



# 2021 CATALOG

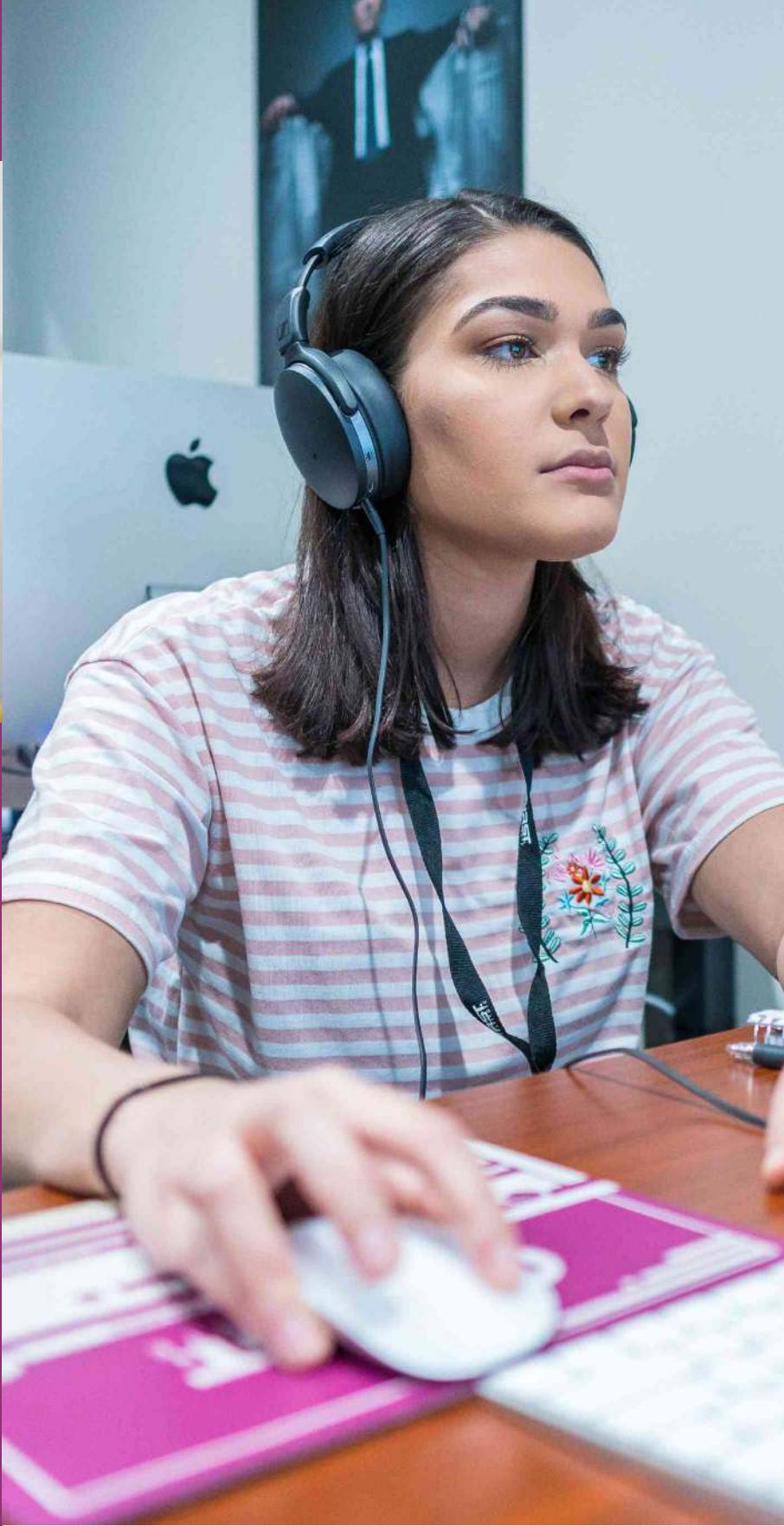
CREATIVITY MEETS CAREER

Florida Institute of Recording, Sound and Technology

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Updated: 05/2021



**FIRST**  
INSTITUTE

Note: Students will be notified of any changes made at the institution.

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# A LETTER FROM THE DIRECTOR

Dear Prospective Students:

I want to let you in on a little secret. You already have something in common with all of the students and alumni that have walked the halls of the Florida Institute of Recording, Sound, and Technology: a passion for the Digital Media industry.

The fact that you are dedicating your time to pursue further education and better yourself shows you have the motivation, desire, and interest to succeed in this field. Congratulations on taking this huge step in the right direction!

I welcome this opportunity to introduce you to F.I.R.S.T. Institute. In this catalog, you will find detailed information on how to become a student and all that is offered to you during your time with us.

F.I.R.S.T. Institute has fine-tuned three unique and highly successful programs in Recording Arts and Show Production, Digital Filmmaking and Video Production, and Graphic Design and Web Development. These educational programs are based on a philosophy that provides students with the technical skills, experience, and knowledge to gain entry-level employment and embark on a fulfilling career in the many fields of the modern Digital Media industry.

A student will have the opportunity to make use of our exciting campus with up-to-date audio recording studios, film and video editing suites, a large sound stage, and other cutting-edge equipment. With our extremely accomplished faculty, our students experience the real world in the classroom. You could be part of our growing alumni group that has gone on to shape the Digital Media industry in Central Florida and across the country.

On behalf of F.I.R.S.T. Institute, I am proud to say we are continuously expanding and maintaining a reputation of brilliance and distinction. I would like to personally invite you to apply and become an integral part of our growing institution. I urge you to take the next step towards your future and review this catalog of information along the way.

If you have any further questions or are ready to begin the application process, please call your Admissions Representative at (407) 316-8310. We look forward to hearing from you!

Sincerely,



Donney Smith, Director

# INTRODUCTION

Our 12,400 square foot campus consists of production labs, studios, soundstages, as well as student lounge, bathrooms, administrative offices, and much more. Read on to see what our campus consists of for each of our three programs



## MISSION & VISION

Mission: F.I.R.S.T. Institute's mission is to prepare students for successful entry-level careers in the digital media industry. The training philosophy centers on intensive, hands-on training and interactive distance learning, as well as continual advancement in technology.

Vision: F.I.R.S.T. Institute's vision is to ensure the highest quality education and learning experience for students.

## OCCUPATIONAL GOALS & PHILOSOPHY

Digital Media is a very exciting, growing, and competitive field for those who have the right blend of drive, talent, and skill. F.I.R.S.T. Institute believes that it can make a huge difference in student development. Every lesson plan is based on the objectives faced by professionals in this field on a daily basis.

## HISTORY

The Florida Institute of Recording, Sound, and Technology, Inc. (F.I.R.S.T.) was established in 2004 in "The City Beautiful," Orlando, Florida. During this time, much thought and effort went into how F.I.R.S.T. Institute would teach and inspire students in the Digital Media field. In 2005, F.I.R.S.T. Institute launched its first program in Audio Engineering and Music Production. Due to the success of the first program, and the growing need for employment in the Digital Media field, the Film and Video Production program was launched soon after. F.I.R.S.T. has continued to grow and flourish even in present day with its existence of The Graphic Design and Web Development program, cutting edge technology, and accomplished faculty. Our growing departments are readier than ever to be a part of each student's educational adventure and help young Digital Media professionals enter the working realm to follow their dreams.

# CAMPUS

Our 12,400 square foot campus consists of production labs, studios, soundstages, as well as student lounge, bathrooms, administrative offices, and much more. Read on to see what our campus consists of for each of our three programs



## RECORDING ARTS & SHOW PRODUCTION

### Studio A

Studio A is an audio recording studio that features analog consoles and signal flow. The room is equipped with a DANTE network, patch-bays, outboard gear, and Pro Tools. Students can use this space to execute artist recording sessions and mixing projects.

### Studio B

Studio B is an audio recording studio that features the Control 24 and surround sound. The room is equipped with a Foley Pit, Pro Tools, and Logic Pro. Students can use this space to execute sound-to-picture projects.

### Raven Lab

The Raven Lab is equipped with the Raven control surface, Studio One, Logic Pro, and Pro Tools. Students can utilize software such as Melodyne, AutoTune, and Drum-A-Gog.





## DIGITAL FILMMAKING & VIDEO PRODUCTION

### The Film and Editing Suites

Our film and video editing suites feature Apple iMac workstations running professional software, including Adobe Creative Suite, Premiere, After Effects, Photoshop and Illustrator. Students in these labs focus on a wide range of digital content creation, including digital video production and editing, 2D motion graphics and photo manipulation. Peripherals include digital video decks and professional video cameras for the capture, creation, and output of digital video imagery.

Students use these suites in the post production phase for projects such as commercials, testimonials, documentaries, music videos and short films.

### The Control Room

The control room features a complete HD environment for F.I.R.S.T. students. This lab features Sony Studio cameras, Sony field cameras, a Sony HD switcher, and Sony HD decks. This control room allows students to learn television lighting and sound, teleprompter operation, jib control, and more.

