DSDT
A DETROIT SCHOOL FOR DIGITAL TECHNOLOGY

LICENSED PROPRIETARY TRADE SCHOOL

PROGRAM CATALOG & STUDENT HANDBOOK

CAMPUS
1759 W. 20TH STREET, DETROIT, MI 48216
PHONE: (313) 263-4200 | FAX: (855) 279-8643

WWW.DSDT.EDU

TABLE OF CONTENTS

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 bureau of any kind. Institutional approval must be approved every three years and is subject to continuous review.

CAMPUS AND ADMINISTRATION ADDRESS

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

HISTORY AND 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 W 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.

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

DIPLOMA

Students will receive a diploma after the successful completion of their 600 Clock Hour Program.

CERTIFICATES OF COMPLETION

Students will receive a Certificate of Completion after the successful completion of either the 80 or 240 clock Hour Course. These certificates are specifically from DSDT and not affiliated with any vendor, provider or licensing body.

DIPLOMA PROGRAM

Film Production: Specialization in Digital Graphics, Digital Media or Information Technology Tuition and Fees:
$17,995.00
Books and individual materials:
$22,695.00

CERTIFICATES OF COMPLETION

Technology Professional 6 Tuition and Fees:
$15,000.00
Technology Professional 2 Tuition and Fees:
$5,000.00

LEGAL NOTICES AND CERTIFICATION
STATE OF MICHIGAN PROPRIETARY DIVISION

ADMISSION REQUIREMENTS

- Orientation
- Personal Interview
- High School Diploma or Equivalent License or Picture ID
- Enrollment Agreement
- Applicants must attend an on-campus orientation

PRIORITY DATES AND ENROLLMENT FOR MILITARY VETERANS

Military Veterans will receive earliest priority date based on their official course registration date and class availability. Film Production class times and enrollment dates vary. Upon open enrollment, all Military Veterans will have first prior and must attend orientation and register on that day.

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.

ENVIRONMENT

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

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, 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.

ACCREDITATION

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

INSTITUTIONAL ADVISORY PROGRAM
COMMITTEE MEMBERS

QUENTON ROSS

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 be a full-time editor for the station, and then promoted again eight months later to be 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/workspace 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.

KIRK NOLAND

A Detroit native with 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

A native Detroiter 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.

FILM PRODUCTION
INSTITUTIONAL COMMITTEE MEMBERS

JOSEPH OGBURN

Joseph is an entrepreneur, educator and designer. He graduated from Lawrence Technological University with a degree in Manufacturing Engineering then soon after attended Wayne State University where he studied Mechanical Engineering. Joseph's latest business venture led him to the field of internet marketing that requires website design, social media marketing, product development, affiliate marketing and more. As someone who was born and raised in Detroit, Joseph has a heart for the city and understands the importance of giving back. "Investing in education and the personal advancement of others is one of the most meaningful things in life."

TYRONE MCENTIRE

I'm currently the Learning Management System Administrator at Marygrove College.
I'm responsible for administrating Blackboard and Canvas to meet the needs of the entire campus community. This included training sessions, building relationships with the end users, and implementing instructions on how to use various modules built into the learning management system. "The personal advancement of others is one of the most meaningful things in life."

CORTNEY SMALLEY

Cortney is a seasoned and experienced public speaker, educator, and multi-media specialist. He graduated from the University of Michigan - Ann Arbor with a Bachelor of Arts degree in Film, Television, and Media. Cortney specializes in television production, broadcasting, documentary film, and news writing. In his professional career he interned at Capitol Hill in Washington DC for a talk radio news program, served as a reporter for a local government station, and was a news editor for an ABC news affiliate. Cortney is passionate about connecting individuals to pursue careers in media. He was born and raised in the city of Detroit.

TECHNOLOGY PROFESSIONAL 6
INSTITUTIONAL COMMITTEE MEMBERS

MELINDA ANN O'NEILL

Melinda Ann O'Neill is an Advanced Technology Specialist with CDW. CDW is a leading multi-brand technology solutions provider to business, government, education, and healthcare customers in the United States, Canada, the United Kingdom, and other international locations. CDW is a Fortune 500 company, ranking 189 in 2019 and has Annual Net Sales of more than $16.2 Billion to date. Melinda Ann is a leader in her role and hosts a wide network of IT influencers and decision-makers which has allowed her to flourish in the industry. Her key areas of responsibility include assessment, planning, design, configuration, installation, product lifecycle [support] and managed and hosted services. She has specialties in security, unified communications, networking, virtualization and optimization, managed services and system lifecycle management. Melinda Ann is an active member of many organizations including the Michigan Council of Women in Technology, Detroit Sports Media, Gift of Life Michigan and Vista Maria. Her long-time dedication to volunteerism includes mentoring at Vista Maria in the DREAM Program in which she was the 2016 Outstanding Mentor Award recipient. She also serves on Vista Maria's Celebrating Women's Committee which holds events to highlight the contributions of women in society and to reinforce the importance of nurturing young females through services and individuals devoted to healing; and teaching necessary coping and life skills. Melinda Ann is a living kidney donor and has worked as a Transplant Services Consultant for Hero Network. Through the Gift of Life Michigan, she has logged many hours of volunteer time communicating the importance of organ donation. Melinda Ann was the featured donor on the cover of The United Network for Organ Sharing [UNOS] 2010 Annual Report as well as the featured donor representing the State of Michigan on the UNOS state map. She takes great pride in her ability to volunteer her time to organizations that have a positive impact on the lives of others.

CHRIS HAMMOND

Chris Hammond studied graphic design and new media at Salisbury University. After School he started off doing multimedia and strategy in the political field on a national level. In 2017 Chris pioneered and co-founded Grin Gaming, an entertainment multimedia website that helps viewers interact with their favorite shows. He went on to build applications focused around the construction industry which track and traced truck loads, drivers, materials, jobs, and ticketing data. In 2018 Chris switched his focus to the agricultural industry, working with seed to sale software companies. Chris now works with Akerna the leading biotechnology software company in the world helping further the product to new levels. While studying at Salisbury he won two National Championships, one at the NCAA level (2008) and one coaching at the NCLL level (2009). In his spare time, he helps mentor youths looking to play sports at a higher collegiate level.

AARON SUDO

Aaron is a Senior Analyst Committed to peak performance, optimal process, and organizational efficiency. Aaron Sudo is a Senior IT Analyst with experience in progressively responsible positions, backed by proven record of productivity, quality output and integrity. Analytical and detail oriented. Especially skilled at strategic planning and solutions consulting. Leveraging solid background in operational process improvements working in cross functional departments in both business and IT. He is an early adopter of alternative currency and teaches investors how to secure Bitcoin. Sudo is an Energetic team leader, able to work collaboratively and independently to solve problems and to create motivation in a team environment to achieve personal and organizational objectives. He possesses stellar communication talents with proven ability to convey complex concepts in understandable terms. Sudo also has superior efficiency skills streamlining business processes and digitalization/automation of business operations & technology. Aarons passion for education and training the future workforce stems from his deep knowledge of business intelligence and technology. He wishes to usher in a new big data workforce and focus on automation and continued development of Artificial Intelligence.

TECHNOLOGY PROFESSIONAL 2
INSTITUTIONAL COMMITTEE MEMBERS

CATHY HUTCHINSON
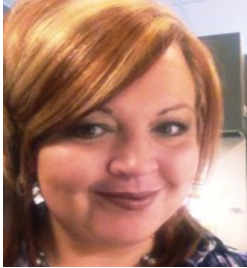
Cathy Hutchinson is an accomplished and multi-faceted Operations, Information Technology and Supply Chain expert with over 20 years' experience in strategic thought leadership, continuous improvement process design, and project management. Ms. Hutchinson maintains a comprehensive understanding of supply chain management, procurement, system integration and the various process inputs vital to operational success. Her amalgamation of talent, commitment, and experience has facilitated many profitable contributions in several functional areas from IT project management and robust systems' deployment to spearheading the strategic transformation of a multi-faceted philanthropic organization whose mission is to inspire and grow girls and women in technology. Cathy has achieved much success in engineering and implementing processes, maximizing service metrics and producing optimized operations. Ms. Hutchinson's value is broad experience spanning all core business functions with a primary focus on sustainability in Operations and IT. Cathy's most notable success is directly attributable to her ability to unify organizations, develop highly scalable programs, initiate action and exceed goals within an environment of community service.

SHAWN RULE

Shawn Rule is a Corporate Talent Advisor and an Expert in talent acquisition strategy and talent management. He is well versed in the Michigan Automotive industry, process development and planning in Lean Six Sigma Principles. Mr. Rules specialties are in IT talent acquisition, talent development and Implementation, process Improvement, Project Management, Lean Start Ups, branding and Identity, personal branding, coaching and Mentoring. His latest efforts have been geared toward changing the culture of hiring in the City of Detroit and employing more students from IT vocational and trade schools. Coined "Hire IT Detroit" Mr. Rules campaign within major companies encourages looking elsewhere then typical University grads for new hires into Blue Cross Blue Shield of Michigan. Mr. Rule was chosen for the board because he shares the same passion for talent development at DSDT and aims to partner DSDT with major companies in Detroit.

RITA ANKATHA

Rita Ankatha has been working on the leading edge of IT for seven years as an IT Project Manager. She has 7+ years of experience as Mobile program/project manager and as a business analyst. During her work, she has Delivered multimillion-dollar software projects on time and on budget. She is very experienced working with venture capitalists and in the start-up incubation space and a master of extreme agile methodology. Rita is also highly experienced in mobile application development, generated mock design, created UI/UX designs, and managed test-driven development (TDD), conducted behavior-driven development (BDD) workshops. Rita cares about the future of IT Education and creating the future workforce.

DSDT ORGANIZATION CHART

Jamie Harris
School Director and CEO
Chief Administration Liaison, COE

Karlos Harris
COO
Marketing Director

Jason Chapman
Workforce Development Director
Counseling and Recruitment Specialist

Nakia Champion
Director of IT
IT Lead Instructor

Kevin Price
CFO
Lead Counseling and
Recruiting Specialist

Kathryn Kothe
Director of Financial Aid
Director of Admissions

Sha-Nail Junior
Senior Admissions Specialist
Director of Student Records

Kevin Rushing
Veteran Liaison
Counseling and
Recruiting Specialist

Eric Weiss
Digital Media Lead Instructor
Curriculum Director

Casey Roosa
Administrative Assitant

William Mohney
Counseling and
Recruiting Specialist

Brandon Cornett
Digital Media Lead Instructor
Curriculum Director

Justin Bennet
Senior IT Specialist
IT Instructor

Ashley Tancredi
Lead Career Specialist

Cody Barnhart
Director of Inventory & Supply
Management
Equipment Coordinator
COE Liaison
Drone Technology & 3D Printing
Instructor

James Armstrong
Senior IT Specialist
IT Instructor

Sandra Shultz
Digital Graphics Instructor

ADMISSIONS POLICY AND PROCEDURES

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 Division. DSDT is approved to receive reimbursement from the Department of Veteran Affairs; however, not all programs may be approved for reimbursement.

