

DSDT
LICENSED PROPRIETARY TRADE SCHOOL

**PROGRAM CATALOG
&
STUDENT HANDBOOK**

Updated Edition
2018-2019
Volume 11



CAMPUS:
1759 W. 20TH STREET, DETROIT, MI. 48216
MAIN PHONE LINE: 313-263-4200
WWW.DSDT.TECH

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ADVISORY PROGRAM COMMITTEE MEMBERS



Bio: Quenton Ross is a native of Detroit Michigan, and a proud graduate of Michigan State University. At MSU he double-majored in Media Studies as well as Criminal Justice, and in April of 2010 he obtained an entry-level position at The Word Network television station as a Master Control Operator. After 18 months, he was promoted to being a full-time editor for the station, and then promoted again eight months later to being the Senior Editor of the production department. By the age of 29, Quenton was now serving as the Director of Production for all three Adell Media properties which include 910am Superstation, The Word Network, and WADL-Detroit tv-38. In his spare time, Quenton focuses his energy on growing his photography company, Perfect Touch, which was launched in 2009, and Q11 Studio, which opened in 2016. Q11 Studio is a 1,300 square foot multi-purpose facility located in Southfield, MI, that houses a private suite for makeup artist Moriah Mierre, office/work space for Perfect Touch, and also serves as a photography studio for rentals and classes. Quenton credits his professional success to being obedient to the voice of God, being blessed with a wonderful wife, great mentors, and being committed to serving others.

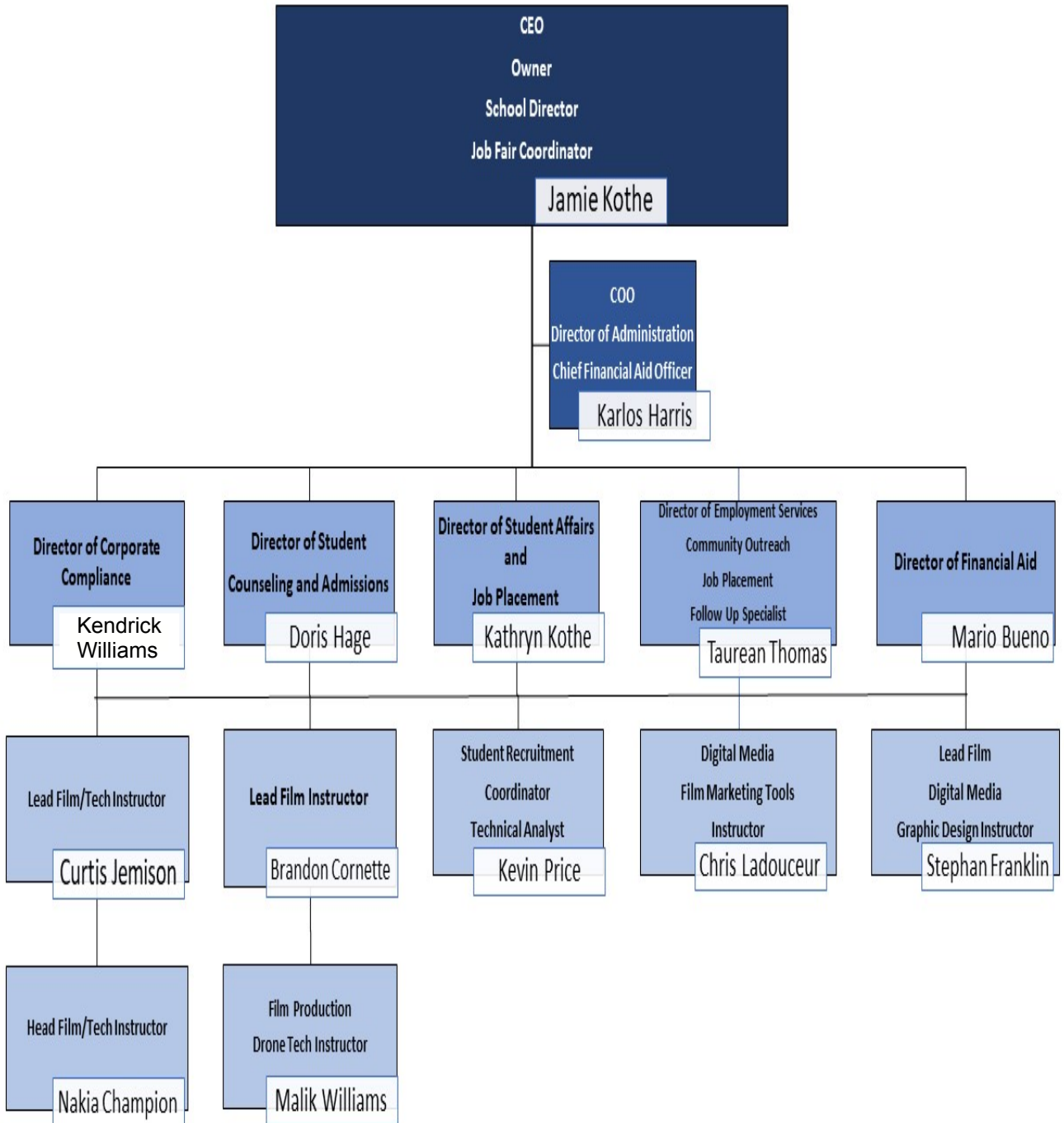


Bio: Kirk Noland is a Detroit native and has a diverse background from professional Stand-up Comedian to Film Producer. Kirk also has a teaching background in the Detroit Public School and creative arts team. Kirk is knowledgeable in Media, Film and Production Content Creation and how to employ students upon graduation. Kirk offers a wide variety of skill and knowledge in Film Production and working with the affiliate market for job-placement opportunities in Detroit and the surrounding area suburbs of Detroit. Kirk does everything in Content creation and Digital Media Arts and is a talented, master of production offering key insight to the recent trends such as; hiring and fields of interest, and everything Social, Digital and Film Media Production.



Tamiko Ogburn is a native Detroit who graduated from Detroit Public Schools Magna Cum Laude with an overall GPA of 3.5. She graduated in the top 3% of Detroit Public Schools. Tamiko went on to earn her undergraduate degree in Management and Organizational Development from Spring Arbor University as well as a Master's degree in Human Resources Management. Tamiko's love for education led her to become a substitute teacher in the K12 environment as well as an education administrator in the post-secondary environment. Tamiko has worked in the field of education in some capacity for the last 22 years. Tamiko has managed schools with multiple locations, designed new curriculum and career programs, opened several new campuses including a branch and satellite campus. Tamiko is also a human resource professional with a focus on training and instructional design. Tamiko is a published author with several titles including: Campus Operations Workbook, Medical Assisting Basics, A Guide to Federal Funding, Mom's Hands and many more.

DSDT ORGANIZATIONAL CHART



*** PLEASE NOTE***

PLEASE ADDRESS ALL COMPLAINTS, COMMENTS OR CONCERNS TO THE DIRECTOR OF ADMINISTRATION ON CAMPUS*

THE DIRECTOR WILL THEN DISCUSS IN WRITING OR IN PERSON WITH THE SCHOOL DIRECTOR. ALL FOLLOW UP DISCUSSIONS WILL BE SCHEDULED BY APPOINTMENTS.

CORE VALUES AND BELIEFS

MISSION STATEMENT

DSDT is a Licensed Proprietary Trade School focused on Film Production with specializations in IT, TECH and DIGITAL MEDIA. We are dedicated to providing our students with an innovative curriculum, which prepares graduates for gainful employment. We strive to inspire individuals and help them to implement their learned education, into a skilled and working professional.

VISION STATEMENT

To be recognized as a leading school and job placement provider in the Metro-Detroit area. It's simple: We Train, Employ, and Empower individuals for gainful employment.

CORE VALUES

Purpose & Growth: Our foundation is built on an innovative curriculum, which provides a place for our students to thrive and our team's passion to implement a model with proven success.

STUDENT FOCUS: The only way we are successful as an organization is to have a razor- sharp model of education and clear student focus.

Integrity: We as an organization pride ourselves on being honest and having respect for all individuals.

LEADERSHIP: We strive to create an environment where all students become skilled and job ready for individual entrepreneurship or employment opportunities.

PROFESSIONALISM AND EXCELLENCE: Our students will learn our professionalism in our actions, behaviors and affiliate partners. We continually build lasting relationships with excellence and maintain our professionalism on all levels of performance.

ENVIRONMENT: We have created a fun, hard- working environment with a revolving door for development.

ACCREDITATION: DSDT is accredited by the Commission of the Council on Occupational Education.



ADMINISTRATION ADDRESS

1759 W. 20th Street, Detroit, MI. 48216

MAIN CAMPUS ADDRESS

1759 W. 20th Street, Detroit, MI. 48216

LEGAL NOTICES & CERTIFICATION:

State of Michigan Proprietary Division

GENERAL INFORMATION

Approval Disclosure Statement

Campus: DSDT 1759 W. 20TH Street, Detroit, MI. 48216 is a private institution; which was granted institutional approval from the Lansing Licensing Department of Proprietary Trade Division, Private Postsecondary Education, as per Michigan Education (LARA) Division. Approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the Bureau.

Institutional approval must be approved every three years and is subject to continuing review.

Approved Course: 560 Clock Hour Film Production Diploma, 31 weeks and 80-240 Clock Hour Certificate of Completions in Technology Professional 2 and Technology Professional 6.

HISTORY & ADMINISTRATION

DSDT is a technical training center located in southwest Detroit. The facility's original name is Astute Artistry, LLC, which opened its doors in 2011 in Farmington Hills, Michigan. The school is a licensed proprietary trade school through the State of Michigan. Astute Artistry, LLC Specialized in Film Production and Creative Visual Effects. Additional curriculum was added throughout the years to enhance the traditional Film Production curriculum by adding more Digital Media, Digital Graphics and Technology. As a result, a name change to DSDT was imperative for re-marketing and re-branding purposes. DSDT opened a new facility at 1759 West 20th Street in Detroit near the Ambassador Bridge in the former Detroit Police Departments 3rd precinct. DSDT executives felt a calling to be in the city of Detroit to assist residents of Detroit and the surrounding suburbs more efficiently.

ADMISSION REQUIREMENTS:

Orientation, Personal Interview
High School Diploma or Equivalent
License or Picture ID and Enrollment Agreement

ATTEND ORIENTATION: APPLICANTS MUST ATTEND AN ORIENTATION ON CAMPUS.

It is required and provides an in-depth overview of our program, schedule and start dates. Orientation will take place every Tuesday and Thursday morning at 8:30 a.m.-noon.

Times will be available for a one on one session, if you will not be able to attend an orientation.

ENROLLMENT DATES WILL BE GIVEN AT THE ORIENTATION AND ALL STUDENTS WILL NEED TO SCHEDULE A MEETING WITH A COUNSELOR/ADMISSION DIRECTOR.

CONTINUOUS ENROLLMENT/ CLASS REGISTRATION: Class start dates/ times vary and will be offered morning, noon and evening. Classes enroll every 4-6 weeks,

Please refer to the tuition and registration schedule supplement or contact DSDT the school for exact starting dates.

SCHOOL TOURS AND ENROLLMENT

Post-secondary school students can take a certificate of completion and/or diploma program which prepares individuals for real world on-the-job experience!

To schedule a tour of our facility or to enroll into one of our programs, please contact our Admissions Department at 313-263-4200.

ADMISSION PROCEDURE

COMPLETE AN APPLICATION FORM:

Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from DSDT on-site at the main campus and or the website, www.dsdt.tech. All enrollments will be in person and student will complete all necessary requirements via campus location: 1759 W. 20th Street, Detroit, MI. 48216.

The admissions process is dependent upon the exchange of information between the applicant and the school. The admission director, as a liaison, conducts a personal interview with each applicant. During the interview process, the admissions director recommends programs in relation to the applicant's career preferences, training needs, and individual motivations. Once the interview process is complete and a final decision is made to be admitted for training.