### The Soundstage

Our large soundstage is used for digital video production and is outfitted with a prop area and equipped with industry standard lighting and grip equipment.

### Digital Cameras

The cameras used for production in the soundstages and on location include Panasonic GH4s, Canon T5i DSLRs and Sony PXW-X70 Professional XDCAM Compact Camcorders.



## GRAPHIC DESIGN & WEB DEVELOPMENT

### Graphics Labs

Our graphics labs have an environment that is set-up to inspire creativity. Each graphics lab has been designed with industry-standard hardware and software for the production of graphics. In addition to this, the rooms have been designed to facilitate the coding, testing, and development of websites and applications.

### Equipment

A variety of equipment is at the disposal of graphic design & web development students. They have access to a large format printer for high quality printing of student projects. There are photography light boxes situated in class and available for product photography. DSLR Canon cameras are available for sign out by students. Students can use Wacom tablets for the development of illustrative and design skills. Also, a green room is available for photoshoots and production.

### Software

The labs have the latest version of the Adobe creative suite software including Photoshop for photo editing, manipulation, and animation, Adobe Illustrator for the creation of vector art and wireframes, Adobe InDesign for the composition and production of small to large digital and print publications, and Adobe After Effects for putting digital assets into action.



# PROGRAMS

## F.I.R.S.T. INSTITUTE EXPLANATION OF A QUARTER CREDIT HOUR

F.I.R.S.T. institute lecture *time* is instructor led explanation, discussion, and relevant course topic activities. \**Laboratory time* is also instructor led but with a strict emphasis in kinesthetic learning in either solitary or group projects relevant to the course attended.

F.I.R.S.T. Institute defines a *clock hour* as 50 minutes of instructor led instruction with 10 minutes of break time. The table below has a breakdown of how F.I.R.S.T. Institute's clock hours are broken down into quarter credit hours for academic purposes (ACCET standards) and for financial aid (Title IV) purposes.

Academic Clock to Credit Hour Conversion	Clock Hour to Quarter Credit Hour Ratio	Title IV	Clock Hour to Quarter Credit Hour Ratio
Lecture	10:1	Lecture	25:1
Lab	20:1	Lab	25:1
Homework	N/A	Homework	4 Hours per week

Program	Clock Hours	Academic Quarter Credit Hours (AQC)	Homework Hours	Title IV Quarter Credit Hours (T4C)
Recording Arts and Show Production	900 (665 Lecture/235 Lab)	78.25 Credits	180	43 Credits
Recording Arts and Show Production - IDL	900 (665 Lecture/235 Lab)	78.25 Credits	180	43 Credits
Digital Filmmaking and Video Production	900 (665 Lecture/235 Lab)	78.25 Credits	180	43 Credits
Digital Filmmaking and Video Production - IDL	900 (665 Lecture/235 Lab)	78.25 Credits	180	43 Credits
Graphic Design and Web Development	900 (665 Lecture/235 Lab)	78.25 Credits	180	43 Credits
Graphic Design and Web Development - IDL	900 (665 Lecture/235 Lab)	78.25 Credits	180	43 Credits





## RECORDING ARTS & SHOW PRODUCTION (CAMPUS, HYBRID, AND IDL)

### Program Objective

The Recording Arts and Show Production program strives to successfully train students for entry level employment in the audio engineering, music production, and show production industry.

### Program Description

The Recording Arts and Show Production program is designed to teach students the fundamentals of recording arts and show production, including live sound reinforcement and audio-visual production. Students will receive hands-on education using up-to-date technology for all types of audio production. The Recording Arts and Show Production curriculum will guide students through introductory classes and conclude with advanced audio concepts.

A wide spectrum of professional audio is covered throughout several courses. Students progress through more advanced projects and processes in each course: Digital Audio Fundamentals, Music Production, Recording Arts, Mixing Techniques, Advanced Audio Theories and Applications, Location Sound, Sound for Visual Media, Audio Visual Event Production, and Show Production. In each course, students will develop their skills under the mentorship of industry professionals, preparing them for an entry-level position in the audio industry.

Students are graded and held accountable for each course they experience during their instruction at F.I.R.S.T Institute. Consistent drills, labs, tests, and quizzes keep students engaged in the information presented by the instructors. F.I.R.S.T Institute's main objective is simple: to provide the highest quality education and inspire students to be successful in the career field of professional audio.

Prerequisite: Basic Mac and Internet competencies. High School level English or higher.

Delivery Methodology: Campus = 100% Campus, Hybrid = 75% Campus, 25% Interactive Distance Learning, IDL = 100% Interactive Distance Learning

Average Enrollment: 12-14 Students

Upon successful completion of the program, graduates obtain a Diploma.

**Forty-Five (45) Weeks - 900 Clock Hours / 78.25 Academic Quarter Credit Hours**

665 Hours / 66.5 Academic Quarter Credit Hours - Instruction

235 Hours / 11.75 Academic Quarter Credit Hours – Lab

## Program Courses

### RASP 101/RASP 101IDL -

#### Digital Audio Fundamentals

Digital Audio Workstations, also known as DAW's are an integral part of the modern audio industry. DAW's are used in all aspects of the audio industry, from the recording studio to live show production. In this course students will be introduced to DAW's and will learn about the many exciting possibilities the audio industry has to offer. Learning the basics of computer technology and macOS is the starting ground for classes enrolled in the program. Students will move into one of the primary tools of the audio industry, the DAW. During their introductory course students will focus on learning the industry standard workstation, Avid's Pro Tools. Through many hands-on exercises, projects, and detailed instruction, students will develop an understanding of digital audio editing, effects processing, mixing, audio production, sound design, and critical listening skills. After students have learned the fundamentals of digital audio they will move into advanced editing techniques, jingle production, and sound design. When learning with the use of creative projects, classes will learn about elastic audio, time compression, and expansion techniques in Pro Tools. Aligning audio loops and voice overs will be covered to create jingle productions. Students will also work on a sound design clip using audio and MIDI to create a unique sound design project for their demo reel.

#### Projects completed in RASP 101/RASP 101IDL:

- Podcast editing Project
- Pro Tools Mixing Project
- Elastic Audio Project
- Sound Design Project
- Jingle Production Project

### RASP 102/RASP 102IDL - Music Production 1

Music producers must have a good understanding of music theory and artist interaction. In this course students will be introduced to music production and an introductory course in music theory. Classes will learn about the theory and history of recorded sound, as well as, developing a good foundation of music appreciation and diversity. Students will quickly move into music theory where they will learn about scales, key signatures, and structure. Once students have a good understanding of music theory they will move into the music production software, Logic Pro. Students will learn about MIDI production first inside Logic Pro, but also see how to use those aspects within Pro Tools as well. Through many hands-on exercises, projects and detailed instruction, students will develop a good understanding of Logic Pro and its endless creative possibilities. During the course projects, students will learn about MIDI and music production, as well as, remixing and sampling techniques.

#### Projects completed in RASP 102/ RASP 102IDL:

- Logic Pro Mixing Project
- Logic Pro MIDI Project
- Logic Pro Remix Project
- Pro Tools MIDI Project

### RASP 103/RASP 103IDL - Recording Arts

Working in the recording studio is a very fun and creative environment for audio engineers and music producers. Having a good understanding of all technical equipment in the recording studio is essential for any audio engineer. In this course students will be introduced to industry standard equipment and techniques including analog consoles, patch-bays, signal flow, outboard processors, and audio recording. This course is different from the previous individual and solitary learning focus and places students into small teams to accomplish project goals. Students will work on several signal flow projects and will connect studio equipment through a patch-bays. They will learn the techniques used for installing and connecting studio equipment with consistent drilling. Students will also cover industry standard microphones and the fundamental microphone techniques used for recording vocals and various musical instruments. By the end of this course, students will have a firm understanding of the

recording process, studio etiquette, signal flow, and teamwork.

#### Projects completed in RASP 103/RASP 103IDL:

- Solo Artist Project
- Artist Development Pre-Production Project
- Artist Development Production Project

### RASP 104/RASP 104IDL - Music Production 2

Understanding the psychology of a recording session and working with musicians in the recording studio is critical for all music producers and audio engineers. In this course students will be introduced to artist development and more concepts in music theory. Students learn about developing an artist from the pre-production to production phases of recording and developing a more advanced understanding of music theory. Diving further into music theory, classes will cover more in depth musical terminology, notational, compositional, aural skills, and musical analysis. Once students have a good understanding of music theory they will move into the pre- production phase of the class production project. Classes will produce a song as a group using the skills learned in music theory and previous courses. Following the class production project, students will produce a podcast and radio spot.