VETERANS' BENEFITS

Veterans' Benefits are available to eligible students upon acceptance to DSDT. Prospective students should follow the following steps to apply or view their eligibility for their VA education benefits:

- Apply online.
- Visit your nearest VA regional office to apply in person.
- Consult with the VA Certifying Official—who is usually in the Registrar's or Financial Aid office—at the school of your choice. This official has application forms and can help you apply.
- Call 1-888-GI BILL-1 (888-442-4551) to have the application mailed to you.

DSDT is approved to train eligible veterans and their dependents under Chapters 33, 31, 30, 1606, VETTEC, Voc Rehab and other types of veterans' benefits.

The chapter of benefits for which the student qualifies determines the payment method. The student is responsible for any balances owed to DSDT from such payments.

Veterans and their dependents may also apply for other financial aid by completing the Free Application for Federal Student Aid (FAFSA). To complete a financial aid application, go to fafsa.ed.gov.

Students receiving veterans' benefits must continuously be in good academic standing. (See the Academic Standing section in this Handbook.)

Students failing to remain in good academic standing will be placed on academic probation. Student veterans who are not removed from probationary status will not be recertified for VA educational benefits until they are removed from academic probation.

The U.S. Department of Veterans Affairs will be notified if a student fails to be removed from probation at the end of probation period.

The Veterans Benefit Administration determines enrollment status according to the dates of the classes and DSDT is required to notify the U.S. Department of Veterans Affairs when a student ceases to enroll at DSDT.

Starting August 1st, 2019 Students enrolling under GI Bill and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) can attend training for up to 90 days from the date the student provides a certificate of eligibility, or valid VAF 28-1905. This policy allows a student to attend training until VA provides payment to the institution. The Institution will not impose a penalty, or require students under VA benefits to borrow additional funds to cover tuition and fees due to late payments from VA.

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.

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. DSDT does not recruit students who are already enrolled in a similar program at another institution and does not accept or transfer credits.

ACCEPTANCE

After a prospect has completed the enrollment application process, the enrollment counselor and director of operations review 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 the catalog, online publication, and on 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.

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.

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

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 test 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: 300 clocked (actual) hours, which is the midpoint and then at 600 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 course.

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.

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 10 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.

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.

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.

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.

ACADEMIC POLICIES

For a student who does not receive Title IV aid, the academic policies are still applicable, and this period is accounted-for in the maximum duration calculation of the student's program.

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 20 hrs. per week (67% x 20= 13.4). 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 an 8-month program, the program must be completed in a maximum of 12 months that includes the labs, lectures, and demos, (150% of 8). 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 diploma & certificate-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 makeup 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:
- Possession of illegal drugs or alcohol on school premises, grounds, or parking lot
- Theft from Students, or of School property, or supplies
- Willful destruction of School property
- Insubordination
- 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 of 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 DSDT 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 the 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 and certification will be given to the student. The institution may withhold official academic transcripts, diplomas and certifications 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 are taken that do not contribute to the new degree program DO NOT count toward the 150 percent requirement. Any non-credit coursework repeats 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. *DSDT 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.

Technology Professional 2 - 2020 - 2022 Calendar

2020 Start & End Dates
Jan 13th- Feb 7th
Feb 10th- Mar 6th
Mar 9th- Apr 3rd
Apr 6th- May 1st
May 4th- May 29th
Jun 1st- Jun 26th
Jun 29th- Jul 24th
Jul 27th- Aug 21st
Aug 24th- Sept 18th
Sept 21- Oct 16th
Oct 19th- Nov 13th
Nov 16th- Dec 11th
Dec 14th- Jan 8th 2021

2021 Start & End Dates
Jan 11th- Feb 5th
Feb 8th- Mar 5th
Mar 8th- Apr 2nd
Apr 5th- Apr 30th
May 3rd- May 28th
May 31st – Jun 25th
Jun 28th – Jul 23rd
July 26th - Aug 20th
Aug 23rd – Sep 17th
Sep 20th - Oct 15th
Oct 18th – Nov 12th
Nov 15th – Dec 10th
Dec 13th – Jan 7th 2022

Technology Professional 6 - 2020 - 2022 Calendar

2020 Start & End Dates
Jan 13th- Apr 3rd
Feb 10th- May 1st
Mar 9th- May 29th
Apr 6th- Jun 26th
May 4th- Jul 24th
Jun 1st- Aug 21st
Jun 29th- Sept 18th
Jul 27th- Oct 16th
Aug 24th- Nov 13th
Sept 21st- Dec 11th
Oct 19th- Jan 8th 2021
Nov 16th- Feb 5th 2021
Dec 14th- Mar 5th 2021

2021 Start & End Dates
Jan 11th- Apr 2nd
Feb 8th- Apr 30th
Mar 8th- May 28th
Apr 5th- Jun 25th
May 3rd- Jul 23rd
May 31st- Aug 20th
Jun 28th- Sept 17th
Jul 26th- Oct 15th
Aug 23rd- Nov 12th
Sept 20th- Dec 10th
Oct 18th- Jan 7th 2022
Nov 15th- Feb 4th 2022
Dec 13th- Mar 4th 2022

Film Production Diploma - 2020 - 2022 Calendar

2020 Start & End Dates	2021 Start & End Dates
Jan 13th- Jul 24th	Jan 11th- Jul 23rd
Feb 10th- Aug 21st	Feb 8th- Aug 20th
Mar 9th- Sep 18th	Mar 8th- Sep 17th
Apr 6th- Oct 16th	Apr 5th- Oct 15th
May 4th- Nov 13th	May 3rd- Nov 12th
Jun 1st- Dec 11th	May 31st- Dec 10th
Jun 29th- Jan 8th	Jun 28th- Jan 7th 2022
Jul 27th- Feb 5th 2021	Jul 26th- Feb 4th 2022
Aug 24th- Mar 5th 2021	Aug 23rd- Mar 4th 2022
Sept 21st- Apr 2nd 2021	Sept 20th- Apr 1st 2022
Oct 19th- Apr 30th 2021	Oct 18th- Apr 29th 2022
Nov 16th- May 28th 2021	Nov 15th- May 27th 2022
Dec 14th- Jun 25th 2021	Dec 13th- Jun 21st 2022

CAMPUS COURSE OFFERINGS
The course syllabus will be given at the start of each course.
Times: Day and Evening Classes (9-4:30 P.M. & 4-9:30 P.M.)

FILM PRODUCTION DIPLOMA PROGRAM
600 TOTAL CLOCK HOURS
7.5 TOTAL COURSES

This Course has a variety of course curriculum with the core focus being Film Production and specializations of focus in your choice of the following: Information Technology, Digital Graphics or Digital Media with (40 hrs.) Health and safety, job and career services, emergency preparedness and soft skills.

240 CLOCK HOURS
FILM PRODUCTION CORE FOCUS CURRICULUM (3 COURSES)

COURSE DESCRIPTION:
(200 hrs.) Prepares individuals in theory and hands on application to manipulate, facilitate and assemble real-time techniques in Film Production and related areas of:
Drone Technology, Videography, Da Vinci Color Grading, Social Media Tools, Aerial Photography, Camera Operation, web coding for on-line portfolios, video graphics, adobe illustrator, layering, final cut pro X, Photoshop, digital signage, lighting, pre and post production, commercial script writing, music audio analytics, Digital Cinema Production.

320 CLOCK HOURS
SPECIALIZATION CHOICES (4 COURSES)

COURSE DESCRIPTIONS:
INFORMATION TECHNOLOGY
Prepares individuals in computer and software applications furthering their marketability in Film Production and Digital/ Graphics industries. The Information Technology specializations open you up to fill the gap in the digital divide of the growing world of Technology through the learned skills of: Computer and Software Applications, A+, Net+, IT Fundamentals, Microsoft Office Basic, Word, PowerPoint, Azure, Power BI, Power Point, troubleshooting equipment, routing and wiring a full technical shoot and media set up protocol.

DIGITAL GRAPHICS
This specialization will prepare you even further in search for a meaningful career, allowing you to apply your artistic vision and learned skill into a workable format. The digital mediums you learn will help in the areas of Digital, Mobile, Web and On-Line applications that meet the current needs and growing technology trends of the employers and current job demands. The learning experience will include Photoshop, Pre & Postproduction, Layering, Creative Art Design and Communication, Stop Motion, HTML & CSS, Basic Web Design, Brand Strategy, Motion, App Design, VR and AR, Aerial Photography, Camera set, Facebook ads, Social Media Tools and more.

DIGITAL MEDIA
Prepares individuals in the ever-changing world of Digital, with hands-on experience with industry preferred equipment and software in the following: Digital Graphics, animation, 2D & 3D modeling, Audio & Video, Web Design, Landing Pages, Software & Hardware, Digital Video Content

TECHNOLOGY PROFESSIONAL 6
CERTIFICATE OF COMPLETION PROGRAM
240 CLOCK HOURS

Three (3) Information Technology Courses (Net+ Sec+ CYSA+): applicable books, applicable National Certification exam voucher, DSDT Certificate of Completion, equipment provided by DSDT: Computer with vendor software loaded/ labs.

Job Titles: Network Administrator, Systems Administrator, Help Desk Administrator, Programmer, Information Technology Manager, PC Technician, Cisco Network Administrator, Systems Engineer, Network Security Administrator, Cyber Security Analyst, Drone Operator, 3D Print Specialist, Scripting Analyst, Application Developer Web Developer, Certified Ethical Hacker, and more.

TECHNOLOGY PROFESSIONAL 2
CERTIFICATE OF COMPLETION PROGRAM
80 CLOCK HOURS

One (1) Information Technology Course (A+): applicable book, applicable National Certification exam voucher, DSDT Certificate of Completion, equipment provided by DSDT: Computer with vendor software loaded/ labs. Job Titles: Network Administrator, Systems Administrator, Help Desk Administrator, Information Technology Manager, PC Technician, Cisco Network Administrator, Network Security Administrator, Cyber Security Analyst, Drone Operator, 3D Print Specialist, Scripting Analyst, Application Developer Web Developer, Certified Ethical Hacker and more.

TUITION AND FEES

DIPLOMA PROGRAM
Tuition: $17,995.00
Tuition fees, books and individual materials: $4,700

TECHNOLOGY PROFESSIONAL 2
Tuition and Fees: $5,000.00
On-line PDF Books and individual materials included
Exam vouchers are not included in cost of tuition and may vary based upon course choice

TECHNOLOGY PROFESSIONAL 6
Tuition and Fees: $15,000.00
On-line PDF Books and individual materials included
Exam vouchers are not included in cost of tuition and may vary based upon course choice

Film Production Specialization Course Example
DIGITAL MEDIA PRODUCTION SYLLABUS
COMPREHENSIVE CURRICULUM
Curriculum Includes Job-readiness/Soft Skills/Health & Safety

SUMMARY

This course is an exploration of conceptual and technical approaches to Film Production and Motion Graphics. Emphasis will be placed on filming, editing, audio layering, image manipulation, principles of lighting and the interaction between those elements over time.