The department may deny admission to potential applicants who do not meet the standard criteria necessary to be admitted. This may include applicants who are unable or unwilling to pay for program out of pocket or those who demonstrate extreme inability to benefit from the designated program

To apply for admission, applicants should contact the admissions department to schedule an appointment for a personal interview and tour of the facility. During this time applicants will complete the questionnaire for enrollment. Applicants must provide a

copy of their high school diploma or transcript, or a copy of their GED. Applicants must bring in picture identification such as license or state identification.

VETERANS APPROVED TRAINING FACILITY, MICHIGAN WORKS! AND DESC PREFERRED TRAINING PROVIDER.

The following federal and state bureaus, departments, or agencies have set minimum standards for your program of studies:

Department of Corporations and Securities (LARA) Licensing State Division of Proprietary Trade Schools Veterans Affairs/ State of Michigan approval Board (all GI, military bills, vocational rehab, and yellow ribbon) training approved.

APPLICATION FEE: There is no application fee associated with the processing of an incoming student enrollment.

PERSONAL INTERVIEW:

Applicant must complete a personal interview with the Admissions Team prior to registration. Applicant must provide the following verification documents: High school diploma, high school transcripts, or GED, and driver's license or birth certificate. We are required to verify that your proof of education is from a valid high school or GED program. If we determine that your diploma or GED certificate is not valid, you will be denied admission to the school. DSST does not recruit students who are already enrolled in a similar program at another institution and does not accept or transfer credits.

SATISFACTORY ACADEMIC PROGRESS / SAP

Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or if the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Students are evaluated for Satisfactory Academic Progress as follows: 280 clocked (actual) hours, which is the midpoint and then at 560 clocked (actual) hours. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in their respective c

ATTENDANCE

The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

ACCEPTANCE:

After a prospect has completed the enrollment application process, the enrollment counselor and director of operations reviews each applicant and his/her required admissions materials including the personal interview to determine acceptance. Based upon the decision of the counselor and director of operations, the applicant receives notification of acceptance or denial. Note: All applicants must go through the entire enrollment application process (detailed in catalog, online publication and enrollment application).

ENROLLMENT CONTRACT:

DSDT clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract and information covering costs and payment plans will be furnished to the student prior to the beginning of class attendance.

PAYMENT SCHEDULE:

DSDT offers a variety of monthly financial payments schedules. See DSDT's Admissions Leader or Financial aid leader for details.

ADMISSIONS AND RECRUITING (Updates and/or changes):

Any changes to these publications, rules of admissions, contract enrollment agreements and or any printed admissions information will be given to all current, prospect and future students in a timely manner. All updates/changes to catalogs, crime statistics and schedules and enrollment dates will be sent via email on a monthly basis to all faculty, current, past and potential students.

DSDT RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES WHEN DEEMED NECESSARY. CHANGE WILL NOT AFFECT CURRENTLY ENROLLED STUDENTS.

PLACEMENT ASSISTANCE

DSDT maintains an active placement assistance service for our graduates. Prior to graduation or at any time thereafter, graduates may avail themselves of the school's placement assistance services in addition to arranging interviews with potential employers. The Director of Job Placement guides students in the completion of employment applications, resume writing, preparing for interviews, professional attire,

workplace communication and behavior. DSDT also assists students interested in finding non-program related job leads while enrolled in school. Graduate's names and phone numbers are kept on file for future references upon completion of the course. Although every effort is made to help graduates find employment, DSDT cannot guarantee its graduates employment.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student film production activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain and pass a Final practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

STATE LICENSED PROPRIETARY TRADE SCHOOL DISCLAIMER: The State of Michigan will not provide a certificate of completion or award a diploma to any student that has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or a crime; committed any act that, if committed by a graduate of the business or profession in question. Students who are not U.S. Citizens or who do not have documented authority to work in the United States will not be eligible to attend DSDT. DSDT, the school, is not responsible for students denied work without proper documentation showing proof of citizenship.

NON- DISCRIMINATION POLICY

DSDT does not discriminate in its employment, admission, instruction, counseling, or graduation policies on the basis of sex, color, age, race, national or ethnic origin, creed, religion, or disabilities that would not preclude employment within their selected program area nor do we recruit students already attending or admitted to another school offering

similar programs of study.

STUDENTS RECORDS /FERPA

The Federal Right of Privacy Act enables all Students to review their academic records, including grades, attendance, and counseling reports. Student's records are confidential and only such agencies or individuals authorized by law, such as state and federal agencies are allowed access without written permission of the student. Also, parents/and or legal guardians of a dependent minor student have access to the student's file. A student may authorize certain individuals, organizations, or class of parties (such as potential employers) to gain access to certain information in their files by signing a date specific release form. State law requires the school to maintain these records for not less than five years. Students may request a review of their records by writing the Director of the School.

HOLIDAYS AND SCHOOL CLOSURES

DSDT the school allows the following holidays off: New Year's break December 31st through January 1st, Dr. Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving weekend, December 24th and 25th, and approximately, one day every two months for staff personal development.

PAYMENT SCHEDULE

DSDT offers a variety of monthly financial payment schedules. See DSDT's admissions leader for details.

EDUCATION GOALS

DSDT strives to provide a quality educational system that prepares students to successfully complete the Film Production with Tech, IT and Digital Media specializations within their chosen field of study. Our quality education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise.

- To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
- To maintain a constantly updated program that provides students with the knowledge to compete in their field of study.
- To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- To teach courtesy and professionalism as the foundation for a successful career in

- their chosen field of study.
- To prepare students to successfully pass the Film Production, Tech and Digital Media Industry.
 - To train and graduate students while empowering them to become confident and excited to enter a successful career within the Film Production, Tech and Digital Media Industry.

Approved DSDT's Financial Aid Policy and Procedures: 10/19/201

DSDT's FINANCIAL AID POLICY AND PROCEDURES

Return of Title IV Federal Student Aid

Federal Financial Aid Refunds - Return of Title IV Calculation

A student recipient of Federal Title IV funds (i.e., Direct or PLUS loans) who withdraws from DSDT before completing 60% of the term is subject to the Return of Title IV Calculation to determine the percentage of Title IV funds required to be returned to the federal government. The Return of Title IV calculation is a federally mandated formula to determine how much federal funding was "earned" up to the time of withdrawal.

The Title IV funds that were disbursed in excess of the earned amount must be returned to the federal government by the school and/or you. If you received a refund from financial aid, which was to be used for education-related personal expenses or housing expenses, you may be required to return a portion of those funds to the school. This portion represents funds that were intended to pay your education-related expenses through the end of the semester. The amount to be returned to DSDT will be determined by your institutional costs, refunds you might have received for non-school expenses and the funds that must be returned to the government.

The amount to be returned to the federal government will be calculated from the date you officially withdrew from classes or, in the case of an unofficial withdrawal, the last date you were involved in an academically related activity. An official withdrawal occurs when a student follows the published process for withdrawing from the school prior to the end of the term.

To determine the amount of aid you earned up to the time of withdrawal, DSDT's Office of Financial Aid will determine the percentage of the semester you attended. The percentage used to determine the return of federal student aid funds is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than five consecutive days are excluded. The resulting percentage is then used along with your school costs and total federal funds that you received (funds that were disbursed directly to your DSDT school student account and possibly refunded to you) or that you were eligible to receive, to determine the amount of aid that you are allowed to keep.

Any unearned Title IV aid must be returned to the federal government within 45 days of the date of the determination of your withdrawal. DSDT's Office of Financial Aid will notify you with instructions on how to proceed if you are required to return funds to the government. Any funds returned after the Return of Title IV Aid calculation is completed and processed are then used to repay DSDT's funds, state funds, other private sources, and the student, in proportion to the amount received from each non-federal source, as long as there was no unpaid balance at the time of withdrawal. All aid sources are repaid before any funds are returned to the student.

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned by you and/or your parent or the school must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Parent Loan (PLUS)
4. Federal Direct Grad Plus

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

If the post-withdrawal disbursement includes loan funds, DSDT must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that she/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to DSDT within 14 days.

It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time.

Official Withdrawal

A student must contact the School Director's office of Administration (verbally or in writing) to withdraw or take a leave of absence.

For tuition refunds and financial aid refunds, the date of withdrawal is the date the student notifies the School Director's Office of Administration they are withdrawing.

Room and board refunds are prorated based on the date the student moves out of the residence facility.

Unofficial Withdrawal

- Occurs when a student leaves the school without notice, Or
- When all courses in which the student is enrolled are given an F grade due to non-completion of the course.
- The student's last date of attendance or participation in any academic activity will be the date used to calculate the Return of Title IV Funds.

DSDT TUITION COSTS:

Vary based on the type of course selected. No deposit per session is due upon receiving your acceptance from DSDT. Tuition must be paid in full two weeks prior to the start of the course. If your course begins in less than two (2) weeks, 100% of your course cost must accompany your signed enrollment agreement. There will be a \$25.00 charge for returned checks and for credit card disputes.

CANCELLATION POLICY:

We reserve the right to cancel any class, with or without reason, any time prior to the first day of class. All tuition monies paid by students will be refunded if a class is cancelled. Cancellation notices will only be given to students who have already registered and paid for the class. Class dates, times, and prices are subject to change at any time. Any changes that affect a student contract will be revised, and both the student and the school will have to sign the new contract.

Approved DSDT's Financial Aid Policy and Procedures: 10/19/2017

REFUND POLICY AND SIGNATURE FORM

REFUND POLICY AND SIGNATURE FORM

1. Refunds for Classes Canceled by the Institution. If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition on and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

2. Refunds for Students Who Withdraw On or Before the First Day of Class. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

3. Refunds for Students Enrolled Prior to Visiting the Institution. Students must visit the institution prior to enrollment.

4. Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction. Institutions engaging in programs, which are short-term, must have a written policy or contract statement regarding whether or not fees and instructional charges are refundable.

5. Refunds for Withdrawal after Class Commences

(1) Refund Policy for Programs Obligor Students for Periods of 12 Months or less the refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less shall be as follows: (i) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition; (ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition; (iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and, (iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition. Agrees to comply with the assigned schedule for the applicable Film Production Program, which may change from time to time at the discretion of the school. Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.

DSDT REFUND POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. Applicant is not accepted by the school: The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes.
4. A student notifies the institution of his/her withdrawal in writing.

5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school: (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

DSDT PERCENT OF SCHEDULED TIME TOTAL TUITION SCHOOL ENROLLED TO TOTAL COURSE/PROGRAM SHALL RECEIVE/RETAIN

0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.

Student Signature

Date



AUTHORIZATION TO RETAIN CREDIT BALANCE FUNDS

All Federal Student Aid funds including disbursements from Federal Direct Loan programs will be credited to the student’s account for charges including tuition, fees, books and necessary kits for the program, and applicable state taxes.

Unless a student authorizes a school to hold a credit balance, the credit balance must be paid to the student as soon as possible but no later than 14 calendar days after the balance is created.

This form, if signed by you, authorizes DSDT school of Film Production to retain a credit balance in place of delivering the credit balance to you when it is created. You have the right to withhold agreement from all or part of this authorization. If you elect not to authorize DSDT school of Film Production to hold your credit balance, the funds will be paid to you within 14 days.

This authorization may be withdrawn at any time by providing a written request to the following address:

**DSDT school of Film Production
Attn: Financial Aid
1759 W. 20th Street
Detroit, MI. 48216**

I, _____, voluntarily authorize DSDT school of Film Production to retain any credit balance that may occur on my account during the 2018-2019 Financial Aid award year, and I acknowledge that interest will not be earned on the credit balance. I understand that I reserve the right to withdraw this authorization at any time. If I withdraw this authorization any remaining credit balance will be delivered by DSDT school of Film Production within 14 days.