#### Projects completed in RASP 104/RASP 104IDL:

- Class Pre-Production Project
- Class Production Project
- Podcast Project
- Radio Spot Project

### RASP 105/RASP 105IDL - Mixing Techniques

Mixing Engineers must have a good understanding of music production and the technical equipment used during the mixing process. Working as a mix engineer, an engineer must have good communication skills and an understanding of the terminology used in the recording studio. In this course students will be introduced to the Raven control surface and the techniques of mixing various genres of music. Classes will learn about more advanced editing techniques, vocal tuning, sample replacement, critical listening skills, and mix analysis. Once students have a good understanding of the Raven and the editing and mixing techniques used for music, they will mix the projects that were recorded in their previous courses. During these mixing projects, students will align drums, add samples, tune vocals and learn industry standard editing shortcuts that will improve their workflow. During the course projects, students will learn about mixing music for specific genres and will develop their ears through various critical listening exercises. Students will complete the course by finalizing an Electronic Press Kit (EPK) for an artist.

#### Projects completed in RASP 105/RASP 105IDL:

- Audio Editing Project
- Solo Artist Mix Project
- Class Production Mix Project
- Artist Development Mix Project and EPK

### RASP 106/RASP 106IDL - Advanced Audio Theories and Applications

During this course students will learn about Ohms Law, cable termination, restoring poor quality audio, and project studio mastering techniques. Professional audio engineers have a good understanding of electronics especially Ohm's Law. Ohm's law is explained in detail to keep students from damaging equipment by knowing how to properly match amplifiers and speakers. Cable terminations are also a must have trade skill when starting in the audio industry. Cable termination included in this course covers soldering and crimping multiple types of connections like XLR connectors and RJ45 connectors. Other more utilitarian objectives will be covered with audio restoration, and mastering. Studio One, another DAW, will be added to the classes workflow, where they will work on mastering using the tools inside of the software. Classes will cover various audio mastering standards for streaming and digital audio platforms from a project studio perspective. Students also master all projects that were mixed in the previous courses which will be sequenced on their demo reel.

#### Projects completed in RASP 106/RASP 106IDL:

- Soldering Project
- Crimping Project
- Audio Restoration Project
- DAW Mastering Project
- Demo Reel Project

### RASP 107/RASP 107IDL - Location Sound

Location sound and field recording is an exciting industry for students to learn and experience. In this course, students will be introduced to location sound and the techniques used for capturing high quality audio on set. Students learn about set etiquette, synchronization, microphone techniques, field recording, and camera basics. Classes will be working as a team to scout a location for a shoot to record high quality audio using boom microphone and lavaliere microphone techniques taught by instructors. Students will transfer the audio recorded on location and use the editing techniques learned in previous courses to clean the audio and spot for a video project. By the end of this course, classes will have a very good understanding of working on set for TV and film, capturing audio during field recording, and a basic understanding of cameras and terminology used on set

#### Projects completed in RASP 107/RASP 107IDL:

- Field Recording Project
- Location Sound Project

### RASP 108/RASP 108IDL - Sound for Visual Media

Audio post-production and sound design have specific techniques when added to visual media like TV, cinema, and even the web. Students will learn about the creative process of that goes into sound design and Foley. Foley is a method used to create sounds using everyday props in real time in sync with prerecorded video. Students will also learn how to operate an industry standard control surface, record looping dialogue, create new original sound effects, compose a short score, and mixing for surround sound. During each class, a specific audio post production technique is learned and then applied to the student's class project, which is posting audio to a scene from a film, video game, or television spot. By the end of the course, students will have scored, recorded dialogue, recorded Foley, recorded sound effects, and re-recorded two post projects. Additionally, students will be introduced to game audio and will implement sound using a video game engine.

#### Projects completed in RASP 108/RASP 108IDL:

- Voice Over Project
- Short Post Project
- Audio Post Project
- Game Audio Project

### RASP 109/RASP 109IDL -

#### Audio Visual Event Production

The audio visual (A/V) industry is one of the top industries for employment in the audio field. Graduates of the program, after completing this course, are equipped with the knowledge to obtain an entry-level job in the A/V industry. Students will learn the practices of A/V signal flow, set-up and breakdown. During the course, students will learn how to connect audio equipment, visual equipment, and lighting. Students will learn to operate A/V consoles different than encountered in previous courses, and additionally, wireless microphones, in ear monitor systems, and A/V communications systems. As the course progress, students will learn A/V Integration where they will learn techniques for commercial and residential installations.

#### Projects completed in RASP 109/RASP 109IDL:

- A/V System Design Project

### RASP 110/RASP 110IDL - Show Production

Live sound is one of the largest and most exciting aspects of the entertainment industry. There are many career opportunities in live sound and touring than any other are of the audio industry. It is essential for any

audio professional to understand the principles of live sound. This course prepares our students for this career path. Classes will learn the theories and practices used in sound reinforcement, theater, and touring applications. Learning how sound systems work and are setup, along with live sound console operation, are the introduction to the course. As the course progresses, classes setup sound systems, use stage-plots, create artist monitor mixes, and most importantly front of house mixes for a live audience. Throughout the course, students will learn the invaluable skills of system setup and installation, troubleshooting, safety, maintenance and playback systems.

**Projects completed in RASP 110/RASP 110IDL:**

- Tech Rehearsal Project
- Show Production Projects

**CD 101/CD 101IDL - Career Development 1**

Students are first introduced to the concept of career development, what it means, and its monumental purpose in helping them find a job in their field of study. They will focus on the design of their own personal portfolio which will include a cover letter, resume, business card, and self marketing social media outlets like SoundCloud, Behance and Vimeo. This week is deeply focused on helping students get the skills necessary to obtain an internship. The week is wrapped up by covering interviewing skills with an instructor-led mock interview session.

**Projects completed in CD 101/CD 101IDL:**

- Resume and Cover Letter (1st Draft)
- Bio
- Social Media
- Mock Interview

**CD 201/CD 201IDL - Career Development 2**

The second week of career development will center in on what it takes to be an entrepreneur and get students ready to begin applying for jobs. Students will learn how to update the job portfolios created in the first week of Career Development, with a fine-tuned focus on entry level employment in their career field. This week will also go over proper networking skills and creating an elevator pitch. Students finish off the week by making sure all of their requirements are met for graduation.

**Projects completed in CD 201/CD 201IDL:**

- Resume and Cover Letter (2nd Draft)
- Career Planning Session

<b>RASP 101/RASP 101IDL</b>						
Lecture	48	Lab	16	Homework	16	Clock Hours
AQC	4.8	AQC	0.8		AQC	5.6
T4C	1.92	T4C	0.64	T4C	0.64	T4C
<b>RASP 102/RASP 102IDL</b>						
Lecture	72	Lab	24	Homework	16	Clock Hours
AQC	7.2	AQC	1.2		AQC	8.4
T4C	2.88	T4C	0.96	T4C	0.64	T4C
<b>CD 101/CD 101IDL2</b>						
Lecture	10	Lab	10	Homework	4	Clock Hours
AQC	1	AQC	0.5		AQC	1.5
T4C	0.4	T4C	0.4	T4C	0.16	T4C
<b>RASP 103/RASP 103IDL</b>						
Lecture	63	Lab	21	Homework	20	Clock Hours
AQC	6.3	AQC	1.05		AQC	7.35
T4C	2.52	T4C	0.84	T4C	0.8	T4C
<b>RASP 104/RASP 104IDL</b>						
Lecture	72	Lab	24	Homework	16	Clock Hours
AQC	7.2	AQC	1.2		AQC	8.4
T4C	2.88	T4C	0.96	T4C	0.64	T4C
<b>RASP 105/RASP 105IDL</b>						
Lecture	48	Lab	16	Homework	16	Clock Hours
AQC	4.8	AQC	0.8		AQC	5.6
T4C	1.92	T4C	0.64	T4C	0.64	T4C
<b>RASP 106/RASP 106IDL</b>						
Lecture	72	Lab	24	Homework	16	Clock Hours
AQC	7.2	AQC	1.2		AQC	8.4
T4C	2.88	T4C	0.96	T4C	0.64	T4C
<b>CD 201/CD 201IDL2</b>						
Lecture	10	Lab	10	Homework	4	Clock Hours
AQC	1	AQC	0.5		AQC	1.5
T4C	0.4	T4C	0.4	T4C	0.16	T4C
<b>RASP 107/RASP 107IDL</b>						
Lecture	54	Lab	18	Homework	18	Clock Hours
AQC	5.4	AQC	0.9		AQC	6.3
T4C	2.16	T4C	0.72	T4C	0.72	T4C
<b>RASP 108/RASP 108IDL</b>						
Lecture	81	Lab	27	Homework	18	Clock Hours
AQC	8.1	AQC	1.35		AQC	9.45
T4C	3.24	T4C	1.08	T4C	0.72	T4C
<b>RASP 109/RASP 109IDL</b>						
Lecture	60	Lab	20	Homework	16	Clock Hours
AQC	6	AQC	1		AQC	7
T4C	2.4	T4C	0.8	T4C	0.64	T4C
<b>RASP 110/RASP 110IDL</b>						
Lecture	75	Lab	25	Homework	20	Clock Hours
AQC	7.5	AQC	1.25		AQC	8.75
T4C	3	T4C	1	T4C	0.8	T4C



## DIGITAL FILMMAKING & VIDEO PRODUCTION (CAMPUS, HYBRID, AND IDL)

### **Program Objective**

The Digital Filmmaking and Video Production program strives to successfully train students for entry-level employment in the film, video, and broadcast industry.