OBJECTIVE

Students will demonstrate proper use of digital video equipment as well as filming/editing techniques and the diverse production elements associated with each of the following:

- Cameras and filming
- Sound recording and editing
- Lighting and staging
- Storyboarding
- Animating text and graphics
- Timing and keying with stop motion
- Job Readiness/ Portfolio building
- Resume/ Gainful employment options

- Composition with video and still images
- Digital video terminology
- Digital video formats and compression
- The 3 phases of development: Pre-production, Production and Post-production
- VFX study and production principles
- Entry Level career positions
- Real world practical job application

REQUIRED MATERIAL

- 8-16GB USB Flash Drive or Portable USB or FireWire Hard Drive Dropbox account (highly recommended)
- Notebook and/or sketch book

COURSE FORMAT

- Lecture
- Discussion/critique
- Interactive applications
- Lab time sessions

ASSIGNMENTS

Many of the course research requirements and assignments will be fulfilled during lab time, a one-hour session during in-class meetings will be dedicated to projects and task assessments.

STUDENT ASSESMENT AND GRADING – Please reference Academic Policies and Procedures full Policy

Aesthetic Evaluation

Relates to your composition, design and aesthetic approach as well as the originality and degree of creativity demonstrated in the execution of your project.

Conceptual Evaluation

Encompasses how well you understood the assignment followed the parameters given and attention to the details necessary for achieving the best solution. The time you spend exploring and working through an idea is one of the most important part of problem solving and developing creativity.

Technical/Craftsmanship
You will be evaluated on how well you carry your concept, follow through, your attention to finer details of your execution including how well the project is technically put together and the appropriateness of those choices.

LEARNING STRUCTURE
Timeline
- 600 clock hours
- Soft Skills and Health and Safety Training – 40 clock hours
- Core classes – 240 clock hours
- Program Specialization – 320 clock hours

Learning Outcome
- Each week will feature an interactive assignment with a level specific handout.
- Each Month will result in a final piece that illustrates the section they have learned.

Software
- Photoshop and After Effects will be primarily used for this course.

Equipment
- All Cameras and Film Production Equipment is housed on-site, and no additional equipment is needed

ATTENDANCE
Attendance on a daily basis is a mandatory requirement for all students. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Students are responsible to instructors for class attendance and for any class work missed during an absence. Student is responsible to catch up on the missing material on his own by contacting fellow classmates or instructor.

Curriculum Breakdown

Month 1 – Section 1
"Color Theory and Principles of Design"
Week 1 – **Level 1**

DAY 1 - Color Theory, primary, secondary and tertiary colors.
DAY 2 - Warm and cool colors, tints, shades and tones.
DAY 3 - Color harmonies and color schemes, Complimentary and Analogous colors.
DAY 4 - Interactive assignment.

DAY 1 - Balance, rhythm, pattern.
DAY 2 - Line, shape, form.
DAY 3 - Composition and art movements Part 1.
DAY 4 - Interactive assignment.

Week 3 – **Level 3**

DAY 1 - Emphasis, contrast, unity and movement.
DAY 2 - Space, value, color and texture.
DAY 3 - Composition and art movements Part 2.
DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 1.
DAY 2 - Interactive assignment, production of final piece Part 1.
DAY 3 - Interactive assignment, production of final piece Part 2.
DAY 4 - Session evaluation - **Exam**

Month 2 – Section 2
"Image Manipulation & 2D Design"

Week 1 – **Level 1:**

DAY 1 - Introduction to Photoshop, user interface, selections tools and brush.
DAY 2 - Introduction to Photoshop, user interface, blur, sharpen and smudge tools.
DAY 3 - Introduction to Photoshop, user interface, selections tools and brush.

DAY 4 - Interactive assignment.

Week 2 – **Level 2**

DAY 1 - Image retouching, introduction to the stamp tool and healing brush.
DAY 2 - Image retouching, introduction to the dodge, burn and sponge tools.
DAY 3 - Imaging Concepts (color modes, image size, resolution, and print size).
DAY 4 - Interactive assignment.

Week 3 – **Level 3**

DAY 1 - Image manipulation, introduction to brightness/contrast and hue/saturation.
DAY 2 - Image manipulation, introduction to layers and masking.
DAY 3 - Image manipulation, introduction to layer blending modes and background painting.
DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 2.
DAY 2 - Interactive assignment, production of final piece Part 1.
DAY 3 - Interactive assignment, production of final piece Part 2.
DAY 4 - Session evaluation – **Exam**

Month 3 – Section 3
"Photography and Lighting"

Week 1 – **Level 1**

DAY 1 - Digital vs. camera films, the evolution of the camera.
DAY 2 - Camera features and settings.
DAY 3 - Composition and staging.
DAY 4 - Interactive assignment.

Week 2 – **Level 2**

DAY 1 - Exposure, aperture, ISO and shutter speed Part 1.
DAY 2 - Exposure, aperture, ISO and shutter speed Part 2.
DAY 3 - Intro to lighting, LED vs. fluorescent lights.
DAY 4 - Interactive assignment.

Week 3 – **Level 3**

DAY 1 - Capturing subject matter in movement and lighting in motion.
DAY 2 - Portrait in photography.
DAY 3 - Nature, landscape and still life in photography.
DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 3.
DAY 2 - Interactive assignment, production of final piece Part 1.

DAY 3 - Interactive assignment, production of final piece Part 2.
DAY 4 - Session evaluation – **Exam**

Month 4 – Section 4
"Stop-Motion animation, Motion Graphics and Intro to Video Editing"

Week 1 – **Level 1**

DAY 1 - What is stop-motion and how to make a flip book.
DAY 2 - Introduction to the concept of key frame and image sequencing.
DAY 3 - Storyboarding and storytelling.
DAY 4 - Interactive assignment.

Week 2 – **Level 2**

DAY 1 - Using props and lighting in stop-motion (animated water, smoke etc.).
DAY 2 - Animation mediums, Claymation, silhouette and stop-motion.
DAY 3 - Digital animation medium, 2D, 3D and motion graphics.

DAY 4 - Interactive assignment.
Week 3 – **Level 3**

DAY 1 - Interactive animation studio time, Part 1 - storyboarding.
DAY 2 - Interactive animation studio time, Part 2 – production shoot.
DAY 3 - Interactive animation studio time, Part 3 – intro to editing.
DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 4.
DAY 2 - Interactive assignment, production of final piece Part 1.
DAY 3 - Interactive assignment, production of final piece Part 2.
DAY 4 - Session evaluation - **Exam**

Month 5 – Section 5
"Video Production and Visual Effects"

Week 1 – **Level 1**

DAY 1 - History of motion pictures.
DAY 2 - Terminology used in the film production industry.
DAY 3 - Camera angles, shots and movements.
DAY 4 - Interactive assignment.

Week 2 – **Level 2**

DAY 1 - Operating your camera, settings and camera types.
DAY 2 - Using lighting, outdoor/indoor, light types.
DAY 3 - Filming, experimenting with shots, angles and camera movement.
DAY 4 - Interactive assignment.

Week 3 – **Level 3**

DAY 1 - Video editing, importing and laying out video.
DAY 2 - Video editing, creating transitions and title animation.

DAY 3 - Video editing, importing sound and rendering.
DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 5.
DAY 2 - Interactive assignment, production of final piece Part 1.
DAY 3 - Interactive assignment, production of final piece Part 2.
DAY 4 - Session evaluation - **Exam**

Month 6 – Section 6
"CAPSTONE Project"

Week 1 – **Level 1 – PRE-PRODUCTION**
DAY 2 - Storyboarding.
DAY 3 - Camera angles, shots and movements.
DAY 4 - Scouting and staging.

Week 2 – **Level 2 - PRODUCTION**

DAY 1 - Acting rehearsal, animatic.
DAY 2 - Shoot and scene review.
DAY 3 - Shoot and scene review.
DAY 4 - Shoot and scene review.

Week 3 – **Level 3 - PRODUCTION**

DAY 1 - Shoot and scene review.
DAY 2 - Shoot and scene review.
DAY 3 - Shoot and scene review.
DAY 4 - Shoot and scene review final post

Week 4 – **Level 4 – POST-PRODUCTION**

DAY 1 – Layout and composition.
DAY 2 – Color correction and lighting.
DAY 3 – Sound and composites.
DAY 4 - Session evaluation – **Video Previews**

Film Specialization Course Example
DIGITAL GRAPHICS PRODUCTION SYLLABUS
COMPREHENSIVE CURRICULUM
Curriculum Includes Job-readiness/Soft Skills/Health & Safety

All lesson plans and syllabi are subject to change based upon Diploma and Certificate of Completion choices

SUMMARY
This course is an exploration of conceptual and technical approaches to Graphic Design and Image Manipulation. Emphasis will be placed on principles of design, principles of lighting and the interaction between those elements over time.

OBJECTIVE
Students will demonstrate proper use of designing skills as well as composition techniques and the diverse production elements associated with each of the following:

- Color Theory
- Principles of design
- Lighting and staging
- Storyboarding
- Animating text and graphics
- Composition with still images
- Job Readiness
- Entry-level career positions
- Job Readiness

- Portfolio building
- Resume/ Gainful employment options
- Real world practical job application
- Storytelling
- Graphic Design terminology
- Digital graphics formats and compression
- The 3 phases of development:
- Pre-production, Production and Post-production

REQUIRED MATERIAL
• 8-16GB USB Flash Drive or Portable USB or FireWire Hard Drive Dropbox account (highly recommended)
• Notebook and/or sketch book

COURSE FORMAT
• Lecture
• Discussion/critique

• Interactive applications
• Lab time sessions

ASSIGNMENTS
Many of the course research requirements and assignments will be fulfilled during lab time, a one-hour session during in-class meetings will be dedicated to projects and task assessments.

STUDENT ASSESMENT AND GRADING - *Please reference Academic Policies and Procedures full Policy

Aesthetic Evaluation
Relates to your composition, design and aesthetic approach as well as the originality and degree of creativity demonstrated in the execution of your project.

Conceptual Evaluation
Encompasses how well you understood the assignment followed the parameters given and attention to the details necessary for achieving the best solution. The time you spend exploring and working through an idea is one of the most important part of problem solving and developing creativity.

Technical/Craftsmanship
You will be evaluated on how well you carry your concept, follow through, your attention to finer details of your execution including how well the project is technically put together and the appropriateness of those choices.

LEARNING STRUCTURE
Timeline
600 clock hours
- Soft Skills and Health and Safety Training – 40 clock hours
- Core classes – 240 clock hours
- Program Specialization – 320 clock hours

Learning Outcome
- Each week will feature an interactive assignment with a level specific handout.
- Each Month will result in a final piece that illustrates the section they have learned.

Software
- Photoshop and Adobe Creative Suite "Illustrator, InDesign, Premier and After Effects", will be primarily used for this course.

Equipment
- All computers, books and equipment are housed on-site, and no additional equipment is needed for this course.
- All Students will have access to all required instructional materials on our secure server access while on and off campus

ATTENDANCE
Attendance on a daily basis is a mandatory requirement for all students. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Students are responsible to instructors for class attendance and for any class work missed during an absence.   Student is responsible to catch up on the missing material on his own by contacting fellow classmates or instructor.

Curriculum Breakdown

Month 1 – Section 1
"Color Theory and Principles of Design"

Week 1 – **Level 1**

DAY 1 - Color Theory, primary, secondary and tertiary colors.
DAY 2 - Warm and cool colors, tints, shades and tones.
DAY 3 - Color harmonies and color schemes, Complimentary and Analogous colors.
DAY 4 - Interactive assignment.

Week 2 – **Level 2**

DAY 1 - Balance, rhythm, pattern.
DAY 2 - Line, shape, form.
DAY 3 - Composition and art movements Part 1.
DAY 4 - Interactive assignment.