Student Signature

Date

Approved DSDT's Financial Aid Policy and Procedures: 10/19/2017

SATISFACTORY ACADEMIC PROGRESS POLICY AND PROCEDURE

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at DSDT. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the Council on Occupational Education and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows: 280 clocked (actual) hours, which is the midpoint and then at 560 clocked (actual) hours. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in their respective courses.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or if the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

DSDT considers grade "C" or 2.0 cumulative grade point average the minimum standards required to graduate.

The Grading Scale is based on the Grade Point Average (GPA)

Interpretation: Exceeds Standards, Meets Standards, Minimum Standards, Unacceptable Standards, Failure.

A-100%-90%	4.0	Exceeds Standards
B-89%-80%	3.0	Meets Standards
C-79%-70%	2.0	Minimum Standards
D-69%-60%	1.0	Unacceptable Standards
F-59%-below		Failure

Only courses for which the student receives a passing grade are acceptable for unit requirements in calculating the SAP status. Incomplete courses and withdrawals are not counted as completed units. Students are required to verify attendance for terms in which they receive unsatisfactory grades.

Student Signature: _____

Date: _____

ACADEMIC POLICIES

DETERMINATION OF PROGRESS

Students meeting the minimum qualitative 70% GPA requirement for academics and the quantitative 67% attendance (considered the pace) at the scheduled evaluation point are considered to be SATISFACTORY.

ACADEMIC PROGRESS

Until the next scheduled evaluation: In order for a student to be making satisfactory academic progress as of course midpoint, the student must meet 67% in both attendance and 70% academic requirements on at least one evaluation by midpoint in the course.

EXAMPLE ATTENDANCE: Student scheduled to attend 18 hrs. per week ($67\% \times 18 = 12$). Regardless of the average level of attendance, students who have more than 30 days of consecutive absences will be dismissed. When calculating attendance, a leave of absence will extend a student's contract end period and maximum time frame by the same number of days taken in the leave of absence. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

MAXIMUM TIME FRAME- Quantitative Measurement

All students on Title IV federal student aid must complete their educational program in no longer than 150% of the published length of the program. (A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence). Example if a student is in a 20-month program, the program must be completed in a maximum of 30 months that includes the labs, lectures and demos, (150% of 20). Students can consult the DSDT Catalog to find the duration of their training programs and then multiply that number by 1.5 to determine the credit hours' limit that applies to their financial aid.

*All attempted courses, and withdrawals, (except incompletes) at the DSDT school of Film Production are counted toward the 150% eligibility.

*When students have reached their duration limit they will be placed on probation.

*All degree seeking coursework for which the student is in attendance is included in the satisfactory academic progress evaluation. Matriculated and/or non-matriculated, part time and/or full time student coursework are included in the evaluation, even in cases in which a student did not receive financial aid.

WARNING POLICY

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. The student must meet both the attendance and academic requirements or be placed on probation.

PROBATION POLICY

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan. Students who are progressing according to their specific academic plan will be considered as making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress that must be met by the next evaluation. The student must meet attendance and academic requirements for satisfactory academic progress or as set forth in the academic plan. Non-compliance results in FAILURE of the student for NOT meeting the requirements set forth in the Satisfactory Academic Progress policy.

MAKE-UP TIME POLICY

Students are expected to make up missed days and exams. Students may utilize the various school schedules and classes to complete make up time and exams. All attendance make-up time will be done during normal school hours but in the student's non-scheduled class time.

SUSPENSION AND TERMINATION POLICY

Suspension or termination from DSDT may happen if the student participates in any of the following:

- a. Possession of illegal drugs or alcohol on school premises, grounds, or parking lot.
- b. Theft from Students, or of School property, or supplies.
- c. Willful destruction of School property.
- d. Insubordination
- e. Loud, boisterous behavior or foul language.

CHANGE OF INCOMPLETE GRADE

A grade of I (incomplete) may be changed to a passing grade within one term from the date of award of this grade if the student satisfactorily completes all of the requirements as set by the course instructor. Otherwise after this period the incomplete grade of "I" automatically will be changed to F. A student is given 14 days from the end of the term to make arrangements with his/her instructor if s/he has a grade of I or F for missing the final exam or required assignments because of an excused absence. Once the 14-day mark has passed, F grade will become permanent and the student has to retake the course. When a grade of I changes to a passing or failing grade, SAP is re-calculated. For a student who does not receive Title IV aid, the SAP policy is still applicable and this period is accounted-for in the maximum duration calculation of the program.

REESTABLISHING ELIGIBILITY

A student may also be reinstated for financial aid by completing the equivalent 12 credit/clock hours at DSĐT on a self-payment option and maintaining satisfactory academic progress during this time. Once a student has done this, he/she will either regain good standing or be placed back on financial aid probation, depending on his/her grade point average and completion percentage. This option is NOT available to students who have been dismissed from financial aid because of exceeding their hours limit. Prior Periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility.

ACADEMIC REVIEW PROCEDURES AND APPEAL PROCESS

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file.

DIPLOMAS AND CERTIFICATIONS OF COMPLETIONS

Upon satisfactory completion of the required course hours and course requirements, a diploma will be given to the student. Also a certificate of completion will be issued. The institution may withhold official academic transcripts and diplomas if the student has not met all financial obligations.

CHANGING DEGREES, SECOND DEGREES, REPEATING COURSEWORK, INCOMPLETES AND WITHDRAWALS

In the case where a student changes degree programs, courses taken that do not contribute to the new degree program DO NOT count toward the 150 percent requirement.

In the case where a student pursues a second degree program, courses taken that do not contribute to the new degree program DO NOT count toward the 150 percent requirement.

Any non-credit coursework, repeat coursework or coursework for which a grade of incomplete or withdrawn is given counts toward both the quantitative and qualitative measures for calculating SAP.

Any student pursuing an additional degree program is subject to both the 150 percent time frame and the 2.00 cumulative GPA requirements.

DSĐT does not offer noncredit remedial courses but individual study plans. Therefore noncredit remedial coursework is independent work and does not contribute toward the

150 percent completion time frame nor is it counted toward the qualitative 2.00 GPA requirement.

SUMMER TERMS

DSDT does not distinguish between summer, fall and winter terms. However, student financial aid is subject to the annual loan limits subsidized and/or unsubsidized. All periods of enrollment count toward Satisfactory Academic Progress.

REPEATED COURSES

Financial Aid will not pay for a repeated class if the student has already passed the class with a grade that will be counted towards his/her degree. In cases that the student receives a failing grade for their coursework, financial aid will only pay for ONE repeat of any course.

TRANSFER CREDITS

DSDT does not accept transfer credit for coursework completed at another institution.

WITHDRAWALS AND THE RETURN OF TITLE IV FUNDS

DSDT performs “Return to Title IV” calculations for all withdrawing students as per its R2T4 Policy. If a withdrawn student returns back to school, DSDT will apply its SAP policy in continuation of such a student’s SAP-status at the time of withdrawal. Title IV (TIV) (federal) financial aid funds are awarded under the assumption that a student will remain in classroom attendance for the entire period for which the funds were awarded. When a student withdraws from all courses, regardless of the reason, she/he may no longer be eligible for the full amount of funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time during which she/he remains enrolled. A prorated schedule determines the amount of federal student aid funds s/he will have earned at the time of full withdrawal.

Federal regulations require a recalculation of financial aid eligibility if a student:

- Completely withdraws;
- Stops attending before the semester’s end;
- Does not complete all modules in which the student is enrolled

DSDT students who receive federal financial aid and who do not remain in attendance through the end of the semester may be responsible for repaying a portion of the financial aid originally received (Please see DSDT Refund Policy). Students who do not begin attendance in classes are not eligible for federal financial aid and must repay all aid originally received.

DSDT GRIEVANCE POLICY AND PROCEDURES 2018-2019

Approved DSDT's Grievance Procedure: 01/14/2015; 03/20/2016

Effective Date: 10/26/2017

PURPOSE OF THE PROCEDURE/INTRODUCTION:

DSDT aim is to ensure that students with a grievance relating to their education or attendance can use a procedure, which can help to resolve grievances as quickly and as fairly as possible.

POLICY

Any Student who feels they have not received adequate, fair treatment in all matters related to; school policies, regulations and procedures in accordance with the current student handbook and student bill of rights may seek consideration through a formal grievance policy.

PURPOSE

To Provide all students with a means for impartial consideration in grievance procedures.

SCOPE

This policy applies to all students enrolled in the DSDT school for Film Production.

GUIDELINES AND CHAIN OF COMMAND

Stage 1: Statement of Grievance if the student feels that the matter has not been resolved through informal discussions with scheduled instructor/ student meeting, the student should put your grievance in writing to student director to further resolve the said issue.

Stage 2: The Grievance Meeting Whenever unresolved, the student may request an official grievance be heard by the DSDT's school director. Student must make request within 3 working days of the incident.

Stage 3: The Grievance Meeting The student director will respond, in writing, to the statement, inviting the student to attend a meeting where the alleged grievance can be discussed. This meeting should be scheduled to take place as soon as possible and normally 5 working days-notice of this meeting will be provided to the student and they will be informed of their right to be accompanied. Students submitting the appeal electronically will own the responsibility of following up to make sure the grievance was received.

PROCEDURE:

Students must take all reasonable steps to attend the meeting, but if for any unforeseen reason the student or the student director can't attend, the meeting must be rearranged. Should a student companion and or parent/ custodial guardian be unable to attend then the student must make contact within 10 days of the date of the letter to arrange an alternative date that falls within 15 days of the original date provided. These time limits may be extended by mutual agreement.

After the meeting the student director hearing the grievance must write to the student informing them of any decision or action and offering them the right of appeal. This letter should be sent within 10 working days of the grievance meeting and should include the details on how to appeal.

Upon receipt of the request, the grievance is taken to the DSDT school director. The school director will convene and review the grievance and make a decision within 5 working days.

APPEAL

If the matter is not resolved to the students' satisfaction they must set out their grounds of appeal in writing within 5 working days of receipt of the decision letter. Within 10 working days of receiving an appeal letter, the student should receive a written invitation to attend an appeal meeting. A more senior director of administration should take the appeal meeting not involved in the original meeting. After the appeal meeting with senior director of administration, the director must inform the student in writing of their decision within 10 working days of the meeting. Their decision is final.

If conflict is still without resolve, please contact:

Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325,
Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org.

Or

State of Michigan Department of Licensing and Regulatory Affairs (LARA)

P.O. Box 30018, Lansing, MI 48909

Phone Main Line: 517-241-7000

Fax: 517-373-2162

Email: CSCL-Complaints@michigan.gov

Website:

http://www.michigan.gov/documents/lara/Post-Secondary_Student_Complaints_498839_7.pdf

APPEAL FORM

Rules cannot be written that will apply to every situation in every business. Therefore, any policy established by DSDT may be appealed due to mitigating circumstances. Anyone wishing to appeal a policy must do so using this form and attach any applicable documentation. Appropriate personnel will review the appeal and a determination will be made. All decisions on appeal are final. Indicate which policy is being appealed below. Appeals regarding a SAP must be made within 15 days of the negative determination.

_____SAP Determination _____Other:

Attention School Director:

I wish to appeal the decision and/or policy of the school regarding the above-indicated manner. The mitigating circumstances and pertinent information relating to the decision or policy are stated below.

Supporting Documentation Attached: _____YES _____NO

Student Signature Parent or Guardian (If applicable)

Date

OFFICE USE ONLY _____APPEAL _____APPEAL DENIED EXPLANATION OF
DECISION: REQUIREMENTS OF STUDENT TO ACHIEVE SATISFACTORY
ACADEMIC PROGRESS AT THE END OF THE PROBATIONARY PERIOD:

Student Signature

Date

STUDENT GRIEVANCE FORM

NAME _____

ADDRESS _____

STUDENT NAME _____

TELEPHONE _____

1. Please provide a one or two sentence description of your complaint.

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

4. Indicate what specific resolution you are seeking or recommending.

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

Signature of Complaint

Date

ENROLLMENT AGREEMENT ADDENDUM

Student Name _____

Address _____

Phone Number _____

Original Start Date: _____

Original End Date: _____

Revised End Date Reason for Change: _____

SCHEDULE CHANGE

From: _____

To: Revised Contract End Date: _____

LEAVE OF ABSENCE

LOA Begins: _____

LOA Ends: Revised Contract End Date: _____

Student Signature Date Parent/Guardian Signature (if applicable).