### **Program Description**

The Digital Filmmaking and Video Production program is designed to teach students all aspects of high-definition cinema and video development, production, and broadcast. From basic classes all the way through advanced, students will receive hands-on education using up-to-date technology found in the field and used by professionals worldwide for any type of production.

We cover each stage of production in blocks where students progress through more advanced projects and processes in each. In each course, students will be given projects to develop their skills as they would apply them in the real world.

F.I.R.S.T. Institute students are graded and held accountable for each and every course they encounter. Consistent drills and quizzes keep students active and interested in the information given by the instructor. F.I.R.S.T. Institute's main objective for the program is simple: to provide the finest education by exposing students to the very things that inspire them to be successful in the career field known as Digital Filmmaking and Video Production.

Prerequisite: Basic Mac and Internet competencies. High School level English or higher.

Delivery Methodology: Campus = 100% Campus, Hybrid = 75% Campus, 25% Interactive Distance Learning, IDL = 100% Interactive Distance Learning

Average Enrollment: 12-14 Students

Upon successful completion of the program, graduates obtain a Diploma.

**Forty-Five (45) Weeks - 900 Clock Hours / 78.25 Academic Quarter Credit Hours**

665 Hours / 66.5 Academic Quarter Credit Hours - Instruction

235 Hours / 11.75 Academic Quarter Credit Hours – Lab

## Program Courses

### DFVP 101/DFVP 101IDL - Storytelling

Students will learn that no matter what role a person plays in the development of a movie or television broadcast, every crew member is responsible for enhancing the script through the use of specific storytelling techniques that manipulate an audience's mood and understanding of the conceptual world of film and television. By focusing on the art and science of visual storytelling, and using specific examples from movies past and present, classes will uncover a multitude of techniques that can be applied to any cinematic or television project in every aspect of the entertainment business. Students will discover the various jobs and requirements in the digital cinema industry, learn to write scripts using standard Hollywood guidelines, create budgets and schedules, and most importantly learn the art of the pitch to present project ideas to clients.

#### Projects completed in DFVP 101/DFVP 101IDL:

- Short Film Script

### DFVP 102/DFVP 102IDL - Video Technology

Students will become familiar with the technical aspects of digital video production including the language and grammar used by professional technicians. They will learn fundamental camera techniques including building camera rigs, lens selection, and proper camera maintenance. Lighting concepts like 3-point lighting, chroma lighting, luma lighting, as well as alternative lighting for specific genres are covered. Sound for production and post is discussed including the proper techniques for using wireless systems, lavaliers, and shotgun microphones. A basic understanding of power and electrics is also covered helping students with safety and proper usage of electricity on set or stage. HD and UHD camera systems including 2K and 4K cameras are exposed to classes including their specific workflows and considerations for editing in the future.

#### Projects completed in DFVP 102/DFVP 102IDL:

- Short Film Scene

### DFVP 103/DFVP 103IDL - Digital Video Editing

Students will cover the fundamental techniques and concepts of digital video, editing principles, and visual storytelling. The concept of visual storytelling will be explored and analyzed within various media projects to demonstrate the importance of constructing a fully developed idea using moving images. The course will instruct the process of video editing through development of several media projects and footage assets. There is an emphasis on footage sequencing with story continuity, media management, narration, and industry terminology. More time will also be dedicated to the importance of sound in the post environment and its subtlety in keep the viewer grounded in the images onscreen.

#### Projects completed in DFVP 103/DFVP 103IDL:

- Premiere Final Project

### DFVP 104/DFVP 104IDL - Digital Video Effects

Classes will explore simple animation techniques, and overall, the basics of motion graphic design. Learning to animate, alter, and composite media using various tools including the use of optional plug-ins, is paramount in the process and workflow for every motion graphic professional. There will be an emphasis on how text works in Adobe After Effects through multiple in class exercises starting with a logo design project. Footage captured from greenscreen productions will come to life with scene compositing. Customizing particle effects and other more advanced concepts will also be covered through additional exercises and projects.

#### Projects completed in DFVP 104/DFVP 104IDL:

- After Effects Final Project

### DFVP 105/DFVP 105IDL - New Media Production 1

In New Media Production 1, students will break from the conventions of traditional modes of visual storytelling to explore short-form, interactive, and digital-media creation methods. The primary focus will be on the formats of commercials and documentaries. Students will learn the principles of interviewing talent

and shooting supporting footage as a team. As postproduction unfolds, students will begin editing each of the projects that was shot during this course. They will utilize the post-production concepts that they have learned to date such as dialogue editing, scene transitions, time and space perception, tempo, sound effects, and editing with music and mood changes to enhance their final projects.

#### Projects completed in DFVP 105/DFVP 105IDL:

- Commercial
- Testimonial Video
- Documentary

### DFVP 106/DFVP 106IDL - New Media Production 2

In New Media Production 2, students will develop and produce two additional advanced projects with a focus on the music video and short film. A music video project will help students understand the principles of shooting uncontrolled action and how to work with real clients. During the short film, students will apply their knowledge of preproduction by breaking down a script, creating a budget, developing a schedule, casting talent, scouting locations, and much more. Students will also apply advanced production techniques of camera and lighting. At this level classes also have a working knowledge of advanced editing techniques including color correction, dialogue editing, storytelling techniques, sound effects and applying musical compositions.

#### Projects completed in DFVP 106/DFVP 106IDL:

- Music Video
- Short Film

### DFVP 107 - Live Video Production 1

Location sound and field recording is an exciting industry for students to learn and experience. In this course, students will be introduced to location sound and the techniques used for capturing high quality audio on set. Students learn about set etiquette, synchronization, microphone techniques, field recording, and camera basics. Classes will be working as a team to scout a location for a shoot to record high quality audio using boom microphone and lavalier microphone techniques taught by instructors. Students will transfer the audio recorded on location and use the editing techniques learned in previous courses to clean the audio and spot for a video project. By the end of this course, classes will have a very good understanding of working on set for TV and film, capturing audio during field recording, and a basic understanding of cameras and terminology used on set

#### Projects completed in DFVP 107:

- Mock Late Night Show Webcast
- Live Event

### DFVP 108 - Live Video Production 2

In Live Video Production 2, students will continue to build on the fundamentals of live video production. In this course, students have fine-tuned their crew roles for a production team in the preparation and production of the live show. Students will also get an in-depth look at the unique challenges of working a concert presentation. They will learn and apply advanced production techniques for camera and lighting as it relates to this unique live show.

#### Projects completed in DFVP 108:

- Mock Late Night Show Webcast
- Live Event

### DFVP 107IDL - Digital Video Color Correction 1

In Digital Video Color Correction 1, Students will learn the essentials of color theory, and apply these concepts in professional colorist program, DaVinci Resolve. Practical filmmaking techniques like color balancing, correction, grading, and continuity will all be learned through hands-on work in the program's node-based editing system.

#### Projects completed in DFVP 107IDL:

- Color Correction and the Commercial

### DFVP 108IDL - Digital Audio Post Production 1

In Digital Audio Post Production 1, students will also use Davinci Resolve to complete audio post-production on their projects, diving into the aspects of voiceover, ADR, Foley arts, sound effects, and sound design.

#### Projects completed in DFVP 108IDL:

- Audio Post and the Commercial

### DFVP 109IDL - Digital Video Color Correction 2

In Digital Video Color Correction 2, students will take what they learned in the first color correction course to implement on their previous projects of the documentary, music video, short film, and other final portfolio elements.

#### Projects completed in DFVP 109IDL:

- Color Correction and the Documentary
- Color Correction and the Music Video
- Color Correction and the Short Film

### DFVP 110IDL - Digital Audio Post Production 2

In Digital Audio Post Production 2, students will take what they learn in the first audio post course to implement on their previous projects of the documentary, music video, short film, and other final portfolio elements.

#### Projects completed in DFVP 110IDL:

- Audio Post and the Documentary
- Audio Post and the Music Video
- Audio Post and the Short Film

### CD 101/CD 101IDL - Career Development 1

Students are first introduced to the concept of career development, what it means, and its monumental purpose in helping them find a job in their field of study. They will focus on the design of their own personal portfolio which will include a cover letter, resume, business card, and self marketing social media outlets like SoundCloud, Behance and Vimeo. This week is deeply focused on helping students get the skills necessary to obtain an internship. The week is wrapped up by covering interviewing skills with an instructor-led mock interview session.

#### Projects completed in CD 101/CD 101IDL:

- Resume and Cover Letter (1st Draft)
- Bio
- Social Media
- Mock Interview

### CD 201/CD 201IDL - Career Development 2

The second week of career development will center in on what it takes to be an entrepreneur and get students ready to begin applying for jobs. Students will learn how to update the job portfolios created in the first week of Career Development, with a fine-tuned focus on entry level employment in their career field. This week will also go over proper networking skills and creating an elevator pitch. Students finish off the week by making sure all of their requirements are met for graduation.