Week 3 – **Level 3**

DAY 1 - Emphasis, contrast, unity and movement.
DAY 2 - Space, value, color and texture.
DAY 3 - Composition and art movements Part 2.
DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 1.
DAY 2 - Interactive assignment, production of final piece Part 1.
DAY 3 - Interactive assignment, production of final piece Part 2.
DAY 4 - Session evaluation - **Exam**

Month 2 – Section 2
"Image Manipulation and 2D Design"

Week 1 – **Level 1:**

DAY 1 - Introduction to Photoshop, user interface, selections tools and brush.
DAY 2 - Introduction to Photoshop, user interface, blur, sharpen and smudge tools.
DAY 3 - Introduction to Photoshop, user interface, selections tools and brush.
DAY 4 - Interactive assignment.

Week 2 – **Level 2**

DAY 1 - Image retouching, introduction to the stamp tool and healing brush.
DAY 2 - Image retouching, introduction to the dodge, burn and sponge tools.
DAY 3 - Imaging Concepts (color modes, image size, resolution, and print size).
DAY 4 - Interactive assignment.

Week 3 – **Level 3**

DAY 1 - Image manipulation, introduction to brightness/contrast and hue/saturation.
DAY 2 - Image manipulation, introduction to layers and masking.
DAY 3 - Image manipulation, introduction to layer blending modes and background painting.
DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 2.
DAY 2 - Interactive assignment, production of final piece Part 1.
DAY 3 - Interactive assignment, production of final piece Part 2.
DAY 4 - Session evaluation - **Exam**

Month 3 – Section 3
"Compression, formats and exports – Using Illustrator"

Week 1 – **Level 1**

DAY 1 - Pixels vs. Vector based images.
DAY 2 - User Interface features and settings.
DAY 3 - Composition and staging.
DAY 4 - Interactive assignment.

Week 2 – **Level 2**

DAY 1 - Composition and layers.
DAY 2 - Understanding collage.
DAY 3 - Implementing lighting, use of 2D light sources.
DAY 4 - Interactive assignment.
Week 3 – **Level 3**

DAY 1 - Capturing a message in your composition.
DAY 2 - Portrait in Design.
DAY 3 - Nature, landscape and still life.
DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 3.
DAY 2 - Interactive assignment, production of final piece Part 1.
DAY 3 - Interactive assignment, production of final piece Part 2.
DAY 4 - Session evaluation - **Exam**

Month 4 – Section 4
"From concept to design to delivery"

Week 1 – **Level 1**

DAY 1 - Understanding your client.
DAY 2 - Introduction to the concept of marketing.
DAY 3 - Storyboarding and storytelling.
DAY 4 - Interactive assignment.

Week 2 – **Level 2**

DAY 1 - Using image references.

DAY 2 - Design mediums using photography and image scanning.
DAY 3 - Use of 2D design in motion graphics.
DAY 4 - Interactive assignment.

Week 3 – **Level 3**

DAY 1 - Interactive animation studio time, Part 1 - storyboarding.
DAY 2 - Interactive animation studio time, Part 2 – production.
DAY 3 - Interactive animation studio time, Part 3 – final layout.
DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 4.
DAY 2 - Interactive assignment, production of final piece Part 1.
DAY 3 - Interactive assignment, production of final piece Part 2.
DAY 4 - Session evaluation - **Exam**

Month 5 – Section 5
"Advertising and the power of imagery"

Week 1 – **Level 1**

DAY 1 - History of advertising.
DAY 2 - Terminology used in the design industry.
DAY 3 - Use of graphic design in different industries.
DAY 4 - Interactive assignment.

Week 2 – **Level 2**

DAY 1 - Understanding design concepts.
DAY 2 - Using lighting, outdoor/indoor, light types for designer shoot.
DAY 3 - Filming, experimenting with shots, angles and camera movement.
DAY 4 - Interactive assignment.

Week 3 – **Level 3**

DAY 1 - What is motion graphics – research and reviews.

DAY 2 - Thinking outside of the box, making a design powerful.
DAY 3 - Interactive media, using the web as a graphic designer.
DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 5.
DAY 2 - Interactive assignment, production of final piece Part 1.
DAY 3 - Interactive assignment, production of final piece Part 2.
DAY 4 - Session evaluation - **Exam**

Month 6 – Section 6
"CAPSTONE Project"

Week 1 – **Level 1 – Project assessment**

DAY 1 - Storytelling.
DAY 2 - Storyboarding.
DAY 3 - Design formats.
DAY 4 - Scope and deadlines.

Week 2 – **Level 2 - Design**

DAY 1 - Design process.
DAY 2 - Color selection and layout.
DAY 3 - Composition and collage.
DAY 4 - Production design.

Week 3 – **Level 3 - Design**

DAY 1 - Production design.
DAY 2 - Production design.
DAY 3 - Production design.
DAY 4 - Saving format, review final post.

Week 4 – **Level 4 – Promotion and distribution**

DAY 1 - Layout and composition.
DAY 2 - Color correction.
DAY 3 - Format and layouts, distribution.
DAY 4 - Session evaluation – **Video Previews**

Film Production Specialization Course Example
DIGITAL MEDIA AND IT SYLLABUS
COMPREHENSIVE CURRICULUM
Curriculum Includes Job-readiness/Soft Skills/Health & Safety

SUMMARY

This course is an exploration of conceptual and technical approaches to Film Production and IT. Emphasis will be placed on image and film formats, editing, audio layering, image manipulation and file formats/compressions, use of a network, rendering and troubleshooting processes and the interaction between those elements over time.

OBJECTIVE

Students will demonstrate proper use of digital video equipment as well as filming/editing techniques and the diverse production elements associated with each of the following:

- Cameras and filming
- Sound recording and editing formats
- Lighting and staging process
- Rendering process
- Troubleshooting exports
- Job Readiness and Portfolio building
- Resume/ Gainful employment options

- Timing and keying
- Composition with video and still images
- Technical terminology
- Digital video formats and compression
- Exporting videos over a network
- Entry Level career positions
- Real world practical job application

REQUIRED MATERIAL

- 8-16GB USB Flash Drive or Portable USB or FireWire Hard Drive Dropbox account (highly recommended)
- Notebook and/or sketch book

COURSE FORMAT

- Lecture
- Discussion/critique
- Interactive applications
- Virtual Lab time sessions

ASSIGNMENTS

Many of the course research requirements and assignments will be fulfilled during lab time, a one-hour session during in-class meetings will be dedicated to projects and task assessments.

STUDENT ASSESMENT AND GRADING - *Please reference Academic Policies and Procedures full Policy
Aesthetic Evaluation

Relates to your composition, design and aesthetic approach as well as the originality and degree of creativity demonstrated in the execution of your project.

Aesthetic Evaluation

Relates to the use of technical comprehension and degree of skills demonstrated in the execution of setting up your project.

Conceptual Evaluation

Encompasses how well you understood the technical issue followed the parameters given and attention to the details necessary for achieving the best solution. Evaluation on troubleshooting skills for hardware and software.

Technical/Craftsmanship

You will be evaluated on how well you apply your technical skills, follow through, your attention to finer details of your execution including how well the project is technically put together and the appropriateness of those choices.

LEARNING STRUCTURE

Timeline
- 600 clock hours
- Soft Skills and Health and Safety Training – 40 clock hours
- Core classes – 240 clock hours
- Program Specialization – 320 clock hours

Learning Outcome
- Each week will feature an interactive assignment with a level specific handout.
- Each Month will result in a final piece that illustrates the section they have learned.

Software
- Udemy, 30 Bird Media, UCertify, CompTIA, Lynda.com, Photo Shop, Adobe Creative Suite

ATTENDANCE

Attendance on a daily basis is a mandatory requirement for all students. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Students are responsible to instructors for class attendance and for any class work missed during an absence.   Student is responsible to catch up on the missing material on his own by contacting fellow classmates or instructor.

Curriculum Breakdown

Month 1 – Section 1
"Color Theory and Principles of Design"

Week 1 – **Level 1**

DAY 1 - Color Theory, primary, secondary and tertiary colors.
DAY 2 - Warm and cool colors, tints, shades and tones.
DAY 3 - Color harmonies and color schemes, Complimentary and Analogous colors.
DAY 4 - Interactive assignment.

Week 2 – **Level 2**

DAY 1 - Balance, rhythm, pattern.
DAY 2 - Line, shape, form.
DAY 3 - Composition and art movements Part 1.
DAY 4 - Interactive assignment.

Week 3 – **Level 3**

DAY 1 - Emphasis, contrast, unity and movement.
DAY 2 - Space, value, color and texture.
DAY 3 - Composition and art movements Part 2.
DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 1.
DAY 2 - Interactive assignment, production of final piece Part 1.
DAY 3 - Interactive assignment, production of final piece Part 2.
DAY 4 - Session evaluation – **Exam**

Month 2 – Section 2
"Image Manipulation & 2D Design"

Week 1 – **Level 1:**

DAY 1 - Introduction to Photoshop, user interface, selections tools and brush.

DAY 2 - Introduction to Photoshop, user interface, blur, sharpen and smudge tools.
DAY 3 - Introduction to Photoshop, user interface, selections tools and brush.
DAY 4 - Interactive assignment.

Week 2 – **Level 2**

DAY 1 - Image retouching, introduction to the stamp tool and healing brush.
DAY 2 - Image retouching, introduction to the dodge, burn and sponge tools.
DAY 3 - Imaging Concepts (color modes, image size, resolution, and print size).
DAY 4 - Interactive assignment.

Week 3 – **Level 3**

DAY 1 - Image manipulation, introduction to brightness/contrast and hue/saturation.
DAY 2 - Image manipulation, introduction to layers and masking.

DAY 3 - Image manipulation, introduction to layer blending modes and background painting.
DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 2.
DAY 2 - Interactive assignment, production of final piece Part 1.
DAY 3 - Interactive assignment, production of final piece Part 2.
DAY 4 - Session evaluation – **Exam**

Month 3 – Section 3
"File formats and compressions"

Week 1 – **Level 1**

DAY 1 - Digital vs. camera films, formats.
DAY 2 - Camera features and settings, how it works.

DAY 3 - Composition and staging processes over a network.
DAY 4 - Interactive assignment.

Week 2 – **Level 2**

DAY 1 - Exposure, aperture, ISO and shutter speed Part 1, settings and results.
DAY 2 - Exposure, aperture, ISO and shutter speed Part 2, settings and execution.
DAY 3 - Intro to lighting, LED vs. fluorescent lights, lighting temperature and measurements.
DAY 4 - Interactive assignment.

Week 3 – **Level 3**

DAY 1 - Capturing subject matter in movement, technical lighting and settings.
DAY 2 – Setting up your interface for image manipulation.
DAY 3 – File formats for various exports.
DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 3.
DAY 2 - Interactive assignment, production of final piece Part 1.
DAY 3 - Interactive assignment, production of final piece Part 2.
DAY 4 - Session evaluation - **Exam**

Month 4 – Section 4
"Hardware and software troubleshooting"

Week 1 – **Level 1**

DAY 1 – Understanding the process of rendering.
DAY 2 - Introduction to the concept of keyframe and image sequencing

DAY 3 - Storyboarding and storytelling, setting up a file share service for group projects.
DAY 4 - Interactive assignment.