Date

Accepted by School Official

Date

CLASS CALENDAR WITH ORIENTATION AND ENROLLMENT DATES

Program Start and End Dates: 2017-2010

2017-2018 Day and Evening

July, 24th, 2017- March, 9th, 2018
October 9th, 2017-May 25th, 2018
December 11th 2017-July 27th, 2018

2018-2019 Day and Evening

February 5th, 2018-September 7th, 2018
March 12th, 2018-October 12th, 2018
April 23rd, 2018-November 23rd, 2018
June 4th, 2018-January 11th, 2019
July 16th, 2018-February 22nd, 2019
August 27th, 2018-March 29th, 2019
October 8th, 2018-May 17th, 2019
November 19th, 2018- June 28th, 2019

2019-2020 Day and Evening

January 7th, 2019-August 9th, 2019
February 11th, 2019-September 13th, 2019
April 8th, 2019-November 8th, 2019
June 3rd, 2019-January 10th, 2020
July 15th, 2019-February 21st, 2020
September 2nd, 2019-April 10th, 2020
October 14th, 2019-May 22nd, 2020
November 11th, 2019-June 19th, 2020

Please note Class times and schedule may vary based upon student demand.

Orientations are held every Tuesday and Thursday morning from 8 am - 12 pm. For more enrollment information please call DSDT @ 313-263-4200, Mon-Fri during business hours 9 am - 5 pm. Student Handbook and Catalog will be given to you prior to signing enrollment agreement.

CAMPUS COURSE OFFERINGS

Course syllabus will be given at the start of each course.

Film Production- Diploma:

560 Clock Hours

560 hours includes: 520 Clock Hours in specialization and 40 Clock Hours of Soft Skills/ Health and Safety Training. Film Production with Specializations in IT fundamentals, Drone Technology for Film Production, Digital Marketing, Videography, audio engineering, DaVinci color grading, Social Media, Digital and Marketing Tools, Content Creation, Aerial Photography, Camera operation, web coding for film production, graphic design, adobe illustrator, final cut pro x, Photoshop, video graphics, digital signage, lighting, pre-and post-production, commercial script writing, music audio analytics and more.

Tuition and Fees: \$17,995.00

Tuition fees, books and individual materials: \$22,695.00

Technology Professional 2- Certificate of Completion:

80 Clock Hours

Technology Professional 2

80 Clock Hours: 80 hours Includes: One (1) Information Technology Courses, applicable book(s), applicable National Certification exam voucher(s), DSDT Certificate of Completion □ Equipment provided by DSDT: Computer with Vendor software loaded / labs.

Job Titles: Network Administrator, Systems Administrator, Help Desk Administrator, Programmer, Graphic Designer, Information Technology Manager, PC Technician, Cisco Network Administrator, Systems Engineer, Web Designer, Software Engineer, Network Security Administrator, Cyber Security Analyst, Social Media Expert, Content and Video Creator, Drone Technology expert and more.

Tuition and Fees: \$7,000.00

Total Tuition includes: Tuition, books and materials

Technology Professional 6- Certificate of Completion:

240 Clock Hours

Technology Professional 6

240 Clock Hours: 240 hours Includes: Includes: Six (6) Information Technology Courses, applicable book(s), applicable National Certification exam voucher(s), DSDT Certificate

of Completion. Equipment provided by DSDT: Computer with Vendor software loaded / labs.

Job Titles: Network Administrator, Systems Administrator, Help Desk Administrator, Programmer, Graphic Designer, Information Technology Manager, PC Technician, Cisco Network Administrator, Systems Engineer, Web Designer, Software Engineer, Network Security Administrator, Cyber Security Analyst, Content Creation Specialist, Social Media Specialist, Media Marketing Developer, Digital Media Specialist, Drone Technology Operator, Video editor, and more.

Tuition and Fees: \$15,000.00

Total Tuition includes: Tuition, books and materials

PROGRAM SCHEDULE

DSDT will be offering programs every 4-6 weeks, class times and available sessions will vary based on student demand. Day and evening classes will be in session. Typical Class times will be from 9-4:30 and 5-9:30.

Michigan Works!

Michigan Works! approved courses are listed above as Technology Professional 2 and will not have the option of addition or deletion to curriculum, unless student re-enrolls under a different form of financing option. Michigan Works! students will not be eligible for a refund due to the guidelines set forth by the Michigan Works! governing body guidelines.

***All students are required to attend a minimum of 22 hours/per week (full-time) ***

COURSE OUTLINE (EXAMPLE ONLY)

FILM PRODUCTION 560 CLOCK HOUR:

520 Clock Hours Core Curriculum

40 Hours Job-readiness/Soft Skills/Health & Safety

This course is designed to provide students with the fundamental skills for film and video production. Classes focus on multiple aspects that are uniquely integrated in the business of film production. There are six modules in which students may take in succession or rotate throughout the course. Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment.

OBJECTIVES

Students will:

Demonstrate proper use of the following Digital Video equipment and the terminology associated with each;

- a. Cameras and Accessories
- b. Sound recording and editing equipment and accessories
- c. Lighting equipment and accessories
- d. Industry Standard Video editing software
- e. Video exporting using current video media format

Create and use pre-production documents such as storyboards, shooting scripts, proposals, instructional design scripts, shot lists, editing scripts, text lists, lighting design documents, wardrobe lists and location diagrams. Demonstrate proper use of industry terminology in all production materials, activities and critiques. Write, direct, produce and broadcast a quality digital video product. Demonstrate industry level ability and familiarity in Digital Video Technology by critiquing digital videos in a variety of genres (Commercial, documentary, Short Films and Instructional videos)

- Pathway
- Sequence Introductory
- Computer Foundations
- Skill Building
- Digital Video Technology
- Advanced Skill

LESSON PLAN (EXAMPLE ONLY)

IT Fundamentals for Film Production (Module 1)

Week 1

Day 1 Mandatory Health and Safety/emergency preparedness training

- ***Evacuation routes, campus safety, active shooter training, fire drills***

Day 1 Computer Basics Windows

- Personal Computer Components
- System Unit Components
- Storage Devices
- Personal Computer Connection Methods
- Personal Computer Operating Systems
- Windows User Interface Components
- Windows File System Management
- Windows System Management Tools

Day 2 Computer Basics Apple iOS

- Personal Computer Components
- System Unit Components
- Storage Devices
- Personal Computer Connection Methods
- Personal Computer Operating Systems
- Mac User Interface Components
- Mac File System Management
- Mac System Management Tools

Day 3 Configuration

- Install and Configure Display Devices
- Install and Configure Input Devices
- Install and Configure Adapter Cards
- Install and Configure Multimedia Devices
- Install and Configure Storage Devices

Week 2

Day 1 Networking

- Network Concepts
- Network Communications
- Network Connectivity
- Internet Technologies

Day 2 Networking (continued)

- Create Network Connections
- Install and Configure Web Browsers
- Maintain and Troubleshoot Network Connections

Day 3 Overview

- Operating System Review
- Networking connectivity review
- Hardware review

Week 3

Day 1 Supporting Laptops and Portable Computing Devices

- Laptop and Portable Computing Device Components
- Install and Configure Laptops and Portable Computing Devices
- Maintain and Troubleshoot Laptops and Portable Computing Devices

Day 2 Troubleshooting

- Operating System Utilities
- Maintain Microsoft Windows
- Troubleshoot Microsoft Windows

- Recover Microsoft Windows
- Operating System Utilities
- Maintain Apple iOS
- Troubleshoot Apple iOS
- Recover Apple iOS

Day 3 Computer Security / Personal Computer Security Concepts

- Security Fundamentals
- Security Protection Measures
- Data and Physical Security
- Wireless Security
- Social Engineering
- Install and Configure Security Measures
- Maintain and Troubleshoot Security Measures

Digital Marketing for Film (Module 2)

Week 4

Day 1 “Definitions and lingo of marketing”

- Digital Marketing – Understanding the fundamentals and various types.
 - a) Digital marketing group research project (Due week 5 day 1)
 - b) Search Engine Optimization
 - c) Search Engine Marketing
 - d) Content Marketing,

Day 2 “The Network – How does the Internet work?”

- The history of the Internet from its inception to its current state
- The emerging Internet technologies?
- the future of the Internet and digital computing?
- Discussion and activity

Day 3 “Applications – What is needed to make your campaign work?”

- The powers and perils of automation
- Right and wrong ways to use bots
- Passive versus active participation and engagement
- How to make real connections online through social media
- Demonstration of Mailchimp
- Discussion and activity

Week 5:

Day 1: Marketing Mix

- What is a Marketing Mix?
- What is the process of developing products and services?
- How do we keep track of our assets and successes?
- Discussion and activity

Day 2: Promotion Mix

- Understand the different types of advertising
- Define good advertising and engagement
- Discussion and activity

Day 3: Funnels and Traffic

- Gain a working knowledge for building a marketing funnel
- How to build a splash page for a funnel
- Setup a system for driving the most and best traffic to your business
- Understand the concept of the “chasm”
- Discussion and activity
- Present group marketing research projects.

Week 6

Day 1: Websites and Landing Pages

- The Difference (Website should focus on you, your product, a cause, service or business, and landing pages should focus on generating leads and not sales.)
- Types of websites
- Types of Landing Pages
- Website or Landing Page? Which should you use? (Story of Berkshire Hathaway)
- Discussion and activity

Project: Build a marketing funnel using advertising, opt-in, social media and a splash page

Day 2: Conversion

- What does conversion mean? (To change from one form, state, etc., to another)
- In your online marketing campaigns, when does conversion take place? (Anytime between getting a person’s attention and making the sale)
- What can you do to improve your online conversion rate?
- Discussion and activity

Day 3: Shopping Carts

- What does an online shopping cart system do?
- Should be connect to your business bank account
- Anything associated with your Shopping Cart should have an SSL Certificate and be clearly visible on the site
- Discussion and activity
- Fees may vary for shopping carts
- Today funds can be placed in to your bank account with in a matter of days or less

Week 7

Day 1 Remarketing

- The concept of remarketing
- Types of remarketing

- The reason for remarketing
- SEO Optimization
- How to receive help with SEO and the services available to businesses

Day 2 Automation

- Review automation and how to it can make our lives easier
- Utilizing and optimizing Instagram, Twitter, Snapchat, and YouTube
- The future of AI
- The roles AI will play in our lives
- How AI has already impacted marketing and how it will be affected in the future

Day 3 Analytics and Tools

- Metrics and how to sue them
- Different types of metrics
- The importance of ranking in search engines
- Look at other tools for promoting and marketing
- Discuss hot to utilize these tools for your business
- Discussion and activity

Web Coding for Film Production (Module 3)

Week 8

Day 1 HTML Basics and Code Language

- Understanding basic code language and function

Day 2 Perform or direct Website updates in HTML

- Editing scripts and content through HTML pages

Day 3 Web Content Basics and Management

- Write, design, or edit Web page content, or direct others producing content.

Week 9

Day 4 Web Integration with Teams

- Confer with management or development teams to prioritize needs, resolve conflicts, develop content criteria, or choose solutions.

Day 5 Backup and Recovery

- Back up files from Web sites to local directories for instant recovery in case of problems.

Day 6 Testing and Validation

- Identify problems uncovered by testing or customer feedback, and correct problems or refer problems to appropriate personnel for correction.

Week 10

Day 7 Site Evaluation

- Evaluate code to ensure that it is valid, is properly structured, meets industry standards, and is compatible with browsers, devices, or operating systems.