#### Projects completed in CD 201/CD 201IDL:

- Resume and Cover Letter (2nd Draft)
- Career Planning Session

DFVP 101						DFVP 101IDL					
Lecture	48	Lab	16	Homework	16	Clock Hours	64	Lecture	48	Lab	16
AQC	4.8	AQC	0.8			AQC	5.6	AQC	4.8	AQC	0.8
T4C	1.92	T4C	0.64	T4C	0.64	T4C	3.2	T4C	1.92	T4C	0.64
DFVP 102						DFVP 102IDL					
Lecture	72	Lab	24	Homework	16	Clock Hours	96	Lecture	72	Lab	24
AQC	7.2	AQC	1.2			AQC	8.4	AQC	7.2	AQC	1.2
T4C	2.88	T4C	0.96	T4C	0.64	T4C	4.48	T4C	2.88	T4C	0.96
CD 101						CD 101IDL2					
Lecture	10	Lab	10	Homework	4	Clock Hours	20	Lecture	10	Lab	10
AQC	1	AQC	0.5			AQC	1.5	AQC	1	AQC	0.5
T4C	0.4	T4C	0.4	T4C	0.16	T4C	0.96	T4C	0.4	T4C	0.4
DFVP 103						DFVP 103IDL					
Lecture	54	Lab	18	Homework	18	Clock Hours	72	Lecture	54	Lab	18
AQC	5.4	AQC	0.9			AQC	6.3	AQC	5.4	AQC	0.9
T4C	2.16	T4C	0.72	T4C	0.72	T4C	3.6	T4C	2.16	T4C	0.72
DFVP 104						DFVP 104IDL					
Lecture	81	Lab	27	Homework	18	Clock Hours	108	Lecture	81	Lab	27
AQC	8.1	AQC	1.35			AQC	9.45	AQC	8.1	AQC	1.35
T4C	3.24	T4C	1.08	T4C	0.72	T4C	5.04	T4C	3.24	T4C	1.08
DFVP 105						DFVP 105IDL					
Lecture	120	Lab	40	Homework	32	Clock Hours	160	Lecture	120	Lab	40
AQC	12	AQC	2			AQC	14	AQC	12	AQC	2
T4C	4.8	T4C	1.6	T4C	1.28	T4C	7.68	T4C	4.8	T4C	1.6
DFVP 106						DFVP 106IDL					
Lecture	135	Lab	45	Homework	36	Clock Hours	180	Lecture	135	Lab	45
AQC	13.5	AQC	2.25			AQC	15.75	AQC	13.5	AQC	2.25
T4C	5.4	T4C	1.8	T4C	1.44	T4C	8.64	T4C	5.4	T4C	1.8
DFVP 107						DFVP 107IDL					
Lecture	75	Lab	25	Homework	20	Clock Hours	100	Lecture	30	Lab	10
AQC	7.5	AQC	1.25			AQC	8.75	AQC	3	AQC	0.5
T4C	3	T4C	1	T4C	0.8	T4C	4.8	T4C	1.2	T4C	0.4
CD 201						DFVP 108IDL					
Lecture	10	Lab	10	Homework	4	Clock Hours	20	Lecture	45	Lab	15
AQC	1	AQC	0.5			AQC	1.5	AQC	4.5	AQC	0.75
T4C	0.4	T4C	0.4	T4C	0.16	T4C	0.96	T4C	1.8	T4C	0.6
DFVP 108						CD 201IDL2					
Lecture	60	Lab	20	Homework	16	Clock Hours	80	Lecture	10	Lab	10
AQC	6	AQC	1			AQC	7	AQC	1	AQC	0.5
T4C	2.4	T4C	0.8	T4C	0.64	T4C	3.84	T4C	0.4	T4C	0.4
						DFVP 109IDL					
Lecture	24	Lab	8	Homework	8	Clock Hours	32	AQC	2.4	AQC	0.4
AQC								T4C	0.96	T4C	0.32
								T4C	0.32	T4C	0.32
						DFVP 110IDL					
Lecture	36	Lab	12	Homework	8	Clock Hours	48	AQC	3.6	AQC	0.6
AQC								T4C	1.44	T4C	0.48
								T4C	0.32	T4C	0.24



## GRAPHIC DESIGN & WEB DEVELOPMENT (CAMPUS, HYBRID, AND IDL)

### Program Objective

The Graphic Design and Web Development Program strives to successfully train students for entry-level employment in the web and graphic design industry.

### Program Description

The comprehensive Graphic Design and Web Development Program is designed to prepare our students for the real world of web development and design, starting them from basic computer skills and multimedia design to working our way up to advanced graphics and web programming. We provide hands-on education using up-to-date technology found in the real world with F.I.R.S.T. Institute's signature teaching methods applied.

The web is changing rapidly so we use up-to-date technology and cover all areas of expertise that a modern web designer and developer would need. Our focus is not to spend the entire program on one area of design or development, but instead dive deep into core areas. This gives our students the ability to get their hands in many different areas, so they can have a better opportunity to see in what field they would like best to work. This creates a well-rounded graduate that will have many opportunities and the skills necessary to get an excellent job in Graphic Design, Print and Web Design, and Development.

At F.I.R.S.T. Institute, we strive to keep our curriculum updated to reflect actual trends in this ever-growing and fast-paced industry. This means utilizing industry-standard creative design programs, the latest programming techniques, and knowledge of the ever-changing design and development landscape. We take advantage of the vast amount of open source frameworks, tooling, and software available.

Our students are graded and held accountable for each and every course they encounter. Consistent drills and quizzes keep students active and interested in the information provided by the instructor. Our main objective is simple: provide the finest in education by exposing students every day to the very things that inspire them to be successful in the web design and development career field.

Prerequisite: Basic Mac and Internet competencies. High School level English or higher.

Delivery Methodology: Campus = 100% Campus, Hybrid = 75% Campus, 25% Interactive Distance Learning, IDL = 100% Interactive Distance Learning

Average Enrollment: 12-14 Students

Upon successful completion of the program, graduates obtain a Diploma.

**Forty-Five (45) Weeks - 900 Clock Hours / 78.25 Academic Quarter Credit Hours**

665 Hours / 66.5 Academic Quarter Credit Hours - Instruction

235 Hours / 11.75 Academic Quarter Credit Hours - Lab

## Program Courses

### GDWD 101/GDWD 101IDL -

#### Graphic Design Principles

Students learn a basic level understanding of computers, their parts, and terminology for the first week of Graphic Design Principles. After students have learned the fundamentals of computing and have a good understanding of the different types of digital media formats, F.I.R.S.T. introduces them to art history, and the evolution of visual arts, in relation to the development of modern design principles and standards as a foundation to contemporary visual design and color theory. Classes get introduced to the Adobe Creative Suite of products as they are widely used throughout most of the classes in the graphic design and digital art courses. Important skill sets are then developed through studies on Creative thinking and concept development, business communications, client briefing and analysis, digital printing and the importance of print production processes. Students learn the fundamentals of Typography and then examine Marketing in relation to corporate and personal branding and social Media.

### GDWD 102/GDWD 102IDL - Digital Illustration

With an intense focus on illustration students are introduced to Adobe Illustrator, an industry standard used primarily in the creation of vector graphics and line art. Students first learn about the concept of illustration through the study of simple, sequential and editorial illustration. The adobe Illustrator user interface, workspace and tools are then learned through demonstration and exercise. As skills are gained, students go from creating simple vector shapes to more advanced vector illustrations and graphics, including the use of typography. Students will take the skills learned in Illustrator to complete several projects that include creative illustrations and a branding strategy for small and large businesses.

### GDWD 103/GDWD 103IDL -

#### Digital Photography & Layout Design

In this course of study students are introduced to digital photography and camera basics. They will set up cameras along with lighting considerations and learn to use them in real photo shoots. Assets obtained from these photoshoots, will be used in their Photoshop course of study. After this initial portion of the course they are introduced to the art of layout using the elements and principles of design. Next, students take some time to apply and further grow their layout and design techniques while learning Adobe InDesign. Using InDesign, students will create several projects such as a catalog and brochure and then go on to develop a print campaign for their course project.

#### Projects completed in GDWD 103/GDWD 103IDL:

- Photoshoot Project
- Indesign Layout project

### GDWD 104/GDWD 104IDL - Photoshop

Adobe Photoshop is an industry standard for graphics editing, creation and photo manipulation. From the technical processing of multiple images to the making of unique artwork and digital paintings, Photoshop is used by animators, graphic designers, web designers, photographers, architechs, and more. Throughout this course, students are introduced to the many tools and feaures of this powerful raster graphic editing software. Photographs from GDWD 103 (Digital Photography) are some of the images used to learn key skills in photo selections and editing. Building on skills learned, more advanced features, effects and techniques are taught using demonstration and hands on exercises. Students use their full understanding of tools to create several portfolio worthy graphics projects throughout the course.