Week 2 – **Level 2**

DAY 1 - Using props and lighting in stop-motion, safety and camera settings.
DAY 2 – Stage safety and process setting.
DAY 3 - Digital animation medium, 2D, 3D and motion graphics formats.
DAY 4 - Interactive assignment.

Week 3 – **Level 3**

DAY 1 - Interactive animation studio time, Part 1 - setting.
DAY 2 - Interactive animation studio time, Part 2 – safety.
DAY 3 - Interactive animation studio time, Part 3 – execution.
DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 4.
DAY 2 - Interactive assignment, production of final piece Part 1.
DAY 3 - Interactive assignment, production of final piece Part 2.
DAY 4 - Session evaluation - **Exam**

Month 5 – Section 5
"Understanding processing needs"

Week 1 – **Level 1**

DAY 1 - History of motion pictures.
DAY 2 – Technical terminology used in the film production industry.
DAY 3 - Camera angles, shots and movements settings.
DAY 4 - Interactive assignment.

Week 2 – **Level 2**

DAY 1 - Operating your camera, settings and camera types.
DAY 2 - Using lighting, outdoor/indoor, light types, safety, platforms and operation.
DAY 3 - Filming, experimenting with shots, angles and camera movement.
DAY 4 - Interactive assignment.

Week 3 – **Level 3**

DAY 1 - Video editing, importing and laying out video, how to export across a network and devices.

DAY 2 - Video editing, creating transitions and title animation.
DAY 3 - Video editing, importing sound and rendering, audio formats.
DAY 4 - Interactive assignment.

Week 4 – **Level 4**

DAY 1 - Course session review, learning assessment, month 5.
DAY 2 - Interactive assignment, production of final piece Part 1.
DAY 3 - Interactive assignment, production of final piece Part 2.
DAY 4 - Session evaluation – **Exam**

Month 6 – Section 6
"CAPSTONE Project"

Week 1 – **Level 1 – Setting up a project**
DAY 1 – Production pipeline.
DAY 2 – Safety measures.
DAY 3 - Camera angles, shots and movements.
DAY 4 – Anticipating process troubleshoot.

Week 2 – **Level 2 – Understanding formats**

DAY 1 – Setting up a shared workspace over the network.
DAY 2 – Defining file formats.
DAY 3 – Pipeline for production.
DAY 4 - Optimization.

Week 3 – **Level 3 – Rendering and Export**

DAY 1 – Setting up exports.
DAY 2 – Maintaining a network.
DAY 3 – Managing exports.
DAY 4 – Troubleshooting render failures.

Week 4 – **Level 4 – Data maintenance and backups**

DAY 1 – Compiling a project.
DAY 2 – Saving and collecting data.
DAY 3 – Sound and composites exports and formats.
DAY 4 - Session evaluation – **DEMO Previews**

Technology Professional 2
Course Example Syllabus
COMPREHENSIVE CURRICULUM
Curriculum Includes Job-readiness/Soft Skills/Health & Safety

All lesson plans and syllabi are subject to change based upon Diploma and Certificate of Completion choices

Curriculum Description

CompTIA A+ 220-1001 covers PC hardware and peripherals, mobile device hardware, networking and troubleshooting hardware and network connectivity issues.

CompTIA A+ 220-1002 covers installing and configuring operating systems including Windows, iOS, Android, Apple OS X and Linux. It also addresses security, the fundamentals of cloud computing and operational procedures.

Curriculum Objectives

After completing this curriculum, you will be able to:

- Hardware - Identifying, using, and connecting hardware components and devices. Identify the primary risks to computers and the steps to minimize these risks.
- Networking - Explain types of networks and connections including TCP/IP, WIFI and SOHO
- Hardware & Network Troubleshooting - Troubleshoot device and network issues
- Mobile Devices - Install & configure laptops and other mobile devices
- Windows Operating Systems - Install and support Windows OS including command line & client support
- Software Troubleshooting - Troubleshoot PC and mobile device issues including application security support

- Other OS & Technologies - Understand Mac OS, Linux and mobile OS
- Operational Procedures - Follow best practices for safety, environmental impacts, and communication and professionalism
- Security - Identify and protect against security vulnerabilities for devices and their network connections
- Job Readiness and Portfolio building
- Student will be prepared for entry Level career positions in related field
- Knowledge of practical application for real world job application
- Resume and career building session post- graduation for successful gainful employment opportunities

Prerequisites
To successfully engage and complete an A+ training course, student should possess some basic computer literacy and possess a 10th grade reading/comprehension level. Completion of CompTIA IT Fundamentals; Microsoft Digital Literacy (Version 4), Internet Core Competency (IC3) or other basic computer literacy course work/certification(s) strongly preferred.

Instructional Methods
In this curriculum, you will learn to upgrade, diagnose, install, and troubleshoot computers and other networked devices effectively. You will accomplish this through a combination of at-home learning, classroom activities, and practical application (hands on training, where applicable) that add to the concepts taught in the classroom.
The content that will be used for lecture and demonstration. The instructor will use a projector to display the applicable coursework/modules for the course. Instructors may also give homework assignments and self-paced learning materials.
This syllabus is being provided as a guide for class instruction and may change scheduling of delivered instruction based on class progress and comprehension.

Week 1

Introduction to Curriculum/Instructor

Meeting Place/Times/Contact Info

Icebreaking—Students/Syllabus Distribution/Assessment/Email Setup

Safety Precautions in the workplace/ school environment

Introduction to safety measures you should take when working with computer equipment and parts

Exam Objectives: (220-1001) 1.3, 3.1 4.1, 4.5; (220-1002) 5.5

Chapter 1: Troubleshooting

When troubleshooting an issue with a computer or peripheral device, you need to work methodically and safely to identify the cause of the problem and then make repairs.

- Apply a standard troubleshooting theory to identify and resolve issues.
- Follow appropriate safety procedures when working on computers and peripheral devices.

Chapter 2: Motherboards & CPUs

Your computer motherboard holds the electronic circuitry and connectors for the critical components of your computer, including the central processing unit (CPU), which is the component where all instructions for the computer are processed.

- Identify the components of a motherboard and explain their purpose and properties.
- Identify and install various types of CPUs and apply cooling methods.

Exam Objectives: (220-1001) 1.1, 1.2, 1.8; (220-1002) 1.7

Chapter 3: Computer Power Supplies

A computer's power supply reduces the North American standard of 110/120V AC power at a frequency of 60Hz or the European standard of 220-240V AC power at a frequency of 50Hz to the low-voltage DC power required by each of the computer's internal components.

- Identify power supply connector types and voltages
- Select and replace a power supply
- Troubleshoot power issues

Chapter 4: Memory

Physical memory stores data either permanently to allow the computer to boot or temporarily for processing by the CPU.

- The function of read-only memory (ROM) and how to use and manage the system BIOS/UEFI.
- Compare and contrast various random-access memory (RAM) types and their features and install and troubleshoot RAM.

Exam Objectives: (220-1001) 1.5, 1.7, 3.1, 4.1

Chapter 5: Computer Expansion

Computer manufacturers allow you to add additional functionality to your computer through expansion interfaces. The interfaces can be part of the system when you purchase it, or you can add them later using expansion cards.

- Identify various expansion interfaces.
- Install and configure expansion cards.
- Identify various cables and connectors.

Chapter 6: Physical Storage

Physical storage devices maintain the data stored on them even when their power is removed. There are several different types of physical storage devices used in computers.

- Identify hard drive types and install a hard drive in a PC and laptop
- Implement hardware RAID
- Identify optical drive and disc types and install an optical drive in a PC and laptop.
- Identify and use other storage methods.

Week 2

Exam Objectives: (220-1001) 1.10, 1.12, 3.1, 3.2, 3.3, 4.5

Chapter 7: Input-Output Devices

Input devices accept data to transfer to the computer for processing. Output devices present information from the computer to the user.

- Install and configure various input devices, including a keyboard and pointing device.
- Identify various types of output devices, and connect, configure, and troubleshoot speakers.
- Identify various types of dual input-output devices and troubleshoot

Chapter 8: Display Devices

The most common output device is the display.

- Identify the various types of display devices.
- Install and configure display devices.
- Troubleshoot display issues.

Exam Objectives: (220-1001) 1.5; (220-1002) 1.1, 1.4, 1.7, 4.1

Chapter 9: Operating Systems

The Operating System (OS) is the central interface that handles communication between the user and any hardware/software.

- Compare and contrast the features and requirements of various Microsoft operating systems.
- Learn how to install a Windows operating system.
- Identify common features and functionality of the Mac OS and Linux OS.

Chapter 10: Windows Management

Windows provides a wide variety of tools that you can use to manage the OS and the computer on which it is running. Use appropriate Windows features and tools.

- Use Control Panel utilities.
- Apply appropriate Microsoft command-line tools.
- Troubleshoot PC operating system problems.

Exam Objectives: (220-1001) 2.1, 2.2, 2.4, 2.7, 2.8, 2.9, 4.1; (220-1002) 1.6

Chapter 11: Network Basics

Today, if you're using a PC you're probably connected to a network, whether it's to access the Internet or just the office network drive. Even if you're primarily a PC technician, it's important to understand the technologies and functions of the network, especially those which take place on your side of the cable.

- How networks are categorized.
- About common network devices.
- About common Internet connection methods

Chapter 12: Network Cables and Connectors

Today, copper cabling is becoming increasingly crowded out by faster fiber-optic connections and more flexible wireless networks, but twisted-pair Ethernet cables are still the dominant wired LAN standard.

- About twisted-pair cables and connectors
- About coaxial cables and connectors
- About fiber-optic cables and connectors

WEEK 3

Exam Objectives: (220-1001) 2.3, 2.4, 2.5, 2.6, 4.1; (220-1002) 2.4

Chapter 13: Network Protocols

The internet layer of the TCP/IP model is where many of the most critical elements of network addressing and communication take place. In order to have a unique place on the logical network, and to communicate with other systems, each host must have valid IP settings.

- About IP settings.
- About transport protocols
- About application protocols

Chapter 14: Wireless Networking

Wireless networks encode data into electromagnetic carrier waves.

- About wireless networks
- About Wi-Fi standards

Exam Objectives: (220-1001) 4.4; (220-1002) 1.6, 2.2

Chapter 15: Windows Networking

Modern versions of Windows are designed to connect to many sorts of networks. Before you can effectively configure a Windows network, you need to know how different network and sharing types operate.

- Share and secure resources.
- Establish network connections.

- Share and secure resources.
- Establish network connections.
- Troubleshoot network connection issues.

Chapter 16: Virtualization and Cloud Computing

Devices, hosts, and even entire networks increasingly exist only as software which can transparently share, span across, or move between physical hosts. Virtualization can boost efficiency, improve user experience, and reduce infrastructure costs, but it comes with its own challenges and changes to traditional IT practices.

- About virtualization technologies
- About cloud computing services

Exam Objectives: (220-1001) 4.4; (220-1002) 3.1

Chapter 17: Mobile Device

Mobile devices allow users to remain connected to data and content while away from computer and laptops.

- About the different types of mobile devices, and their associated accessories and operating systems.
- How to connect your mobile device to various network and internet services.
- How to troubleshoot issues with your mobile device.