Day 8 Understanding Web Technologies

- Maintain understanding of current Web technologies or programming practices through continuing education, reading, or participation in professional conferences, workshops, or groups.

Day 9 Databases

- Develop databases that support Web applications and Web sites.

Week 11

Day 10 Web Domains

- Renew domain name registrations.

Day 11 E-Commerce Strategies

- Collaborate with management or users to develop e-commerce strategies and to integrate these strategies with Web sites.

Day 12 Support

- Write supporting code for Web applications or Web sites.

Week 12

Day 13 Network Communication

- Communicate with network personnel or Web site hosting agencies to address hardware or software issues affecting Web sites.

Day 14 Web Security

- Design and implement Web site security measures, such as firewalls or message encryption.

Day 15 Web Schedules

- Perform Web site tests according to planned schedules, or after any Web site or product revision.

Week 13

Day 16 Selecting the Tools

- Select programming languages, design tools, or applications

Day 17 Site maps and templates

- Develop Web site maps, application models, image templates, or page templates that meet project goals, user needs, or industry standards.

Day 18 Servers

- Establish appropriate server directory trees, Identify or maintain links to and from other Websites and check links to ensure proper functioning.

Week 14

Day 19 Website Descriptions

- Provide clear, detailed descriptions of Web site specifications, such as product features, activities, software, communication protocols, programming languages, and operating systems software and hardware.

Day 20 Building web models and prototypes

- Create web models or prototypes that include physical, interface, logical, or data models.

Day 21. Hardware and software Evaluation

- Evaluate or recommend server hardware or software.

Graphic Design for Film Production (Module 4)

Week 15

Day 1 Intro to Graphic Design

- Adobe Illustrator Basics (demonstration)
- Expectations from students and teachers
- Student Insights and Skills
- Criticisms
- Students and Assessments
- The Business of Graphic Design
- Teamwork and leveraging your network
- Building resources and references
- Creating a logo

Day 2 Design and text (Logo Design)

- Type and color theory
- Variables of design
- The culture of the customer
- BRING IN EXAMPLES FOR CRITIQUE (HOMEWORK)
- What makes a brand
- Brand Recognition
- Tools of ADOBE ILLUSTRATOR, basic functions
- Interface of ADOBE PHOTOSHOP
- Presenting work to the client

Day 3 Adobe Illustrator (work in class)

- Develop logo

Week 16 (Business Cards)

Day 1 Designing a business card

- Color theory in print applications
- Digital Printing and layout
- Digital graphics and creation

- Business card design

Day 2 Creating a Design Business

- Business and company names?
- SET-UP of the business, the right way
- Researching the product for the client
- The Consumer Psychology, understanding your customer
- The basics of visual communications

Day 3 Process and Tools

- The Process of Iteration
- The integration of social media
- File types for printing and video
- Intro to Adobe Photoshop, basic tools and functions
- Final layout of business cards for review

Week 17

Signs, Posters, and Banners for print and video

Day 1 Large Format Printing, Commercial Printing, Video Graphics

- Billboards Signage Movie poster
- Digital signage
- Web graphics
- Motion picture graphics
- Project: Design Digital signage

Day 2 Image Editing Basics

- Image Editing
- Communication and the Customer
- Copywriting and Content
- Social media graphics
- Vision Boards
- Intro to CANVA

Day 3 Investing in your Business

- Investing in your Business, how many ways are there?
- Social Media presence
- Website Domains, WordPress and Hosting
- WordPress Basic Set-up
- Work in class (site map) for website
- Progress Report Exam

Week 18

Day 1 Overview of Graphic Design Software

- ADOBE ILLUSTRATOR review

- ADOBE PHOTOSHOP review

Day 2 WordPress Basics and review

- WORDPRESS BASICS review
- CANVA review

Day 3 Social Media Campaigns and Marketing

- Social Media Campaigns
- Social Media collateral material
- Create covers and banners for social media platforms
- Digital publishing

Week 19

Day 1 Newsletters and Presentations

- Basics of Constant Contact and MailChimp
- Developing a Portfolio

Day 2 Portfolio Basics and Resumes

- Portfolio and Layout
- Designed Resume

Day 3 Making Your Work Visible

- Advertising your business or clients' business on social media
- Digital printing basics

Film Production (Module 5)

Week 20

Day 1 Introduction/Basic Camera Operation and Audio

- Identifying camera parts/functions/accessories
- Proper Exposure, ISO, Aperture, Frame Rates
- Framing, Shot Composition, Rule of Third
- Camera operation/function exercise
- Basic 3-point Lighting

Day 2 Types of Camera Equipment

- Drone Photography
- Review procedures for checking out equipment.
- Review guidelines for proper use of camera equipment
- Review parts and function of camera components

Day 3 Introduce artistic camera techniques to create dramatic, interesting images.

- Introduce advanced camera techniques:
- Setting exposure
- Aperture
- Focus

- Shutter Speed
- Focal length / Depth of field

Week 21

Day 1 Field Work group study camera

- Student will apply examples of what has been learned in the field
- Students will gather video samples to edit

Day 2 Field Work group study camera

- Student will apply examples of what has been learned in the field
- Students will gather video samples to edit

Day 3 Field Work group study camera

- Student will apply examples of what has been learned in the field
- Students will gather video samples to edit

Lighting and Audio Engineering for Film Production (Module 6)

Week 22

Day 1 Introduction to Audio part 1

- Checking audio levels
- File formats, sample rate, bit depth
- Mono vs stereo
- Studio environment

Day 2 Introduction to Audio part 2

- Choosing a DAW and other equipment
- Buffer size, latency
- Signal flow

Day 3 Introduction to Audio part 3

- Powering on and off order
- Room treatment
- Analog vs digital

Week 23

Day 1 Lighting and Recording part 1

- The basics of lighting for film/video will be presented via lecture, including discussion on the relationship of light to picture quality

Day 2 Lighting and Recording part 2

- Students will demonstrate 3-point lighting setup, as well as lighting to create a dramatic effect

Day 3 Lighting and Recording part 3

- Students will demonstrate 3-point lighting setup, as well as lighting to create a dramatic effect

Week 24

Day 1 Field Work individual study

- Student will apply examples of what has been learned in the field
- Students will gather video samples to edit

Day 2 Field Work individual study

- Student will apply examples of what has been learned in the field
- Students will gather video samples to edit

Day 3 Field Work individual study

- Student will apply examples of what has been learned in the field
- Students will gather video samples to edit

Week 25

Day 1 Discussion on Lighting

- Students will describe how lighting contributes to the mood/feel of a film
- Students will write examples of how lights can be used to highlight story

Day 2 Introduction to Audio

- File formats, sample rate, bit depth
- Mono vs stereo
- Studio environment
- Choosing a DAW and other equipment
- Buffer size, latency
- Signal flow
- Powering on and off order
- Room treatment
- Analog vs digital

Day 2 Recording / Editing (mode options)

- Templates, Preferences, shortcuts
- Preferences, shortcuts
- Recording mode options
- Microphones & Mic technique
- Memory locations, groups, staying organized
- Demo Reel Prep for final project wrap up

Day 3 Job-Readiness

- Portfolio Building, what has been learned in the field
- Students will gather audio and video samples to edit
- Preparing presentations and demo reel for job-entry

Week 26

Day's 1, 2, & 3 Fieldwork instructor directed

- Resume mastery and review
- Demo Reel overview and final project presentation examples
- Employer mock interviews
- Panel of judges and presentation for demos

Week 27

Day's 1, 2, & 3 Critical Thinking and Emotional Intelligence

- Students will have an opportunity to meet with employers and mock interview
- Dress for success day
- Final presentations and demo reel continuation (Content compilation)
- Portfolio online platform building
- Mock interviews continued

Week 28

Day 1, 2, & 3 Final Preparation

- Exit Surveys, Student feedback forms
- Final soft skill sessions and quizzes
- Demo Reel final day presentations
- One on one session with counselors, teachers and mentors
- Mock Presentations
- Final Interview Preparation
- Content Compilation for final project week

Weeks 29 & 30

Days 1, 2, & 3 Final Preparation

- Content Compilation for final project week
- Final Projects and online portfolio completion
- Fine tuning and final presentations demo to instructors
- Final demo presentations to panel of high profile corporate affiliates

Week 31

Day 1, 2, & 3 Final Interviews

- All graduating students will have an opportunity to interview for open positions
- Come prepared on all three days, you will have multiple companies you will present to.
- Make sure to have all demos on flash drives for portfolio uploading
- Come dressed for success and have your A game ready
- Graduation dates for ceremony will be released on the final day of class

Approved DSDT's Physical Facilities and Technical Infrastructure Policy and Procedure: 02/20/2015; 02/03/2016
Effective Date: 07/21/2017

PHYSICAL FACILITIES AND TECHNICAL INFRASTRUCTURE PLAN

This policy establishes the basis for procedures and related assignment of responsibilities for the planning and management of the physical facility and equipment needs of DSDT. This policy recognizes the need, and specifically provides for:

General Responsibilities

DSDT's School Director and Administrative Management are responsible for directing the overall planning and management of the physical facilities and technical infrastructure of the company. This responsibility entails preserving and enhancing a quality physical environment which provides efficient, functional, safe and pleasant surroundings. DSDT leases the physical space of the campus. Responsibilities also includes upkeep, expansion, and upgrading of technical infrastructure. DSDT follows fire, electrical, and sanitary codes as found in annual inspections.

Day to Day Management

DSDT's School Director and Administration Management are responsible for day to day management, improvement, and any potential expansion of facility and technical infrastructure. The Director of Administration will report to the school director.

**Adequacy and improvement of Physical Facility and Technical Infrastructure:
Physical Facility**

DSDT's Physical Facilities are managed by the student population, while maintaining the required student to instructor ratio. As it is deemed necessary to add additional lease space for student classroom(s), lab(s), and or common space, the School Director is responsible for the process of acquisition of space. Technical Infrastructure is added as student population and staff needs change. Also, technical infrastructure is added as budgetary constraints allow.

Maintenance/ Physical Facility

DSDT leases its space from landlord as outlined in the contractual agreement. This agreement allows for daily cleaning, parking lots, HVAC maintenance, and grounds upkeep.

Technical Infrastructure

DSDT's School Director is responsible for all technical infrastructure maintenance. The uptime for technical infrastructure is maintained at a high percentage of uptime. The School Director assesses survey feedback forms and allows budgeting for appropriate emergency situations. The School Director does weekly and general upkeep, adding of necessary equipment and is responsible for subcontracting out emergency services deemed emergencies on an "as needed basis", 24x7.

Supplies

Supplies are maintained by School Director. Supply levels are checked periodically and will be purchased accordingly on an “as needed” basis only. No other staff member will be allowed to order materials. Suggestions may be made at employee meetings based upon feedback of student and employee survey feedback forms. All other basic supplies are ordered on a quarterly basis and are maintained by a strict budgeting system and allotment of funds specific to needs.

Equipment

All equipment needing repairs are reported to the School Director and the School Director deems if the equipment needs repair or to be replaced.

Safety, privacy and security of data

All student records are maintained on a secure server system and housing system secured by Key-code Media (third-party vendor), secure tera block login system also is installed on all computers for student, employee and administration files to be kept individual and secure. One hub secures all data backup and continual new drives are installed on a monthly basis. All data is then stored in secure data retrieval third-party IT files. All extra drives are stored in secure fireproof, locked safes for a period of no less than 5 years.

Each staff member and instructor has separate usernames and can only access student data necessary for their function and/or class. DSDT’s Network is continually backed up by iCloud, and Dropbox a cloud system which provides for secure storage of all data.

Security Software is utilized to catch viruses and other threats to systems.

Safety of staff, students and guests

DSDT strives to maintain safe environments for everyone. The facility includes classrooms, Media Service Centers, bathrooms, kitchen, labs, and common areas. We have annual fire and sanitation inspections, daily walkthrough and inspection of environment (maintained by staff and School Director); as well as, processes for incimate weather.