#### Projects completed in GDWD 104/GDWD 104IDL:

- Product Photo Retouching
- Headshot Retouching
- Photo Collage
- Digital Ad
- Web Banner
- Poster

### GDWD 105/GDWD 105IDL - Front End Web Design

Students are introduced to a brief history of the web, the language, and vocabulary associated with it. Important design considerations for websites and applications to make them practical for all users is also covered. During this course, students learn how to facilitate easy end user experiences through meaningful and purposeful front end user interface design. Skills are gained through practical exercise in the layout and positioning of web content and elements. This is done through design research, wireframes, mock-ups, and prototyping. In addition to this, students learn the basic syntax of front end coding languages. Several projects applying design skills learned are completed.

#### Projects completed in GDWD 105/GDWD 105IDL:

- Ui/Ux Design project

- Business Wordpress Site

### GDWD 109/GDWD 109IDL - Web and Graphics Portfolio

In the Web and Graphics Portfolio course, students cumulatively, refine and perfect all of their previous projects to a finished and finalized form. This is accomplished in part through professional review and critique. The body of work from GDWD 101 all the way to GDWD 108 is what is included during this last stage of the course. Students leave the program with a diverse and strong, but most of all, professional level portfolio showing their abilities in graphic design, motion, and front end web design & development.

#### Projects completed in GDWD 109/GDWD 109IDL:

- Graphic Design
- Ui/Ux
- Web Development projects

### CD 101/CD 101IDL - Career Development 1

Students are first introduced to the concept of career development, what it means, and its monumental purpose in helping them find a job in their field of study. They will focus on the design of their own personal portfolio which will include a cover letter, resume, business card, and self marketing social media outlets like SoundCloud, Behance and Vimeo. This week is deeply focused on helping students get the skills necessary to obtain an internship. The week is wrapped up by covering interviewing skills with an instructor-led mock interview session.

#### Projects completed in CD 101/CD 101IDL:

- Resume and Cover Letter (1st Draft)
- Bio
- Social Media
- Mock Interview

### CD 201/CD 201IDL - Career Development 2

The second week of career development will center in on what it takes to be an entrepreneur and get students ready to begin applying for jobs. Students will learn how to update the job portfolios created in the first week of Career Development, with a fine-tuned focus on entry level employment in their career field. This week will also go over proper networking skills and creating an elevator pitch. Students finish off the week by making sure all of their requirements are met for graduation.

#### Projects completed in CD 201/CD 201IDL:

- Resume and Cover Letter (2nd Draft)
- Career Planning Session

### GDWD 107/GDWD 107IDL - Web Development

The internet through daily interaction, is an integrated way of life for both individuals and businesses. Students are introduced to HTML as a markup language, the foundation for structure building in web related sites. As language is often broken down to basic words or elements, so too are coding related languages. Students then learn about HTML elements as the fundamentals of the language and the dynamic results that are produced through its use. A look at the importance and necessity of inclusion for all, to have equal participation in the use of the web through accessibility is covered. Students are introduced to CSS, the language used for taking the basic structure of HTML and how it applies the visual display and presentation of web pages. At this point students are introduced to Javascript and learn about how it is used to make websites more interactive and engaging to the end user. After having grasped the basics of the language, students learn the basics of jQuery, a Javascript library. The motto for jQuery is "write less do more" because it is said to make coding simpler, as it performs common tasks with less code.

#### Projects completed in GDWD 107/GDWD 107IDL:

- Hand-coded Website w/ HTML, CSS, & jQuery

### GDWD 108/GDWD 108IDL - Content Management Systems

Content management systems such as Wordpress are integral to a large percentage of existing sites on the web. These systems make the creation and management of digital content easier for both consumers and designers alike. Time in Wordpress is spent on how to modify existing templates and using the advanced features included in them as well. Code such as HTML and CSS learned from the previous courses is used to access those advanced features. An introduction to MYSQL basics and its use in web site data storage for content management systems is addressed as well. Afterwards they are introduced to the basics of PHP and how it can generate dynamic page data content.

#### Projects completed in GDWD 108/GDWD 108IDL:

- Personal Wordpress Site

<b>GDWD 101/GDWD 101IDL</b>							
Lecture	48	Lab	16	Homework	16	Clock Hours	64
AQC	4.8	AQC	0.8		AQC		5.6
T4C	1.92	T4C	0.64	T4C	0.64	T4C	3.2
<b>GDWD 102/GDWD 102IDL</b>							
Lecture	72	Lab	24	Homework	16	Clock Hours	96
AQC	7.2	AQC	1.2		AQC		8.4
T4C	2.88	T4C	0.96	T4C	0.64	T4C	4.48
<b>GDWD 103/GDWD 103IDL</b>							
Lecture	48	Lab	16	Homework	16	Clock Hours	64
AQC	4.8	AQC	0.8		AQC		5.6
T4C	1.92	T4C	0.64	T4C	0.64	T4C	3.2
<b>GDWD 104/GDWD 104IDL</b>							
Lecture	72	Lab	24	Homework	16	Clock Hours	96
AQC	7.2	AQC	1.2		AQC		8.4
T4C	2.88	T4C	0.96	T4C	0.64	T4C	4.48
<b>CD 101/CD 101IDL2</b>							
Lecture	10	Lab	10	Homework	4	Clock Hours	20
AQC	1	AQC	0.5		AQC		1.5
T4C	0.4	T4C	0.4	T4C	0.16	T4C	0.96
<b>GDWD 105/GDWD 105IDL</b>							
Lecture	48	Lab	16	Homework	16	Clock Hours	64
AQC	4.8	AQC	0.8		AQC		5.6
T4C	1.92	T4C	0.64	T4C	0.64	T4C	3.2
<b>GDWD 106/GDWD 106IDL</b>							
Lecture	72	Lab	24	Homework	16	Clock Hours	96
AQC	7.2	AQC	1.2		AQC		8.4
T4C	2.88	T4C	0.96	T4C	0.64	T4C	4.48
<b>GDWD 107/GDWD 107IDL</b>							
Lecture	120	Lab	40	Homework	32	Clock Hours	160
AQC	12	AQC	2		AQC		14
T4C	4.8	T4C	1.6	T4C	1.28	T4C	7.68
<b>GDWD 108/GDWD 108IDL</b>							
Lecture	105	Lab	35	Homework	28	Clock Hours	140
AQC	10.5	AQC	1.75		AQC		12.25
T4C	4.2	T4C	1.4	T4C	1.12	T4C	6.72
<b>CD 201/CD 201IDL2</b>							
Lecture	10	Lab	10	Homework	4	Clock Hours	20
AQC	1	AQC	0.5		AQC		1.5
T4C	0.4	T4C	0.4	T4C	0.16	T4C	0.96
<b>GDWD 109/GDWD 109IDL</b>							
Lecture	60	Lab	20	Homework	16	Clock Hours	80
AQC	6	AQC	1		AQC		7
T4C	2.4	T4C	0.8	T4C	0.64	T4C	3.84



# ADMISSIONS



## ADMISSION REQUIREMENTS

Here at the F.I.R.S.T. Institute, we take the admissions process very seriously as it is a privilege to become accepted. Our Admissions team will be with you every step of the way to guide you through the process. No previous experience is necessary; however, you must possess a strong desire to work in the Digital Media industry. Please review the steps below to ensure you are qualified to apply.

### **Step 1: Make sure you have everything needed to apply**

- Proof of high school diploma or GED
- Applicants must have graduated with a standard high school diploma or have passed the GED by their start date
- If under 18, must be at least 16 years of age and provide written consent of a parent or guardian
- Social Security Number or Alien Registration Number
- Basic computer (particularly Mac) and internet skills
- High school level English speaking, reading, and writing abilities
- Strong desire to work in the Digital Media industry in field of choice
- Knowledge of tuition breakdown
- **IDL ONLY:** Ensure you are a resident of one of the following U.S. states - Florida, Illinois, Indiana, Kentucky, Maine, Massachusetts, New Hampshire, Pennsylvania, South Carolina, Tennessee, Virginia, West Virginia

### **Step 2: Complete an interview and campus tour with an Admissions Representative**

- Interviews can be completed in person or by telephone, campus tours can be completed in person or online
- Applicant will be assessed based on personal goals and if the representative believes the applicant will benefit from attending F.I.R.S.T. Institute
- Applicant will detail their education and career goals as well as what they hope to get out of F.I.R.S.T.
- Interviews include a virtual or in-person campus tour and tuition planning information

### **Step 3: Submit Completed Application**

- Application found under Admissions tab on website, [www.first.edu](http://www.first.edu)

#### **Additional Notes:**

The institute does not admit students under Ability to Benefit (ATB) criteria. Please note that the institute does not issue I-20s. Evaluation of official transcripts and GED test scores are required to verify eligibility to attend. Please contact an Admissions Representative for more information regarding the English Proficiency exam (<http://www.test-my-english.com>).

Upon receipt and review of all required materials by a director, an applicant is then notified if they are accepted.

## DOCUMENT INTEGRITY

Intentionally furnishing a false document (such as a high school diploma, GED diploma, or transcripts) to the institute via forgery, deliberate misrepresentation, unauthorized alteration, or submitting form(s) that one has reason to believe have been forged, altered, or modified will result in immediate rejection from the school and the student application will not be considered.