Chapter 18: Security Basics

Computer security is important for protecting the confidentiality and integrity of your business data. A breach in security has the potential for causing wide-spread, harmful problems for your business and customers.

- Identify common security threats and vulnerabilities.

Compare and contrast common prevention methods along with basic Windows OS security settings.

WEEK 4

Exam Objectives: (220-1001) 2.5, 2.6; (220-1002) 3.4, 3.6, 3.8

Chapter 19: Securing Devices and Data

Workstation security is essential for the sake of the individual users and the overall organization. Workstations are the systems most often exposed to malware infestations, and most easily compromised by user error.

- How to secure workstations and data.
- How to secure mobile devices.
- How to troubleshoot security issues.

Chapter 20: SOHO Network Configuration

It can take a lot of specialized knowledge to manage a large network with a lot of infrastructure devices. At the same time, the multifunction routers at the heart of many small or home office networks have many of the same features. While they can seem intimidating, on a small network most features are easy enough to configure once you know your needs.

- About common SOHO network router features
- How to secure a SOHO network

Exam Objectives: (220-1001) 1.9, 1.14

Chapter 21: Printers and Multifunction Print Devices

Printers and multifunction print devices are the second most common output device after displays.

- Compare and contrast the various printer technologies and their imaging processes.
- Install printers and multifunction print devices and share them among multiple users and devices.
- Perform maintenance on the various types of printers.
- Troubleshoot printer issues

Chapter 22: Custom Computers

Custom built computers give you the ability to select components tailored to your specific needs.

- Select the appropriate components for a custom PC configuration.

Exam Objectives: (220-1002) 5.2

Chapter 23: Operational Procedures

As you work as an A+ support technician, you'll experience a wide variety of situations beyond just working with hardware and operating systems. You'll also need to obtain and perfect the skills necessary to work with people and the procedures to deal with safety and professionalism.

- Apply appropriate controls to mitigate potential environmental impacts.
- Implement appropriate safety procedures.
- Address prohibited content and activities.
- Demonstrate proper communication techniques and professionalism.

Review/Exam Prep

Remainder of scheduled class time will be spent preparing for the CompTIA A+ 220-1001/1002 exam. These class exam preparation sessions are tentative and will be adjusted based on previous week's progress.

Exam Setup & Scheduling

Scheduled class time will be spent setting up students CompTIA A+ 220-1001/1002 web access, and if applicable scheduling of exams.

Soft skills, Exit Interviews

Scheduled class time will be spent conducting exit interviews, filling out exit surveys, engaging in soft skills (job interview techniques, resume writing, proper dress for interview, etc.), and final thoughts.

Technology Professional 6
Course Example Syllabus
COMPREHENSIVE CURRICULUM
Curriculum Includes Job-readiness/Soft Skills/Health & Safety

All lesson plans and syllabi are subject to change based upon Diploma and Certificate of Completion choices

Curriculum Description

The CompTIA Network+ N10-007 Course is designed to teach you the fundamental principles of installing, configuring, and troubleshooting network technologies and help you to progress a career in network administration.

The CompTIA Security+ SY0-501 Course is designed to teach you the fundamental principles to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. The successful candidate will perform these tasks to support the principles of confidentiality, integrity, and availability.

The CompTIA Cybersecurity Analyst+ (CySA+) CS0-001 course is designed to teach you the basic knowledge needed to analyze, monitor and protect cybersecurity resources in a vendor-neutral format. This includes vulnerability management, network reconnaissance and monitoring, secure policies and procedures, host & network security, identity management systems, and incident response.

Curriculum Objectives

After completing this curriculum, you will be able to:

- Configure and support PC, laptop, mobile (smartphone/tablet), and print devices.
- Know basic network terminology and functions (such as Ethernet, TCP/IP, switches, routers).
- Configure and manage users, groups, and shared resources in a simple SOHO network.
- Understand the use of basic access control measures, such as authentication, security policy, encryption, and firewalls.
- Understand TCP/IP addressing, core protocols and troubleshooting tools.
- Identify risk
- Participate in risk mitigation activities
- Provide infrastructure, application, information and operational security

- Apply security controls to maintain confidentiality, integrity and availability
- Identify appropriate technologies and products
  Troubleshoot security events and incidents
- Operate with an awareness of applicable policies, laws and regulations
- Correctly use fundamental security technology, conduct risk assessments, and identify threats and vulnerable infrastructure
- Recognize common attacks including social engineering, malware, network attacks, and application exploits.
- Plan vulnerability assessments, understand the penetration testing

- process, and implement vulnerability management programs
- Perform network reconnaissance using passive foot printing, network scans, vulnerability analysis, and packet capture
- Detect and analyze network security threats using output from security appliances, hosts and network devices, and network monitoring tools.
- Understand the role of security frameworks, policies, controls, and procedures in meeting security needs and regulatory compliance requirements.
- Apply network security principles through cryptography, hardening of

- hosts and networks, and secure application development.
- Recognize threats to identity systems and authentication technologies.
- Respond to security incidents through preparedness, consistent response procedures, and use of appropriate forensics tools.
- Job Readiness and Portfolio building
- Student will be prepared for entry Level career positions in related field
- Knowledge of practical application for real world job application
- Resume and career building session post- graduation for successful gainful employment opportunities

Prerequisites

To successfully engage and complete a Network+, Security+, Cybersecurity+ training course, student should possess some basic computer literacy. Completion of CompTIA IT Fundamentals; CompTIA A+; Microsoft Digital Literacy (Version 4), Internet Core Competency (IC3) or other basic computer literacy course work/certification(s) strongly preferred.

Instructional Methods

In this curriculum, you will learn to upgrade, diagnose, install, secure and troubleshoot computers and other networked devices effectively. You will accomplish this through a combination of at-home learning, classroom activities, and practical application (hands on training, where applicable) that add to the concepts taught in the classroom.
The content that will be used for lecture and demonstration. The instructor will use a projector to display the applicable coursework/modules for the course. Instructors may also give homework assignments and self-paced learning materials.
This syllabus is being provided as a guide for class instruction and may change scheduling of delivered instruction based on class progress and comprehension.

ASSIGNMENTS

Many of the course research requirements and assignments will be fulfilled during lab time, a one-hour session during in-class meetings will be dedicated to projects and task assessments.

STUDENT ASSESMENT AND GRADING - *Please reference Academic Policies and Procedures full Policy

Week 1

Introduction to Curriculum/Instructor

Meeting Place/Times/Contact Info

Icebreaking—Students/Syllabus Distribution/Assessment/Email Setup

Safety Precautions in the workplace/ school environment

Introduction to safety measures you should take when working with computer equipment and parts

Chapter 1: Introduction and Network+ Fundamentals

Module A: Networking concepts
Module B: Classifying networks
Module C: Network models
Module D: The troubleshooting process

Chapter 2: Physical networks

Module A: Connection technologies
Module B: Network devices
Module C: Copper media
Module D: Optical media
Module E: Ethernet standards

Chapter 3: TCP/IP networks

Module A: IP addressing
Module B: Core protocols
Module C: Network ports and applications

Week 2

Chapter 4: Internetworking

Module A: Switching
Module B: Routing

Chapter 5: Wireless LANs

Module A: Wireless networks
Module B: IEEE 802.11 LANs

Chapter 6: Wide area networks

Module A: Internet connections
Module B: WAN infrastructure

Week 3

Chapter 7: Cybersecurity principles

Module A: Goals and threats
Module B: Digital Security
Module C: Transport encryption

Chapter 8: Defending networks

Module A: Network security components
Module B: Network authentication systems
Module C: Hardening networks

Chapter 9: Evolving network technologies

Module A: Network convergence
Module B: Virtual and cloud systems

Chapter 10: Network operations

Module A: Monitoring and optimization
Module B: Fault tolerance and disaster recovery
Module C: Incident response

Week 5

Chapter 11: Network Basics

Module A: Network policy design
Module B: Network installation
Module C: Maintenance and upgrades

Chapter 1: Security fundamentals

Module A: Security concepts
Module B: Risk management
Module C: Vulnerability assessment

Chapter 2: Understanding attacks

Module A: Understanding attackers
Module B: Social engineering
Module C: Malware
Module D: Network attacks
Module E: Application attacks

Week 6

Chapter 3: Cryptography

Module A: Cryptography concepts
Module B: Public key infrastructure

Chapter 4: Network fundamentals

Module A: Network components
Module B: Network addressing
Module C: Network ports and applications

Chapter 5: Securing networks

Module A: Network security components
Module B: Transport encryption
Module C: Hardening networks
Module D: Monitoring and detection

Week 7

Chapter 6: Securing hosts and data

Module A: Securing data
Module B: Securing hosts
Module C: Mobile device security

Chapter 7: Securing network services

Module A: Securing applications
Module B: Virtual and cloud systems

Chapter 8: Authentication

Module A: Authentication factors
Module B: Authentication protocols

Week 8

Chapter 9: Access control

Module A: Access control principles
Module B: Account management

Chapter 10: Organizational security

Module A: Security policies
Module B: User training
Module C: Physical security and safety

Chapter 11: Disaster planning and recovery

Module A: Business continuity
Module B: Fault tolerance and recovery
Module C: Incident response

Week 9

Chapter 1: Cybersecurity fundamentals

Module A: Security concepts
Module B: Risk management
Module C: Threats & Vulnerabilities

Chapter 2: Recognizing Vulnerabilities

Module A: Common Vulnerabilities
Module B: Network Vulnerabilities
Module C: Application exploits

Chapter 3: Vulnerability Management

Module A: Vulnerability Assessment
Module B: Vulnerability Management
Programs

Week 10

Chapter 4: Reconnaissance

Module A: Reconnaissance techniques
Module B: Active reconnaissance
Module C: Analyzing scan results

Chapter 5: Monitoring Networks

Module A: Network Security Systems
Module B: Logging and Monitoring
Module C: Network Analysis

Chapter 6: Policy Design

Module A: Security Frameworks
Module B: Security Policies
Module C: Controls & Procedures

Week 11

Chapter 7: Secure Network Design

Module A: Hardening Networks
Module B: Cryptography
Module C: Hardening Hosts & Devices

Week 12

Chapter 8: Identity Management

Module A: Identity Systems
Module B: Authentication Technologies

Chapter 9: Incident Response

Module A: Incident Response Planning
Module B: Incident Response Procedures
Module C: Forensic Toolkits

Review/Exam Prep

Our scheduled class time will be spent preparing for the CompTIA Network+, Security+, and Cybersecurity Analyst exams.

Exam Setup & Scheduling

Scheduled class time will be spent setting up students CompTIA Network+, Security+, and Cybersecurity+ web access, and if applicable scheduling of exams.

Soft skills, Job Readiness, Exit Interviews

Scheduled class time will be spent conducting exit interviews, filling out exit surveys, engaging in soft skills (job interview techniques, resume writing, proper dress for interview, etc.), and final thoughts.