Incident reporting for any accident of staff, instructor, student or guest: Each incident is reviewed for improvements that can be made to avoid future incidents. DSDT has:

- A. Fire Extinguishers located in common areas with signage
- B. First Aid supplies kept in the classroom and at the front check in desk
- C. Insurance for accidents and other needs. An Administrative Manager and School Director is present at all times to control daily traffic and supervise as students leave the building to reduce accidents
- D. Safety, accident, injury and emergency report forms for a systematic
controlled process.

Version Created: 2.24.2014

HEALTH & SAFETY PLAN SECTIONS

1. Overview

The DSDT administrative, instructional, and support staff is diligent in ensuring a safe, orderly, and positive physical learning environment for the protection of the health and safety of students, staff, and guests. The Michigan Trade Schools Licensed Proprietary Division, (Policy and Procedures), is implemented at the Detroit, MI. Campus, to fulfill the goal of a safe and healthy environment on a daily basis, at DSDT school and policies, processes, and procedures relating to health and safety issues are in place, implemented, and regularly evaluated and revised with input from employees and students. In addition, all staff follows a system for reporting and investigating accidents. The School has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve DSDT'S equipment, employees must comply with the following requirements:

- Observe all safety rules
- Familiarize yourself with DSDT'S critical plan for fire evacuation, incident plans/procedures and emergency preparedness protocols.
- Keep work areas clean and orderly at all times
- immediately report all accidents to the school director or management on staff.
- Operate only instructional material/ equipment only after proper training has been administered and under the supervision of instructor/ and or School Director.
- All employees must wear their uniform while on campus and must have appropriate provided (for purchase by student), DSDT T-shirt, jeans/ slacks and closed to shoes. Employees with questions or concerns relating to safety programs and issues should contact their immediate School Director or Detroit, MI. police department/ fire department local numbers posted on walls of campus or your student manual made available prior to enrollment.

Visitors in the Workplace All visitors are required to enter the facility through the main entrance and check in at the front desk with sign in sheet; stating name, licensed number, phone number, email and reason for visit. Unless escorted by staff, school visitors must show proper identification and be screened through the school's visitor management system, receiving a temporary visitors badge which must be worn while on campuses with students present. Contractors and vendors on campus must display valid DSDT badge while on campus and must wear a DSDT badge with name at all times.

A copy of or your license will be obtained for our records. Please note* this is to ensure the safety of our students, employees and guests. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

No employee of the school system shall have a weapon in his or her possession while on school property or at a school activity. Guns, whether operable or inoperable, loaded or

unloaded, facsimile weapons or antique weapons may not be brought on to school property including the parking lot or to a school activity. Any weapon confiscated shall be immediately turned over to the School Director who shall turn the weapon over to the proper authorities. Authorized law enforcement officers, including School Resource Officers, may have weapons in their possession while on duty.

Bullying and Harassment: It is the policy of DSDT, that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. DSDT will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment is prohibited. The following are general processes and procedures designed to assure students, staff, and guests that DSDT is a safe and healthy environment in which to teach and learn.

2. Accident Reporting System

DSDT follows district policies and procedures regarding the reporting of accidents to employees, students, or the public. If an employee suffers work related injury/illness, DSDT is committed to returning them to the same status of function they enjoyed previous to the injury/illness and bring them back to work as quickly as possible.

As an employee, you have a right to:

- Receive timely and appropriate medical care for injuries sustained during the course of, or arising out of, your employment.
- Receive timely and understandable information concerning your treatment including available alternatives and their potential effectiveness.
- Receive your treatment with dignity, courtesy, respect, privacy, and with all of the confidentiality specified.

Request a one-time independent medical examination.

As an employee, you are responsible to:

- Immediately report any injury received on the job to your School Director/manager.
- Contact, or have school director contact, the School Director prior to seeking medical care for an occupational injury that does not require emergency treatment.

Claim Reporting Process: In the case of injury or illness requiring services that are not an emergency (back pain, sprained ankle, etc.), the employee must notify his/her School Director, who, in turn, will call receive urgent care/ medical/ ambulance authorization prior to obtaining care. The injured employee must be available by telephone to discuss his/her injury status with the School Director. **ALL INJURIES SHOULD BE REPORTED THE SAME DAY THEY OCCUR WITHOUT DELAY.**

Emergency Care: ·If it is a true emergency, have someone call 911 or take you to the nearest emergency room. Please contact your immediate instructor or School Director to help facilitate. Any additional medical care that is needed will be coordinated through them.

After Care Hours Medical care is available 24 hours a day, seven (7) days a week (including holidays). If for some reason the employee should go to the Emergency Room or Urgent Care facility, the employer and/or the subcontractor must call the school Director immediately, or no later than, the next business day to report such visits.

Traveling Subcontractors, except in emergency situations, Subcontractors who are injured outside of the service area must call School Director prior to treatment. Unless prior authorization is received for non-emergency care outside of the service area, the subcontractor is required to be held responsible for payment. If a student suffers work related injury/illness, a Student Accident Report (Addendum A) should be completed on the same day of the incident and STUDENTS submitted to the Director's secretary that day. The Director's Secretary will retain a copy for DSDT'S files and add a copy to the student's files. A. Non- Student or Subcontractors, that suffer work related injury/illness, a Public Incident Report (Addendum B) should be completed on the same day of the incident and submitted to the Director's secretary that day. The school director's will then file in a timely manner and or 24 hr. period.

3. Accident Investigation Procedure

The school director completes a health and injury report as necessary and submits the report to DSDT'S office secure files, before the end of the working day on which the incident is reported. An Incident Report or Student Accident Injury Report is to be submitted to the School Director and will be investigated through department procedures.

4. Site Emergency Plan

Every DSDT classroom and lab area has a copy of the campus evacuation and safety/ Health emergency plan. The plan is reviewed with staff each calendar year. The plan is designed as a quick reference resource for the classrooms and is part of DSDT'S student handbook, emergency plan, operational plan and employee handbook and listed in the operational plan sections of all. It provides essential information to assist staff in responding to a wide range of threats and hazards that may affect the school. The school district's Emergency Operations Plan considers lessons learned from prior school incidents to highlight the importance of preparing for any hazard or emergency. The DSDT'S Emergency Operations Plan is aligned with the emergency planning practices at national, state, and local levels – and includes the five phases of emergency preparedness: Prevention, Protection, Mitigation, Response, and Recovery.

Part of the school district's Emergency Operations Plan requires the school site to conduct regular drills for various scenarios (fire, bomb threat, severe weather, PUBLIC lockdowns, limited lockdowns, directional evacuations, etc.) in order for staff, students, and visitors to be prepared during critical incidents. The Site Emergency Plan has easy-to-follow directions, scripts, and staff responsibilities for each critical incident.

Signals or codes identify the nature of the threat or danger. Each classroom has an emergency evacuation map posted that instructors discuss with their classes. The school has monthly fire drills and two practice drills for each (Code Red, White, and Yellow) as well as tornado during the school year. Drills are conducted so that students and personnel can react quickly and appropriately to an actual incident on campus. This plan is revised annually or more frequently if needed.

5. Crisis Response Plan

The DSDT Crisis Response Plan in Student manual/ handbook is part of the DSDT'S Emergency Operations Plan, provides the school sites with a guide for effective response to a critical incident. The plan is divided into five sections including Hazard Analysis, Method of Operations, Emergency Management Goals and Objectives. Campus site will be adequately prepared to deal with an emergency. Roles and responsibilities will be outlined to aid in the organization of preparation, response and recovery from a threatened or actual emergency will be given to you prior to enrollment.

6. Fire Extinguisher Maintenance Plan

All fire extinguishers and the fire alarm system is maintained by Wyandotte Security company and quarterly checked, maintenance and tested for efficiency.

7. Evaluation & Revision

DSDT'S health and safety written plan is reviewed annually by DSDT'S school advisory committee board, to ensure compliance with LARA licensing proprietary school licensing division and procedures as well as adequacy, students, employees and all visitors will use this form to report all school related injuries, illness, or "near miss" events (which could have caused an injury or illness)- no matter how minor. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by students as soon as possible and given to a school director/ dent plans/procedures and emergency preparedness protocols.Keep work areas clean and orderly at all times immediately report all accidents to the school director or management on staff operate only instructional material/ equipment only after proper training has been administered and under the supervision of instructor/ and or School Director. All employees must wear their uniform while on campus and must have appropriate provided (for purchase by student), DSDT T-shirt, jeans/ slacks and closed to shoes. Employees care for injuries sustained during the course of, or arising out of, your with questions or concerns relating to safety programs and issues should contact their immediate School Director, or Detroit, MI. police department/ fire department local numbers posted on walls of campus or your student manual made available prior to enrollment. Visitors in the Workplace All visitors are required to enter facility through the main entrance and check in at front desk with sign in sheet; stating name, license number, phone number, email and reason for visit. Unless escorted by staff, school visitors must show proper identification and be screened through the school's visitor management system, receiving a temporary visitors badge which instructor for further action. In the event of an emergency or unforeseen event that needs immediate care other than what the institution can accommodate, call 911.

INJURY AND ACCIDENT REPORTING FORM

Please Circle the correct one: Student / School Director / Instructor

Signature _____ Date _____

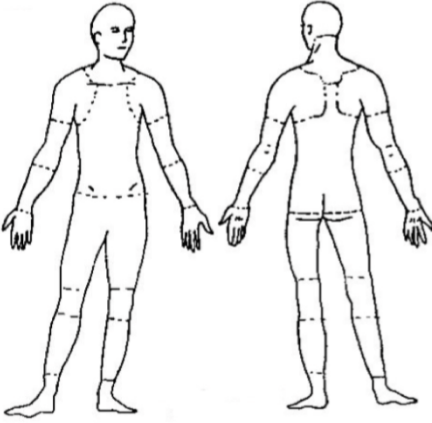
Why did the unsafe conditions exist/ why did they occur? Were there unsafe acts or conditions reported prior to the incident? Have there been similar incidents or near misses prior to this one?

DSDT: Campus: 1759 W. 20th Street, Detroit, MI. 48216

Students, employees and all visitors will use this form to report all school related injuries, illness, or “near miss” events (which could have caused an injury or illness)- no matter how minor. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by students as soon as possible and given to a school director/ instructor for further action.

I am reporting a work related: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near miss	
Your Name:	
Job title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of injury/near miss:	Time of injury/near miss:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury/near miss. (continue on the back if necessary):	
What could have been done to prevent this injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	Supervisor:
Your signature:	Date:

Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:
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<p>Part of body affected: (shade all that apply)</p> 	<p>Nature of injury: (most serious one)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____
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Step 2: Describe the incident

Exact location of the incident:

Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:
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What personal protective equipment was being used (if any)?

Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.

Description continued on attached sheets:

Step 3: Why did the incident happen?

<input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment / tools <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No training or insufficient training <input type="checkbox"/> Other: _____	<input type="checkbox"/> Operating without permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making a safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in an unapproved way <input type="checkbox"/> Unsafe lifting <input type="checkbox"/> Taking an unsafe position or posture <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to wear personal protective equipment <input type="checkbox"/> Failure to use the available equipment / tools <input type="checkbox"/> Other: _____
---	--

Why did the unsafe conditions exist/why did they occur? Were there unsafe acts or conditions reported prior to the incident? Have there been similar incidents or near misses prior to this one?

Step 4: How can future incidents be prevented?

What changes do you suggest to prevent this incident/near miss from happening again?

Stop this activity	Redesign school area	Train/ enforce policy

Step 5: Who completed and reviewed this form? (Please Print)	
Written by:	Title:
Department:	Date:
Names of investigation team members:	
Reviewed by:	Title:
	Date:

VETERAN STUDENT ADDENDUM

Veteran Student Addendum

This catalog addendum applies to those students receiving U.S. Department of Veterans Affairs education (GI Bill) benefits while attending DSDT. Please acknowledge by your signature below that you have read and understand the information in this addendum, and have received and understand the policies, rules and regulations of DSDT.