Any student that has already been accepted and is found guilty of falsifying a document will be immediately dismissed from the program. A meeting must be scheduled with the Director to determine if and when re-admittance would be permitted.

## APPLICATION EXPIRATION POLICY

Current High School/College Students – Current high school/college students are encouraged to apply to F.I.R.S.T. Institute within their senior year. Applications will remain valid for up to 6 months after graduation. During this period, the student must also complete financial aid planning and an enrollment agreement.

Regular Applications - Regular applicants are encouraged to apply to F.I.R.S.T. Institute within 6 months of their anticipated start date. Applications will remain valid for up to 6 months post-acceptance into F.I.R.S.T. Institute. The financial aid planning & enrollment agreement must be completed in this time.

Expired Applications - Students whose applications become expired are required to submit an updated application.

## ORIENTATION

Campus students are required to attend orientation which occurs the Friday before their registered start date for approximately 4 hours. If a student is unable to attend orientation, they must submit a formal request to their Admissions Representative to makeup missed material before their first day of class.

## RETURNING STUDENTS

Students who wish to enroll in another program at F.I.R.S.T. Institute will be required to attend the new class orientation and have proof of a standard high school diploma or GED on file.

## DISCLOSURE OF CRIMINAL HISTORY

Any student that has been convicted of or adjudicated to be guilty of a violent felony offense, required to register as a sex offender by any legal authority in the U.S. or any other country, or has any pending charges involving a violent felony or sex offense is required to disclose this information on their online application. If the student fails to disclose their criminal history and it is later determined that the student was not truthful, the institute may dismiss the student from their program if there is reason to believe there is a cause for concern about the safety of the F.I.R.S.T. Institute Community. Additionally, students should be aware that prior convictions could adversely impact the students' ability to work in the field.

## TRANSFER OF CREDITS

To ensure the equitable treatment of students, the Director or Director of Education will evaluate requests in the best interest of the student, grant appropriate credit, and communicate training time and tuition reductions proportionally.

Transfers are approved at the institute's discretion. No fees are assessed for evaluating or granting credit transfers. No credits will be granted for prior work experience or by examination.

F.I.R.S.T. Institute does not have any institutions of higher education with whom it has articulated agreements for credit transfer.

\*Veteran students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified. Veteran students and the Veterans Administration will be notified of credit transfers.

**REQUIREMENTS:**

- Students must request transfers before the first day of their program. The written request, transcripts, and course syllabi must be provided to the Director or Director of Education.
- All transfers must be equivalent to 80% of F.I.R.S.T. Institute course content and equal to the existing credits earned.
- The student must have received at least a 70% for any credits they wish to transfer, and must not have taken the transferring coursework within the last 12 months. Credits cannot exceed 64 clock hours.

Appeals must be presented in writing to the Director or Director of Education within 72 hours of denial.

When transferring credits to another institute by student request, F.I.R.S.T. Institute will provide guidance, counseling, an official transcript, syllabi, and course outlines as appropriate. The transfer of credit is up to the receiving institution.

## DISCRIMINATION STATEMENT

F.I.R.S.T. Institute does not discriminate regarding sex, sexual orientation, gender, age, race, ethnicity, color, disability, national origin, creed, or religion.

**Services for Students with Disabilities**

F.I.R.S.T. Institute is committed to providing qualified students with a disability equal opportunity to access the benefits, rights, and privileges of educational services, programs, and activities in compliance with The American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Programs are not developed for the deaf, blind, or those needing special services extending outside the normal boundaries of working in Digital Media fields. Admissions requirements for all students are the same, regardless of disability or lack thereof. The accommodations for disabilities are meant to assure education experience and opportunity. Any accommodations deemed necessary and reasonable will be made on a case-by-case basis. They will not necessarily incorporate all changes requested and will only be made following provision of proof of such disability.

## REQUESTING ACCOMMODATIONS

Students seeking accommodations should notify their Admissions Representative of any special needs, requirements, or requests before enrolling in a program of study.

To request accommodations, a student must provide the following in the Student Application or via email to their Admissions Representative:

- Written description of the extent and nature of the disability
- Current medical certification of disability from a doctor or other appropriate professional
- Written document stating any/all accommodations, auxiliary aids and/or services requested

All required documentation must be received no later than 60 days prior to the student's start date.

The school director makes the determination as to whether or not the request is reasonable. In addition, a postsecondary school does not have to make adjustments that would fundamentally alter the nature of a service, program, or activity, or that would result in an undue financial or administrative burden. If you have a concern or complaint in this regard, please contact the Director. Complaints will be handled in accordance with the school's internal Grievance Procedure for complaints of discrimination and harassment.

## VACCINATION POLICY

F.I.R.S.T. Institute does not require any particular vaccinations as a prerequisite for enrollment.

# FINANCIAL AID



## TOTAL PROGRAM TUITION BREAKDOWN

\*The following class breakdowns are based on Title IV quarter credit hours

### Recording Arts and Show Production:

\$19,950.00      Total quarter credit hours: 43 (\$463.95/quarter credit hour) = Tuition\*

### Recording Arts and Show Production - IDL:

\$16,450.00      Total quarter credit hours: 43 (\$463.95/quarter credit hour) = Tuition\*

### Digital Filmmaking and Video Production:

\$19,950.00      Total quarter credit hours: 43 (\$463.95/quarter credit hour) = Tuition\*

### Digital Filmmaking and Video Production - IDL:

\$16,450.00      Total quarter credit hours: 43 (\$463.95/quarter credit hour) = Tuition\*

### Graphic Design and Web Development:

\$16,450.00      Total quarter credit hours: 43 (\$382.56/quarter credit hour) = Tuition\*

### Graphic Design and Web Development - IDL:

\$16,450.00      Total quarter credit hours: 43 (\$382.56/quarter credit hour) = Tuition\*

\*The Tuition price includes all textbooks needed for campus students.

\*All IDL students need to purchase a Creative P.A.K. for their program.

# REQUIRED CLASS MATERIALS

Students are required to be prepared for class. This includes having these items at all times: pen, writing paper/notebook, ID badge, and all required materials for their program. The following required items are not included in the tuition. It is the student's responsibility to purchase the items for use in their second day of class.

## RECORDING ARTS & SHOW PRODUCTION (CAMPUS)

Required materials, as of this printing, are approximately \$200.00

Recording Arts and Show Production	
Required Equipment	Info
■ Hard Drive	<ul style="list-style-type: none"><li>•USB-C/Thunderbolt 3 preferred and fastest</li><li>•USB-A (3.0) minimum connection speed if not USB-C/Thunderbolt 3</li><li>•Minimum storage size 1TB</li><li>•Adapter for USB-C to USB-A is strongly recommended if USB-C drive has been purchased</li></ul> <p><b>Example:</b> Western Digital My Passport for Mac 1TB (Approximately \$60 from Amazon, comes with adapter)</p>
■ SD Card	<ul style="list-style-type: none"><li>•Minimum size 16GB</li><li>•Maximum size 32GB</li></ul> <p><b>Example:</b> SanDisk Extreme Pro 32GB SDHC UHS-I Card (Approximately \$15 on Amazon)</p>
■ Over-the-ear Headphones	<ul style="list-style-type: none"><li>•No ear buds permitted</li><li>•If no 1/8" to 1/4" adapter is packaged with headphones you will need to purchase one separately</li></ul> <p><b>Example:</b> Sennheiser HD280 (Approximately \$100 from Amazon)</p>
Optional Equipment	
■ Avid Pro Tools	Student discount is available
■ Apple Logic X	No discount available
■ Presonus Studio One	Student discount is available
■ Celomony Melodyne	No discount available
■ Wave Machine Labs Drumagog	No discount available

## DIGITAL FILMMAKING & VIDEO PRODUCTION (CAMPUS)

Required materials, as of this printing, are approximately \$300.00

Digital Filmmaking and Video Production	
Required Equipment	Info
■ Hard Drives	<ul style="list-style-type: none"><li>•1x 1TB SSD for cloning</li></ul> <p><b>Example:</b> WD Digital Blue 3D NAND (Approximately \$109 on Amazon)</p> <ul style="list-style-type: none"><li>•1x 1TB SSD (or larger) SSD as backup</li></ul> <p><b>Example:</b> WD Digital Blue 3D NAND (Approximately \$109 on Amazon)</p> <p>*If students wish to use personal drives for BlackMagic Cameras they should check BlackMagic's site for approved SSD's</p>
■ SSD Dock	<ul style="list-style-type: none"><li>•3.0 USB-A minimum connection speed (3.1 USB-C Preferred)</li><li>•Must be Dual Bay</li></ul> <p><b>Example:</b> Wavlink USB-C 3.1 Dual Bay (Approximately \$38 on Amazon)</p>