CAREER OPPORTUNITIES AND HEALTH AND SAFETY INFORMATION

Ambitious capable women and men, after comparative short experience, will find the door open for many interesting, well-paid positions. Monetary compensation in the Film Production, Technology Professional 2 and Technology Professional 6 industries, may start at entry-level positions. On average, newly graduated individuals may start out making $17.00 to $200 per hour. Many factors will impact or 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 Technology Fields are ever evolving, so it's up to your how much effort you want to put into your career path and growth within your field of study. 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 back posture are important in keeping your healthy over the long run. If you have been diagnosed with back troubles or carpal tunnel syndrome, you need to consider the fact that these courses may require 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 one of our potential employers to observe the demands that will be placed on you. During your time as the 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 address the situations in the event they arise while on campus or during working hours. It is to your benefit; as well as, others to become as knowledgeable as possible with potential health and safety policies and procedures.

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 haven't 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.

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 hour 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 hour programs and can expect a Diploma or Certificate of Completion, depending on a 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.

DSDT'S FINANCIAL AID POLICY AND PROCEDURES
600 CLOCK HOUR PROGRAM
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 13 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 dispute.

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.

_____   _____
Student Signature   **Date**

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

REFUND POLICY AND SIGNATURE FORM

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

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.

STUDENTS ENROLLED PRIOR TO VISITING THE INSTITUTION

Students must visit the institution prior to enrollment.

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.

WITHDRAWAL AFTER CLASS COMMENCES

Refund Policy for Programs Obligating 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:
1. During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition
2. 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
3. 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
4. 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 15 withdrawals shall occur on the earlier of the dates that:

- The applicant is not accepted by the school: The applicant shall be entitled to a refund of all monies paid.
- 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.
- A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes.
- A student notifies the institution of his/her withdrawal in writing.
- 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.
- A student is expelled by the school: (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- 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 4.9%	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 to 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**

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: 300 clocked (actual) hours, which is the midpoint, and then at 600 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 test procedures and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% 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**

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

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 (Detroit School for Digital Technology)
Attn: Director of 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**

DSDT GRIEVANCE POLICY AND PROCEDURES
2019-2022

PURPOSE OF THE PROCEDURE/INTRODUCTION

DSDT's 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 any or all programs of study.

SCOPE

This policy applies to all students enrolled in the DSDT school no matter the program of study.

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 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 24

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 an 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 GRIEVANCE FORM

Name of Complainant: _____

Address: _____

Student Name: _____

Phone Number: _____

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.

_____   _____

Student Signature of Complainant   **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**

_____   _____
Student Signature Parent or Guardian (If applicable)   **Date**

_____   _____
School Official Accepting Revised Contract   **Date**

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 owns 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 Vernor Street LLC, as outlined in the contractual agreement. DSDT is responsible for daily cleaning, parking lots, HVAC maintenance, and grounds upkeep. DSDT also has a full-time maintenance subcontractor that comes to the school daily for upkeep, cleaning and maintenance of overall facility and grounds.

TECHNICAL INFRASTRUCTURE

DSDT 's School Director is responsible for all technical infrastructure maintenance. The uptime for technical infrastructure is maintained at a high percentage. 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", 24/ 7.

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 - ASK INSTRUCTOR

All student records are maintained via a secure Internet connection. An ASP (Application Service Provider) is simply another way of accessing and utilizing applications. Instead of installing the software on a dedicated server at your school, the OnlineSMART.Net applications are installed and managed at our central data center. Each staff member and instructor have separate usernames and can only access student data necessary for their function and/or class.

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 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:
- Fire Extinguishers located in common areas with signage
- First Aid supplies kept in the bathroom hallway and at the front desk
- 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
- Safety, accident, injury and emergency report forms for a systematic controlled process

Version Created: 2.24.2014
Updated version: 5.20.2016; 3.7.2017; 3.20.2018
Executed Version: 2.25.2019

HEALTH & SAFETY PLAN SECTIONS

OVERVIEW

The DSDT administrative, instructional, and support staff is diligent in assuring 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 facility through the main entrance and check in at 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 visitor's 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.

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 System 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.

ACCIDENT INVESTIGATION SYSTEM
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.

SITE EMERGENCY PLAN
Every DSDT classroom and lab area has a copy of the campus evacuation and safety/ Health emergency plan and of the school year, the plan reviewed with staff. 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.

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.

FIRE EXTINGUISHER MAINTENANCE PLAN

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

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 student plans/procedures and emergency preparedness protocols and correct hazards before they cause serious injuries. This form shall be completed by students as soon as possible and given to the school director. 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 visitor 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 911and complete an Accident Report form. Have student, school director and administrator whom charted the incident acknowledge and sign off on documentation.

Individual completing this form, please circle the correct one:

Student / School Director / Instructor

_____   _____
Student Signature   **Date**

1759 W. 20th Street *Detroit, MI* *48216*	**Version Created: 2.24.2014** **Updated Version: 5.20.2016;** **Updated version 3.7.2017; 3.20.2018; 9/18/19** **Executed Version: 2.25.2019** Incident Report Today's Date:

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:	☐ **Injury** ☐ **Illness** ☐ **Near Miss**
Your Name:	
Instructor/Supervisor:	
Have you told your instructor/supervisor about this injury?	☐ **Yes** ☐ **No**
Date of injury/near miss:	**Time of injury/ near miss:**
Name of witness (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 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/near miss?	☐ **Yes** ☐ **No**
If yes, whom did you see?	**Doctor's phone #:**

Part of body affected:	**Nature of the injury you're reporting:**
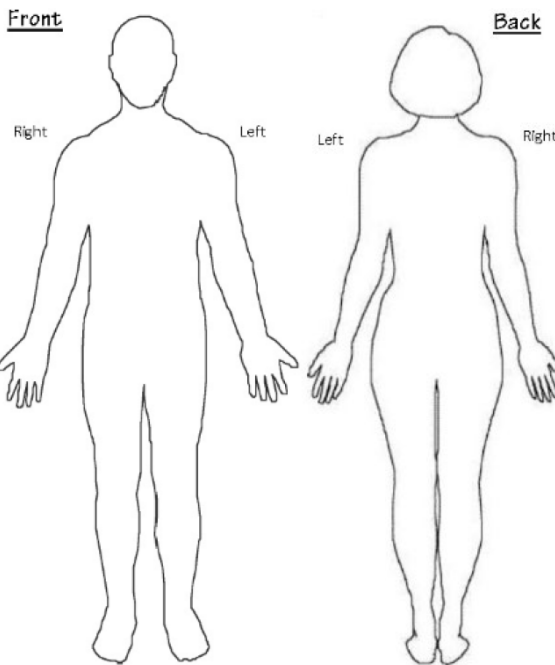
Front   Right   Left   Back   Left   Right

☐ **Abrasion, scrapes**
☐ **Amputation**
☐ **Broken bone**
☐ **Bruise**
☐ **Burn (heat)**
☐ **Burn (chemical)**
☐ **Concussion (to the head)**
☐ **Crushing Injury**
☐ **Cut, laceration, puncture**
☐ **Illness**
☐ **Sprain, strain**
☐ **Other:**

Written witness statement:	

Number of attachments (photographs, hospital verification, drawings, etc.):

Why did the incident happen?

☐ Unguarded hazard
☐ Safety device is defective
☐ Tool or equipment defective
☐ Workstation layout is hazardous
☐ Unsafe lighting
☐ Unsafe ventilation
☐ Lack of needed personal protective equipment
☐ Lack of appropriate equipment/tools
☐ No training or insufficient training

☐ **Other:**

What changes do you suggest will help in the prevention of this incident/ near miss from happening again?

☐ Stop this activity
☐ Redesign school area
☐ Train/ enforce policy

☐ Other:

Your Signature:	**Date:**
For administrative use only	
Written by: *Job title:*	**Date:**
Names of team investigating:	
Reviewed by: *Job title:*	**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?	

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. 20th Street, Detroit, MI. 48216.

BASIC REQUIREMENTS FOR A SAFE WORKPLACE

- Proper Ventilation: Some fumes can be harmful.
- 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.
- Designated smoking areas: Never smoke or permit clients to smoke while being served. Avoid other sources of open flames.

- Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in the adequately ventilated area and in moderate temperature.
- Protection during application: Follow directions, wear gloves and/or goggles as directed, properly drape client. Apply your professional training.
- Proper Use of First Aid: First aid kit is available and at the front desk and in the classroom.
- Fire Safety: Posted and must be reviewed for evacuation procedure during new student/ employee orientation.

IN THE EVENT OF A FIRE

- Contact the fire department (911) and Give name and address of the business, nature of fire (what is burning), and the name of person reporting the fire. Evacuate premises by following the planned procedure for the facility
- Alternate exits for use in the event the fire blocks regular route.
- Fire extinguishers are serviced annually.

USE OF EXTINGUISHERS

Install away from potential fire hazards and near an escape route. Follow the instructions. Many works as follows:

1. Pull the pin
2. Aim the nozzle

3. Squeeze the handle
4. Sweep from side to side at the base until fire goes out

RECOMMENDED PROCEDURES

The National Fire Protection Association recommends that you should ONLY stand and fight a fire if ALL the following are TRUE:

- Everyone is leaving the premises and the fire department has been called
- The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)

- You can fight the fire with your back to an escape route
- Your extinguisher is rated for the type of fire you are fighting and is in good working order
- You know how to operate the extinguisher

Individual completing this form, please circle the correct one:

Student / Guest / Employee

_____   _____
Signature   **Date**

VETERAN BENEFIT POLICY

DSDT the school permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates: 1. The date on which payment from VA is made to the institution. 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility. DSDT ensures our educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

VETERAN STUDENT ADDENDUM

This catalog addendum applies to those students receiving U.S. Department of Veteran 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 eligible students. Veterans must submit a copy of their DD-214 Form and/or Joint Service Transcript (JST).

Attendance Policy: Students are expected to attend all classes. If circumstances prevent attendance at a specific class, prior notification id expected in order to arrange make-up sessions. If attendance falls below 67%, VA benefits will be terminated. Students whose absences result from authorized mitigating circumstances, as determined by the School Director, students will not be terminated. Students who have been terminated from the school for unsatisfactory attendance may be re-admitted at the discretion of the School 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 veteran 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 70% or a 2.0 grade point average on tests and in written practical exams, satisfactory and timely completion of all assignments, reports, projects and etc. Failure to meet these criteria will result in being placed on probation. If the criterions are not met by the end of the probationary period, VA educational benefits will be terminated. Certification to VA for payment will not be resumed until the student has returned to a satisfactory academic status.

Pro-Rated Refund Policy for Veterans and other Eligible Students: Per CFR21.4255, DSDT 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 does not discriminate on the basis of race, color, religious, 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 or diploma.

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 Name (Printed)

_____
Student Signature   Date

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**

CPL DATA REPORTED DATA
AS OF JUNE 30TH, 2019

COMBINED DATA REPORTING

2019 REPORTED DATA
Completion Rate: 88%
Graduation Rate: 88%
Placement Rate: 84%

PER PROGRAM

FILM PRODUCTION
Completion Rate: 76%
Graduation Rate: 76%
Placement Rate: 83%

TECHNOLOGY PROFESSIONAL 2
Completion Rate: 95%
Graduation Rate: 95%
Placement Rate: 85%

TECHNOLOGY PROFESSIONAL 6
Completion Rate: 100%
Graduation Rate: 100%
Placement Rate: 100%

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 assignment
- 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.