Prior Credit Policy: Per, 38CFR 21.4253 (d)(3), previous training and experience will be considered, and granted if appropriate, for veterans and other eligible students. Veterans must submit a copy of their DD Form 214 and/or Joint Service Transcript (JST).

Attendance Policy: Students are expected to attend all classes. If circumstances prevent attendance at a particular class, prior notification is expected in order to arrange make-up sessions. If attendance falls below 100%, VA benefits will be terminated. Students whose absences result from **authorized** mitigating circumstances, as determined by the school Director, will not be terminated. Students who have been terminated from the school for unsatisfactory attendance may be re-admitted at the discretion of the Director.

Conduct Policy: Students must conduct themselves in a respectable manner at all times. Disruptive or inappropriate behavior deemed unsatisfactory conduct by school officials will result in termination of veterans educational benefits, and possible dismissal from **DSDT**. Re-admittance after conduct dismissal requires reapplication to the school.

Academic Progress Policy: Students receiving VA education benefits must maintain a 75% or a 2.0 grade point average on tests and in written practical exams, and satisfactory and timely completion of all assignments, reports, projects, etc. Failure to meet these criterions will result in being placed on probation. If the criterions are not met by the end of the probationary period, VA education benefits will be terminated. Certification to VA for payment will not be resumed until the student has returned to a satisfactory academic status.

Pro-Rata Refund Policy for Veterans and other Eligible Students: Per CFR 21.4255, DSDT, Inc. has a pro-rata refund policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued there from at any time prior to completion.

Equal Opportunity Statement: DSDT Inc. does not discriminate on the basis of race, color, religion, sex, age, disability or national origin.

Program Completion: The student must satisfactorily complete the academic requirements of their chosen field and satisfy all financial obligations to receive a certificate.

Retention of Records: DSDT will retain records and accounts of students receiving VA Educational benefits for a period of three years following course completion. These records will be made available to the student upon request and certification.

I hereby certify that the contents found herein are true and correct in content and policy.

Authorized Official

Title of Official

Date

Student Signature/Date

Printed Name

STUDENT RULES AND CODE OF CONDUCT

ATTENDANCE POLICY

100% attendance for all programs is required. Students are only allowed 1 excused absence per session, 3 excused absences per diploma program, with any more than 3 requiring instructor approval. A student who does not make up missed classes within a 30- day time period will be considered dropped.

CONDUCT

At DSDT, we strive to create an atmosphere conducive to learning and professionalism. To achieve our goal for the benefit of all our students, it's essential that you arrive promptly to each class and are prepared. Our instructors must have your complete attention to be able to communicate in an environment that will assist the student in learning. DSDT will not tolerate any classroom distractions or interruptions. If a student shows a poor or disruptive attitude it will be at the instructor's discretion to decide if the student will be allowed to continue in the program. If the inappropriate behavior continues, the student will have to meet with the department head of DSDT. If the student is dismissed from the course it will be without refund.

COURSE SCHEDULES

DSDT offers Classes in the Morning, Afternoon, and Evening. Dates vary per course availability. Check with a counselor for listings.

COURSE MATERIAL

The student is advised to a bring pen/pencil and a notepad to each class meeting.

Student agrees to:

- Receive the required number of clock hours of training.
- Complete and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.
- Satisfactorily pass final written and practical exams.
- Complete the required theory hours.

Pay all tuition cost or make satisfactory arrangements for payment of all debts owed to the school. Once the student has met all of these requirements, he/she will obtain a diploma or certificate of completion.

Student Signature

Date

ADMISSIONS, APPLICATION AND ENROLLMENT AGREEMENT

GENERAL TERMS OF AGREEMENT: DSDT

shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.

May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.

Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program successfully and according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to DSDT.

Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed to DSDT as approved by DSDT. Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed.

May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Student: Agrees to pay applicable school fees and provide all required registration paperwork in a timely manner. Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including Practical assignments. Agrees not to refuse to perform practical hours or other program requirements. Agrees to comply with the school's dress code at all times and project a professional image representative of the related industry DSDT serves. Agrees to comply with the assigned schedule for the applicable Certificate or Diploma Program, which may change from time to time at the discretion of the school. Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.

This page Agreement constitutes a binding contract between the student and DSDT when signed by all applicable parties and upon acceptance by the school. By signing below, you certify that you have read both pages. You will receive an exact copy of the signed contract. Keep it to protect your rights. The school reserves the rights to change start dates based on class enrollment, staff availability and other considerations.

ACKNOWLEDGEMENT: My signature below certifies that I have read, understand, and agree to comply with its contents, and that the institution's cancellation and refund policies have been clearly explained to me. I have received a copy of this fully executed agreement.

ADMISSIONS, APPLICATION AND ENROLLMENT AGREEMENT

DISCLAIMER: The school does not discriminate in its employment, admission, and instruction or graduation policies on the basis of sex, age, religion, or ethnic origin nor does it recruit students already attending or admitted to another school already offering similar programs of study. **DSDT requires that each student enrolling in the DSDT curriculum provided program must:**

COMPLETE THIS APPLICATION PRIOR TO ENROLLMENT, PROVIDE PROOF OF SECONDARY EDUCATION SUCH AS A HIGH SCHOOL DIPLOMA AND OR GED. PROVIDE PROOF OF A LICENSE OR STATE ID WITH PICTURE.

Student Signature: _____ Date: _____

DSDT STUDENT ENROLLMENT AND APPLICATION AGREEMENT

1759 W. 20th Street, Detroit, MI. 48216

Student Name: _____

Age: _____

Birth Date: _____

Address: _____

Phone: _____

Drivers License # _____

Soc. Security # _____

U. S. Citizen ___ Yes ___ No

Contract Begins: _____

Contract Ends: _____

**CERTIFICATE OF COMPLETION OR DIPLOMA PROGRAM
80 CLOCK HOURS TO 560 CLOCK HOURS OF INSTRUCTION. CLASS
SCHEDULE RANGES FROM 4.5-31 WEEKS IN LENGTH, ALL STUDENTS
WILL ATTEND A MINIMUM OF 22 HRS PER WEEK.**

SCHEDULE:

CONTRACT COST PAYMENT TERMS: Student and sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without

notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied. Methods of payment include full payment at time of signing the Enrollment Agreement, and or remaining balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, and credit card or through Third party loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Registration Fee: \$ _____

Balance Due: \$ _____

Books/Equipment: \$ _____

Payment Plan for Tuition: \$ _____

Balance Due Miscellaneous: \$ _____

Monthly Payment: \$ _____

Total Tuition & Fees: \$ _____

Payments Due On: _____

Less Deposit: \$ _____

Paid in Full/ MI Works: \$ _____

Paid in Full/ VA/ GI BILL: \$ _____

Student Signature & Date: _____

Curriculum Advisor Signature & Date: _____

ENROLLMENT AGREEMENT CHECKLIST

- _____ 1. Title: Identified as a contract or enrollment agreement
- _____ 2. Name and address of the institution
- _____ 3. List the name of the student enrollee.
- _____ 4. Course/Program Title(s) as identified in catalog
- _____ 5. Length of Courses/Programs with total number of clock hour competencies and approximate number of weeks or months required
- _____ 6. Costs
 - _____ a. Total tuition for the course
 - _____ b. Books and supplies cost
 - _____ c. Payment terms and methods must be identified
- _____ 7. Scheduled class starting date
- _____ 8. Calculated completion date
- _____ 9. Class Schedule - Actual hours per week
- _____ 11. Institutional Refund Policy
- _____ 12. Graduation requirements
- _____ 13. Employment assistance description/ employment not guaranteed
- _____ 14. Acknowledgement that signers have read and received a copy of contract
- _____ 15. Date and signature of applicant and parent/sponsor, if applicable
- _____ 16. Acceptance date and signature of institution official
- _____ 17. Governmental body requirements (license, state ID, GED, Diploma)
- _____ 18. Any other conditions, circumstances or qualifications imposed by school
- _____ 19. Contract is in language course/program will be taught

Signature: _____ **Date:** _____

RELEASE OF STUDENT INFORMATION FORM

Authorization Form – Media Release of Information

I understand that I have the right to gain access to my records according to the school's Access to Files Policy by making an appointment with the appropriate school official.

I also understand that I have the right to authorize certain individuals, organizations, or class of parties (such as potential employers) to gain access to certain information in my student file.

I hereby authorize DSDT, individuals of organizations or third party employers to have access to the following information:

All Student file forms and contracts signed and dated by me in the event my information must be shared in the above aforementioned circumstances.

Signature: _____ Date: _____

Note: This form is to be used each time the school wants or has a need to release information from the student file to a third party.

This form need not be used when releasing information from the student's file to the student or student's parent if the student is a dependent student under IRS laws.

NEW STUDENT ORIENTATION CHECKLIST

I have received information concerning the following topics during my orientation:

- Program Objectives
- Desired Student Characteristics
- Job Opportunities in the Chosen Field
- Program and/or Course Outlines
- Course Lengths and Schedules
- Diploma and or Certificate Requirements
- General School Policies
- Clocking Procedures
- Kit/ Equipment Policy
- Dress Code
- Standards of Conduct/Rules
- Security and Safety Awareness Policies
- Drug Free Workplace Policy
- Student Grievance Policy and Procedure
- Leave of Absence
- Disciplinary Policy
- Counseling Resources and Procedures
- Reference Materials/Media Center
- Tuition payment overview/ Third party lender info
- Consumer Information
- Satisfactory Academic Progress
- Safety, First Aid
- Evacuation Procedures
- Location and Use of Fire Extinguishers
- Other Policies as applicable to the School

Student Signature

Date

PRE-ENROLLMENT RECEIPT OF INFORMATION

Student Name:

Program Date:

Please check the following boxes: I have received written information concerning the following topics prior to signing my enrollment agreement:

- School Catalog
- School's Graduation Rate
- School's Job Placement Rate
- Certification or Diploma Requirements
- Prerequisites for Employment
- Satisfactory Academic Progress Policy

Student Signature

Date

HEALTH SAFETY AND EVACUATION POLICY

All new students/ employees must complete this form before they enter into school program or work environment. Please review every room at facility for the immediate evacuation route in event of an emergency or fire. Please report all investigations and or incidents to fire department by calling 911 and give the name DSDT and address: 1759 W. 21st. Street, Detroit, MI. 48216.

BASIC REQUIREMENTS FOR A SAFE WORKPLACE

1. Proper Ventilation: Some fumes can be harmful.
2. Proper Use of Flammables: Read labels and always follow precaution. Proper use of chemicals and materials: Please refer to teacher/ student manuals. If your class is using any of them, they will be listed in your manual and reviewed in introductory class.
3. Designated smoking areas: Never smoke or permit clients to smoke while being served. Avoid other sources of open flames.
4. Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in adequately ventilated area and in moderate temperature.
5. Protection during application: Follow directions, wear gloves and/or goggles as directed, properly drape client. Apply your professional training.
6. Proper Use of First Aid: First aid kit is available and at the front desk and in the classroom.
7. Fire Safety: Posted and must be reviewed for evacuation procedure during new student/ employee orientation.
8. In the event of fire:

- a) Contact fire department (911) and Give name and address of business, nature of fire (what is burning), and name of person reporting the fire.
 - b) Evacuate premises by following the planned procedure for the facility.
 - c) Alternate exits for use in the event the fire blocks regular route.
 - d) Fire extinguishers are serviced annually.
9. Use of extinguishers. Install away from potential fire hazards and near an escape route. Follow the instructions. Many work as follows:
- a. Pull the pin
 - b. Aim the nozzle
 - c. Squeeze the handle
 - d. Sweep from side to side at base until fire goes out.
10. Recommended Procedures: The National Fire Protection Association recommends that you should ONLY stand and fight a fire if ALL the following are TRUE:
- a. Everyone is leaving the premises and fire department has been called.
 - b. The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)
 - c. You can fight the fire with your back to an escape route.
 - d. Your extinguisher is rated for the type of fire you are fighting and is in good working order.
 - e. You know how to operate the extinguisher.

