a cash register. The registers may not be open during all of the hours that you have outlined below. You, of course, must return all room furnishing to their original placement and clean up after your shooting schedule.
Please contact me with any questions.
Mike D.