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**

STUDENT ENROLLMENT AND APPLICATION AGREEMENT

Student Name: _____ Email Address: _____

Dependent Status: _____ Veteran Status: _____
(Independent, Dependent)

Age: _____ Race: _____ Sex: _____ Marital Status: _____

DOB: _____ Education Level: _____ High School Grad Year_____
(GED, HS Diploma, Some College
Associates, Bachelors, Masters)

Address: _____
(Street) (City) (State) (Zip Code)

Phone Number: _____ Cell Phone Carrier: _____
(School text updates)

Driver's License #: _____

Social Security #: _____

U.S. Citizen: _____ Yes _____ No

Contract Begins: _____ Contract Ends: _____

CERTIFICATE OF COMPLETION: 80 - 240 CLOCK HOURS
DIPLOMA PROGRAM: 600 CLOCK HOURS

CLASS SCHEDULE RANGES FROM 4-28 WEEKS IN LENGTH.
ALL STUDENTS ARE REQUIRED TO ATTEND A MINIMUM OF 22 HRS PER WEEK.

SCHOOL SCHEDULE (DAYS & TIMES):

_____

EMERGENCY CONTACT FORM

In case of emergency, please notify

Contact #1

Name: _____

Relationship: _____

Address: _____

Phone Number: _____

Contact #2

Name: _____

Relationship: _____

Address: _____

Phone Number: _____

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: Books/Equipment:

$ _____ $ _____

Financial Aid Payment: MI Works Payment:

$ _____ $ _____

Monthly Payment: Less Deposit

$ _____ $ _____

Balance Due: Payments Due On:

$ _____ $ _____

Total Tuition & Fees:

$ _____

_____
Student Signature & Date

_____
Curriculum Advisor Signature & Date

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 Start 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**

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 a 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. Acknowledgment that signers have read and received a copy of contract

_____ 15. Date and signature of the 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. The contract is in language course/program will be taught

_____ _____

Student 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.

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.

_____   _____
Student Signature   **Date**

MEDIA RELEASE FORM

I, _____, hereby authorize DSDT to use and/or reproduce photos and /or videos without compensation. I understand that this material may be used in various publications, public affair releases, recruitment materials, broadcast public service advertising (PSA's) or for other related endeavors. This material may also appear on the company's or project sponsor's internet web page. This authorization is continuous and may only be withdrawn by my specific recession of this authorization. Consequently, the company or project sponsor may publish materials, use my name, photographs, and/or make reference to me in any manner that the company or project sponsor deems appropriate in order to promote/publicize service opportunities.

Description of Material Covered (Photo/Audio/Visual):
Any photo, audio or video material taken/recorded while on school property, during school events or while off-campus for school practical teaching.

_____
Student Name (Printed)

_____
Student Signature & Date

PROGRESS REPORT

Student Name: _____

Program: _____

Date: _____

CUMULATIVE ATTENDANCE

Scheduled Hours: (Scheduled hours at date of report)

_____

Actual Hours: (Actual hours at date of report)

 _____

Rate of Attendance:

 _____ %

CUMULATIVE GRADES/ACADEMICS

Theory: (out of 100)

_____ %

Practical: (out of 100)

_____ %

GPA: (cumulative + practical / 200)

_____ %

Comments:

_____

_____

_____

_____

_____   _____

Student Signature   **Date**

_____   _____

Instructor Signature   **Date**

REPORT CARD

Student Name: _____

Program: _____

Date: _____

CUMULATIVE ATTENDANCE

Scheduled Hours: (Scheduled hours at date of report)

_____

Actual Hours: (Actual hours at date of report)

_____

Rate of Attendance:

_____ %

CUMULATIVE GRADES/ACADEMICS

Theory: (out of 100)

_____ %

Practical: (out of 100)

_____ %

GPA: (cumulative + practical / 200)

_____ %

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 test 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** _____**% Total Score (Total / 1,000)**

_____ _____
Student Signature **Date**

_____ _____
Instructor Signature **Date**

STUDENT SURVEY & FEEDBACK

TECHNICAL INFRASTRUCTURE

STUDENT NAME: _____ DATE: _____

PROGRAM: _____ APPROXIMATE HOURS EARNED: _____

PART 1: TECHNICAL INFRASTRUCTURE

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   6. Did you receive a copy of the School catalog prior to enrollment?

Y N N/A   7. Do you have a high school diploma or GED?

Y N N/A   8. Did you sign an enrollment agreement prior to starting school?

Y N N/A   9. Did you receive a copy of your enrollment agreement?

Y N N/A   10. Do you know who to see with questions regarding your graduation requirements, financial assistance, employment, or your academic progress?

Y N N/A   11. Did you go through orientation on or before start day?

Y N N/A   12. Did orientation explain school policies, program goals, administrative policies   affecting students and available student services?

Y N N/A   13. Have you attended classes on job readiness and job search skills?

Y N N/A   14. Do you understand the graduation requirements and the difference between a Diploma and licensing program?

Y N N/A   15. Do you clock in and out each time you arrive and leave the school according to policy?

Y N N/A   16. Are you aware that you must maintain a minimum attendance rate and grade average to maintain satisfactory academic progress?

Y N N/A   17. Were you made aware of the school's internal grievance procedure?

Y N N/A   18. Have you received appropriate texts and/or kit materials for your program of study?

Y N N/A   19. Was the school's refund policy explained to you upon enrollment?

Y N N/A   20. Are the equipment and facilities maintained in good working order?

Y N N/A   21. Does the school make available other items for training that are not included in your kit such as products, equipment, reference materials?

Y N N/A   22. Are you aware of the educational requirements you must meet in order to graduate?

Y N N/A   23. Are you evaluated periodically on your practical skills?

Y N N/A   24. Do you understand the grading criteria that are used by the Instructors when giving you practical grades?

Y N N/A   25. Do you take written tests after each unit of study?

Y N N/A   26. 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   27. 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.

_____

_____

_____

_____

_____

PART 2: ACADEMIC TECHNICAL THEORY AND PRACTICAL LEARNING METHODS

The school has developed a 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.

DSDT Teaching 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
- Project

Are the academic and practical learning methods used effective relevant to learning styles and current education trends?	☐ YES ☐ NO

Please provide any additional recommendations:

_____

_____

_____

PART 3: FACILITIES, EQUIPMENT & LEARNING RESOURCES

DSDT'S 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?

☐ YES ☐ NO

Do they meet the professional standards for safety and health requirements?

☐ YES ☐ NO

Please provide any additional recommendations:

_____

_____

GRADUATION, COMPLETION, AND PLACEMENT RATES

AS OF 2019: COMBINED TOTALS: 2019 reported data:
Completion Rate: 88%
Graduation Date: 88%
Placement Rate: 84%

Do you feel these are good outcomes for the institution?	☐ YES ☐ NO

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 Signature   **Date**

STUDENT INSTRUCTOR EVALUATION

Student Name: _____ **Date:** _____

Program: _____ **Approximate Hours Earned:** _____

The following pages contain statements about the education your instructor is delivering. Please rate the frequency of how your instructor engages in each of the below statements from Poor to Excellent. This information will be used to make constant improvements to the student experience at DSDT. There are no right or wrong answers in this survey. We appreciate your feedback.

INSTRUCTOR COMPETENCY

Flexibility & Adaptability

Classroom projects apply to real world experiences	**Poor**	**Satisfactory**	**Excellent**	**N/A**

Guidance & Cooperative

Provides the opportunity to discuss class work **Poor** **Satisfactory** **Excellent** **N/A**

Evaluation Process & Decision Making

Explains how student will be evaluated **Poor** **Satisfactory** **Excellent** **N/A**

Punctuality & Professionalism

Displays a professional image in actions and behavior **Poor** **Satisfactory** **Excellent** **N/A**

Competence of Curriculum Taught

Demonstrates knowledge of subject of study **Poor** **Satisfactory** **Excellent** **N/A**

Quality

Classroom/lab is a safe and clean environment **Poor** **Satisfactory** **Excellent** **N/A**

Productivity

Class time is well planned by the instructor	**Poor**	**Satisfactory**	**Excellent**	**N/A**
All assignments are clear and easy to understand	**Poor**	**Satisfactory**	**Excellent**	**N/A**
Plan of progress in place for student	**Poor**	**Satisfactory**	**Excellent**	**N/A**
Projects and assignments are readily available	**Poor**	**Satisfactory**	**Excellent**	**N/A**

Initiative

Encourages thinking and problem solving	**Poor**	**Satisfactory**	**Excellent**	**N/A**
Technology is incorporated in class learning	**Poor**	**Satisfactory**	**Excellent**	**N/A**

Diversity

All students are treated fairly **Poor** **Satisfactory** **Excellent** **N/A**

Inclusion

Teaching methods adapt to student learning styles **Poor** **Satisfactory** **Excellent** **N/A**

Communications

Verbal and written skills are demonstrated	**Poor**	**Satisfactory**	**Excellent**	**N/A**
Demonstrates a cooperative spirit	**Poor**	**Satisfactory**	**Excellent**	**N/A**

Institutional Commitment

Sense of pride in student completion and placement while challenging students to do their best	**Poor**	**Satisfactory**	**Excellent**	**N/A**
The instructor exhibits a professional attitude	**Poor**	**Satisfactory**	**Excellent**	**N/A**

Thank you for taking the time to complete this survey.

EXIT INTERVIEW AND PLACEMENT SURVEY
DSDT complies with nondiscrimination laws

STUDENT NAME: _____ **DATE:** _____

PROGRAM: _____ **EMAIL:** _____

Please rate DSDT's following school programs and services:

- Classroom and Equipment **Poor** **Satisfactory** **Excellent** **N/A**
- Classwork, Projects and Homework **Poor** **Satisfactory** **Excellent** **N/A**
- Instructor **Poor** **Satisfactory** **Excellent** **N/A**
- School Administrator **Poor** **Satisfactory** **Excellent** **N/A**
- Financing Services **Poor** **Satisfactory** **Excellent** **N/A**
- Counseling Services **Poor** **Satisfactory** **Excellent** **N/A**
- Job Placement **Poor** **Satisfactory** **Excellent** **N/A**
- Student Activities
- (fairs, guest speakers, special events, etc.) **Poor** **Satisfactory** **Excellent** **N/A**
- Condition of the School
  (Maintenance, cleanliness, parking) **Poor** **Satisfactory** **Excellent** **N/A**

Was the Health and Safety Plan Given to You and Available in the Student Handbook **Yes** **No**

Why are you leaving? (Completed program, financial reasons, etc.)

Please provide feedback and/or areas of improvement (if any) on course instruction and curriculum delivery modes:

What suggestions do you offer to improve the program/school?

Do you have any additional comments or suggestions for improvement of Student Services (counseling, financing, activities, etc.)?

DID YOU RECEIVE FINANCIAL AID **Yes** **No**
If yes, indicate the type _____

PLACEMENT INFORMATION: Do you have a job **Yes** **No**
If no, indicate why _____

Employer Name_____ Full Time / Part Time (Circle One)
Address_____ Immediate Supervisor _____
Job Title_____ Supervisor's Email _____
Phone # of Employer: _____ Hourly Wage _____
How did you find out about the job? _____
What is your current address? _____

_____   _____
Student Signature   **Date**

TRAIN
EMPOWER
EMPLOY

DSDT
A DETROIT SCHOOL FOR DIGITAL TECHNOLOGY

WWW.DSDT.EDU