Signature _____ Date _____

Please check appropriate status below:

Student _____ Employee _____ Guest _____

PROGRESS REPORT

Student Name: _____

Program: _____

Date: _____

Cumulative Attendance

Scheduled Hours: _____

Actual Hours: _____

Rate of Attendance: _____%

Cumulative Grades/Academics

Theory: _____%

Practical: _____%

GPA: _____%

Comments:

Student Signature

Date

Instructor Signature

Date

REPORT CARD

Student Name: _____

Program: _____

Date: _____

Cumulative Attendance

Scheduled Hours: _____

Actual Hours: _____

Rate of Attendance: _____%

Cumulative Grades/Academics

Theory: _____%

Practical: _____%

GPA: _____%

Comments:

Student Signature

Date

Instructor Signature

Date

PRACTICAL SKILLS COMPETENCY EVALUATION CRITERIA

The skills category is graded by dividing the number of criteria rated yes into the total number of criteria. At least 75% in each applicable category must be attained for a passing score. Practical skills are evaluated according to text procedures and performance standards established by the state regulating agencies.

93 - 100 Excellent

85 - 92 Very Good

75 - 84 Satisfactory

74 - 0 Needs Improvement; Does not meet qualifications

To calculate the overall competency evaluation score, the evaluator averages the percentages for all categories and converts to the above scale. Each student is counseled regarding evaluation results and the permanent record is signed by the verifying instructor and the student examination candidate.

NOTE TO RATER: Check item if performed correctly. Leave blank if unsatisfactory. Divide the number correct into the number possible to determine the score using a 100% scale.

SKILL PERFORMANCE

- _____ 1. Prepared and set up station equipment properly
- _____ 2. Equipment use and set up technique demonstrated
- _____ 3. Performed Practical Application in timely manner
- _____ 4. Used proper equipment for specific task
- _____ 5. Applied theory techniques learned good practice
- _____ 6. Sections neat and clean
- _____ 7. Implementation of learned skills efficiently demonstrated.
- _____ 8. Applied Appropriate application techniques
- _____ 9. Demonstrates competency in practical application
- _____ 10. Maintains proper behavior and professionalism
- _____ Total Correct _____ Total Score

Technical Infrastructure - Student Survey & Feedback

STUDENT NAME _____ DATE _____

Film-Production _____ Approximate: Earned hours _____

As part of the school's routine assessment of its achievements and commitment to students, please respond to the following questions by circling Y for yes, N for no, or N/A for not applicable. Please feel free to provide additional comments in the section provided. Thank you for your assistance.

- | | | | | |
|---|---|-----|-----|--|
| Y | N | N/A | 1. | Is the school striving to meet the mission stated in the catalog? |
| Y | N | N/A | 2. | When teaching the class, does your teacher use effective delivery? |
| Y | N | N/A | 3. | Does the school use qualified substitute instructors when instructors are absent? |
| Y | N | N/A | 4. | Have you ever been advised about financial assistance opportunities? |
| Y | N | N/A | 5. | If yes, was the advice beneficial? |
| Y | N | N/A | 7. | Did you receive a copy of the School catalog prior to enrollment? |
| Y | N | N/A | 8. | Do you have a high school diploma or GED? |
| Y | N | N/A | 9. | Did you sign an enrollment agreement prior to starting school? |
| Y | N | N/A | 10. | Did you receive a copy of your enrollment agreement? |
| Y | N | N/A | 13. | Do you know who to see with questions regarding your graduation requirements, financial assistance, employment, or your academic progress? |
| Y | N | N/A | 14. | Did you go through orientation on or before start day? |
| Y | N | N/A | 15. | Did orientation explain school policies, program goals, administrative policies affecting students and available student services? |
| Y | N | N/A | 16. | Have you attended classes on job readiness and job search skills? |
| Y | N | N/A | 17. | Do you understand the graduation requirements and the difference between a Diploma and licensing program? |
| Y | N | N/A | 18. | Do you clock in and out each time you arrive and leave the school according to policy? |
| Y | N | N/A | 19. | Are you aware that you must maintain a minimum attendance rate and grade average to maintain satisfactory academic progress? |
| Y | N | N/A | 20. | Were you made aware of the school's internal grievance procedure? |
| Y | N | N/A | 21. | Have you received appropriate texts and/or kit materials for your program of study? |
| Y | N | N/A | 22. | Was the school's refund policy explained to you upon enrollment? |
| Y | N | N/A | 23. | Are the equipment and facilities maintained in good working order? |
| Y | N | N/A | 24. | Does the school make available other items for training that are not included in your kit such as products, equipment, reference materials, etc. |

- Y N N/A 25. Are you aware of the educational requirements you must meet in order to graduate?
- Y N N/A 26. Are you evaluated periodically on your practical skills?
- Y N N/A 27. Do you understand the grading criteria that are used by the Instructors when giving you practical grades?
- Y N N/A 28. Do you take written tests after each unit of study?
- Y N N/A 29. Were the school's performance rates or goals regarding graduation, published in the school's catalog that you received prior to enrollment?
- Y N N/A 30. If you had to make the decision again, would you choose this institution?

Please provide any additional feedback or constructive comments you may have on the school's curriculum, space and facilities, student support services, and performance statistics that might help improve the school. Thank you again for your assistance.

ACADEMIC TECHNICAL (THEORY AND PRACTICAL LEARNING

METHODS)The school has developed comprehensive curriculum for each course of study which includes requirements for study, weekly class schedules, detailed lesson plans, handouts and project sheets, visual aids and support materials. The Film Production Course of study meets the standards established by the state regulatory agency, as applicable. Educators are trained in a variety of teaching methods, which are incorporated into the instruction of each course.

Those methods include:

- Discussion
- Questions & Answers
- Demonstration
- cooperative
- Learning
- Problem Solving
- Interactive Lecture
- Individualized Instruction

- Student Presentation Labs
- Student Activities
- Classroom Presentations
- Field Trips
- Guest Speakers
- Projects

Please provide any additional recommendations:

Are the academic and practical learning methods used effective relevant to learning styles and current education trends?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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FACILITIES, EQUIPMENT & LEARNING RESOURCES

The facility includes:

- Properly arranged and equipped classrooms for academic and practical learning.
- A contemporary modern facility with stations, tables, lighting, materials and appropriate equipment.
- Offices for admission, education, academic advisement, and study.
- Learning resources including DVDs, CD ROMS, flash drives, reference books, technical manuals, professional periodicals, supplements to text materials, computers and media center, and inventory of supplies to enhance the educational programs.

Are these resources adequate for instructional needs as stated in the program objectives and do they meet the professional standards for safety and health requirements.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Please provide any additional recommendations:

Graduation, certification diploma, and placement rates

School's most recent Completion Rate: 100%

School's most recent Graduation Rate: 100%

School's most recent Placement Rate: 96%

Do you feel these are good outcomes for the institution?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Please provide any additional recommendations: _____

Again, thank you for taking the time to read and respond to this survey. Please list your general constructive comments on our institution below if you have any. If, however, your evaluation found our institution to be operating effectively and appropriately for achievement of our mission and objectives, we would appreciate a summary of your positive observations as well. Our staff is diligent in its efforts to provide quality education within the parameters of our stated mission. Therefore, we would appreciate any positive feedback you have to share. If we can ever be of assistance to you in any manner or provide you with qualified graduates to meet your employment needs, please don't hesitate to call on us.

STUDENT NAME

DATE:

CAREER OPPORTUNITIES /HEALTH AND SAFETY INFORMATION

Ambitious capable women and men, after comparatively short experience, will find the door open for many interesting, well-paid positions. Monetary compensation in the Film Production industry may start as low as minimum wage for a person wanting to go into personal assisting programs. On the average newly graduated individuals may start out making \$17.00 to \$200.00 per hour. Many factors such may play a part in your income and pay scale. Location of employment, hourly pay vs. commission pay, etc. all varies per employer. Each employer will be different. Remember that this field is very individual and you are basically your own boss. It's up to you how much effort you want to put into your business and how much of a reward you want in return. Before entering any new career you must prepare yourself for the possible physical and mental demands it may require. Some of these courses may require one to stand or to sit for long periods at a time. Sturdy shoes and good backs and posture are important in keeping you healthy over the long run. If you have been diagnosed with back troubles or carpal tunnel syndrome, you may need to consider the fact that these courses may require you to do a lot of work which can affect these disabilities. If you have certain learning disabilities, you may find the studies more challenging. Persons with learning or physical limitations are encouraged to visit DSDT or Film Production potential employer and observe the demands that will be placed on you. During your time as a student you will come into contact with all different kinds of people from all walks of life. Everyone is treated equally and fairly. Your job will ultimately be "to serve the public" therefore, keep in mind you may or may not come into contact with people with different lifestyles than your own and possible ones with illnesses or disease. You will be taught during theory classes how to recognize some types of illnesses and disease and how to treat the situation. It's to your benefit, and others, to become as knowledgeable as possible in health and safety issues. Various career opportunities are available and are posted on our job board with frequent updates.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the School Director @ 313-263-4200 or on campus. A student or any member of the public may file a complaint about this institution with the Michigan Department of Education (LARA) Division.

DSDT does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition for bankruptcy within the preceding five years, and has not had a petition in bankruptcy filed against DSDT, within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

DSDT GENERAL INFORMATION

Approval Disclosure Statement

DSDT is a licensed Proprietary Trade School Through the State of Michigan. **DSDT** opened its doors originally in Farmington Hills, Michigan. The school now resides in the heart of Detroit, MI.

DSDT was granted institutional approval from the Lansing Licensing Department of Licensing and Regulatory Affairs. Proprietary Trade School Division, as per Michigan Education (LARA) Division. "Approval to operate" refers to maintaining compliance with minimum standards set forth by the state, and does not imply any endorsement or recommendation by the state, or by the bureau of any kind. Institutional approval must be approved every three years and is subject to continuous review.

Program offerings will take place on campus and class times, schedule and location may vary per student demand.

Certificates of Completion: Students will receive a Certificate of Completion after the successful completion of each course. These certificates are specifically from **DSDT** and not affiliated with any vendor, provider or licensing body.

Diploma: Students will receive a diploma after the successful completion of their 560 Clock Hour Program.

Total Tuition and Fees:

Diploma Program:

Tuition and Fees: \$17,995.00

Tuition fees, books and individual materials: \$22,695.00

Certificates of Completion:

Tuition and Fees: \$7,000.00 and up

DSDT is accredited by the Commission of the **Council on Occupational Education**.



RECRUITING ACTIVITIES

All employees of DSDT have a firm commitment with the top administrator for recruiting activities at the campus ensuring all are of ethical conduct. In doing this, make clear to the administration what academic programs and support services must be in place in order to fully serve students and meet their needs. Students are provided with advisement material and have the opportunity to meet with advisors to ensure their success in the Film Production and Technology Professional Clock hr. programs. DSDT is prepared to serve, including the level of English language proficiency required by students. Students are encouraged to complete the full Film Production and Technology Professional Clock hr. programs and can expect a Diploma or Certificate of Completion, depending on number of clock hours completed. Transfer students and or credits are not allowed at DSDT. Students receive a certificate of completion or a Diploma from DSDT are given job placement outcomes, and so these statistics can be accurately presented to prospective students and parents. All recruiting activities and materials used describe our mission with our occupational programs, student performance reports and completion requirements with clock hour tuition and instructional outcomes thoroughly detailed. All recruiting activities and materials used describe our mission with our occupational programs, student performance reports and completion requirements with clock hours tuition and instructional outcomes thoroughly detailed.