

FILM 254-201L Lab Instructor: Jewells Santos  
Image, Optics, and Cinematic Motion  
Email: JSANTOS8@depaul.edu  
Time: Tuesday 9-11AM  
Location: Lincoln Park Student Center Rm. 364  
Class Instructor: Brian Mellen

## LAB POLICIES & PROCEDURES POLICIES

- All missed labs must be made up as described with necessary equipment.
- Three or more labs missed without makeups will result in an automatic failing grade for the lab and therefore the class.
- Labs should be completed during the lab section, but depending on the lab, up until the following week may be given to complete the lab.
- **No late labs will be accepted.**
- **Absence does not excuse a lab deadline except in extenuating circumstances. Being sick would be one of those extenuating circumstances.**
- You must have access to a removeable storage device (USB thumb drive, hard drive, Dropbox, etc.).
- Back up all your work. Computers crash and papers/pictures/videos/files go missing, be responsible.
- **Never email me or Brian your assignment unless instructed to do so.** You will not receive a grade. All work and submissions must be submitted to D2L. Please give yourself plenty of time to submit on D2L.

## GRADING

- Lab assignments will be assigned and given in class.  
Grades will be posted within 1 week from the assigned due date.
- You must use D2L to submit all assignments. Access the site at <https://d2l.depaul.edu/> using your Campus Connect login and password. Emails sent to students will default to their email address associated with Campus Connect, so make sure that you have it set to an email you check often.

## GRADING

- Sometimes you may be asked to use software on a phone or laptop computer that you will have to download. Please refer to the class syllabus and D2L for details.
- You must use D2L to submit all assignments. Access the site at <https://d2l.depaul.edu/> using your Campus Connect login and password. Emails sent to students will default to their email address associated with Campus Connect, so make sure that you have it set to an email you check often.
- Access to a smartphone and a phone-friendly tripod is required for this course as we will use both equipment from the School of Cinematic Arts Equipment Center and smartphones to complete each lab. Recommended tripods will be given in class. **You must have one by Week 2 lab.**
- Each lab will specify the needs for completing the assignment; you must contact the instructor or lab assistant if you have issues with the technology involved.

## **COVID-19: HEALTH AND SAFETY PRECAUTIONS**

Keeping our DePaul community safe is of utmost importance in the pandemic. Students, faculty and staff are expected to (1) wear a mask as required at all times while indoors on campus; (2) refrain from eating and drinking in classrooms; (3) keep current with their COVID-19 vaccinations or exemptions; (4) stay home if sick; (5) participate in any required COVID-19 testing; (6) complete the online Health and Safety Guidelines for Returning to Campus training; and (7) abide by the City of Chicago Emergency Travel Advisory. By doing these things, we are Taking Care of DePaul, Together. The recommendations may change as local, state, and federal guidelines evolve. Students who do not abide by the mask requirement may be subject to the student conduct process and will be referred to the Dean of Students Office. Students who have a medical reason for not complying with any requirements should register with DePaul's Center for Student with Disabilities (CSD).