Digital Filmmaking and Video Production	
SD Card	<ul style="list-style-type: none"> <li>•Minimum size 16GB</li> <li>•Maximum size 32GB for audio recorders</li> </ul> <p><b>Example:</b> SanDisk Extreme Pro 32GB SDHC UHS-I Card (Approximately \$15 on Amazon)</p>
Over-the-ear Headphones	<ul style="list-style-type: none"> <li>•No ear buds permitted</li> <li>•If no 1/8" to 1/4"adapter is packaged with headphones you will need to purchase one separately</li> </ul> <p><b>Example:</b> Tascam TH-2 (Approximately \$20 from Amazon)</p>
Optional Equipment	Info
Adobe Creative Cloud Account	Student discount is available
Camera	Consult your instructor for recommendations

## GRAPHIC DESIGN AND WEB DEVELOPMENT (CAMPUS)

Required materials, as of this printing, are approximately \$100.00

Graphic Design and Web Development	
Required Equipment	Info
Hard Drive	<p>Minimum storage size 64GB Minimum speed 3.0</p> <p><b>Example:</b> SanDisk Ultra CZ48 64GB Flash Drive (Approximately \$15 on Amazon)</p>
SD Card	<ul style="list-style-type: none"> <li>•Minimum size 16GB</li> <li>•Maximum size 32GB</li> </ul> <p><b>Example:</b> SanDisk Extreme Pro 32GB SDHC UHS-I Card (Approximately \$15 on Amazon)</p>
Over-the-ear Headphones	<ul style="list-style-type: none"> <li>•No ear buds permitted</li> <li>•If no 1/8" to 1/4"adapter is packaged with headphones you will need to purchase one separately</li> </ul> <p><b>Example:</b> Tascam TH-2 (Approximately \$20 from Amazon)</p>
Optional Equipment	Info
Adobe Creative Cloud Account	Student discount is available
Drawing Tablet	Consult your instructor for recommendations
Camera	Consult your instructor for recommendations
Sketchpad	
Graphite Pencils	

## IDL PROGRAMS

\*While attending F.I.R.S.T. Institute, IDL students have access to an institution-curated online library and other required learning services within their learning management system.

IDL Programs	
Required Equipment	Info
Reliable Internet Connection	Broadband or higher from your internet service provider (minimum 100 Mbps) for your computer or any other device to access Canvas materials

IDL Programs	
Computer with Webcam and Microphone	<p>Your computer must be able to take screen shots. Cameras and microphones must both be working correctly to verify identity and take proctored exams - no exceptions will be made.</p> <p>Your computer must also meet the minimum system requirements for your program's software:</p> <p>RASP IDL = Avid Pro Tools  DFVP IDL = Adobe After Effects  GDWD IDL = Adobe After Effects</p> <p><b>RECOMMENDED:</b> 21.5-inch iMac with Retina 4k display with 16GB DDR4 memory, with student discount is \$1,429</p>
Digital Camera	Cell phone/tablet cameras are fine for this requirement, but if you use another camera other than your phone or tablet make sure you can transfer files to your computer
Creative P.A.K.	<p>RASP IDL = \$1,400  DFVP IDL = \$3,400  GDWD IDL = \$1,300</p> <p>*See website for current list of items in Creative P.A.K.s</p>

## FEDERAL STUDENT FINANCIAL AID

Available to those who qualify

No fees will be charged for processing or handling any application, form, or data required to determine a student's eligibility for, and amount of Title IV.

The federal school code for F.I.R.S.T. Institute is G41976.

### Federal Pell Grant

The Federal Pell Grant Program provides need-based grants to eligible undergraduate students to promote access to postsecondary education. Grants are awarded based on the need and do not have to be repaid. Awards for the 2019-2020 year range up to \$6195. Individual eligible amounts are determined by a standard formula from the U.S. Department of Education.

### Federal Stafford Loans

Direct Subsidized Stafford Loan: Need-based loan in which the U.S. Department of Education pays the interest that accrues while the student is in an institute, during grace period, and periods of authorized deferments.

Direct Unsubsidized Stafford Loan: Non-need-based loan in which the borrower is responsible for the interest that accrues while in an institute, during the grace period, and periods of authorized deferments.

### Federal Parent PLUS Loans

Non-need-based loan available to either credit-worthy parent of a dependent student. These are credit-based loans where the borrower is responsible for the interest that accrues as well as the repayment. These loans provide funds for the eligible student's educational expenses and may also provide additional funding for living expenses.

### Military Aid

F.I.R.S.T. Institute programs are approved for veterans' educational training. Eligible benefits are determined by the U.S. Department of Veterans' Affairs. Students interested in military benefits should contact the Financial Aid Office.

## ADDITIONAL PAYMENT OPTIONS

### Self-Payment

Tuition is paid-in-full at the time of enrollment to secure a student's scheduled program start date. Paying in full guarantees a seat in the upcoming programs being offered.

F.I.R.S.T. Institute accepts cash, check, money order, and credit/debit card payments.

## **Scholarships**

F.I.R.S.T. has internal scholarships available for qualified students. For more information, see the scholarship guide at [www.first.edu](http://www.first.edu) under School Downloads.

## **Monthly Payment Plan**

Payment Installment Plans are available directly through the institute. Payment plans consist of ten equal monthly payments while the student is in school. To guarantee a seat for a start date, a student needs to pay a down payment of at least \$1650.00 (\$300 processing fee will apply).

## **Tuition Options (Educational Lender)**

This third-party program offers low monthly payments and low interest for those who qualify. To guarantee a seat for a start date, a student needs to pay a down payment of at least \$1650.00.

## **Other**

Qualified students may also obtain funds from Vocational Rehab and Florida Prepaid.

# **DELINQUENT TUITION**

In the event a student's tuition payment becomes 30 days late, written and/or verbal notice will be given advising the student of their payment status. If a student becomes 90 days late, the account will be placed with a collection agency. If this occurs while the student is still attending their program, they will be withdrawn at the 90-day delinquent mark. To avoid being withdrawn from the program, the student must bring their balance current. All student payment and loan obligations must be current at the time of graduation for the student to receive their diploma or transcript.

# **STUDENT LOAN DEFAULT POLICY**

If a student has defaulted on their federal loans and are planning to go back to school, the student needs to resolve their default before the federal government will allow future financial aid eligibility.

F.I.R.S.T. Institute requires all students who are in default, to resolve the default prior to starting their program. If the student has further questions on how to resolve their default, please refer them to Financial Aid.

Any student who has applied and has been accepted who is currently in a defaulted loan status has 1 year from their date of acceptance to bring their loans out of default before their application will expire. Once the application expires, the student will need to re-apply in its entirety.



# STUDENT SERVICES



## CAREER DEVELOPMENT

Students will meet one-on-one with a Career Development Advisor during the Career Development Course 201. This time is used to discuss goals beyond graduation. Completion of professional career materials (i.e. resume, cover letter, business cards) is mandatory in order to graduate from the program. Students are welcome to schedule additional appointments with a Career Development Advisor to get further assistance. Appointments with a Career Development Advisor may be made Monday-Thursday from 9am - 8pm.

## INTERNSHIP/JOB OPPORTUNITIES

F.I.R.S.T. Institute does not guarantee employment, nor do they provide students with internships. The Student Services Department updates and maintains internship and job opportunities which are posted on-campus in the student break room. Students are welcome to request additional assistance in securing employment/internships, but it is ultimately their responsibility to follow through and finalize arrangements.

Once a student has found a location to fulfill their internship, they must complete the appropriate Internship Agreement Form, obtain a signature from their sponsor, and turn it in to the Student Services Department. A Career Development Advisor must approve every internship before a student begins completing hours. The internship must be successfully completed in order to graduate from the program.

\*For veteran students, F.I.R.S.T. Institute will work with the internship sponsor to schedule the internship. It is the veteran student's responsibility to attend all scheduled hours.

## TUTORING

Individual tutoring may be requested on a case-by-case basis but is subject to instructor availability and has a rate of \$45.00 per hour. Instructors may make suggestions to those students they notice need additional practice/assistance to prompt them to take advantage of this and other student services. Tutoring sessions are preferred to be a 1:1 instructor to student ratio but in special cases up to two students may attend at the discretion of the Director. Payment is to be paid in advance at the front desk to reserve the instructor for the session.

## OFFICE HOURS AND STUDENT INTERACTION

All students can call the front desk to set up an appointment with an instructor, Program Director, and Student Services for office hours. Students can make arrangements for interactions with fellow students via their Microsoft Teams or Canvas accounts.

## HOUSING

F.I.R.S.T. Institute does not maintain housing; however, a Housing Guide is available for download on the institute's website. Admissions Representatives also keep a list of accepted students looking for roommates.

## INTERNET ACCESS

Each workstation is equipped with internet access and the password to utilize wireless is available to students.

## EQUIPMENT CHECKOUT

### Digital Filmmaking and Video Production

Students may check out any Digital Filmmaking and Video Production equipment that they have been properly trained on in class by filling out the Equipment Checkout Form with their instructor within 24-48 hours prior to needing the equipment. Students MUST get an Instructor or Program Director's approval on the form prior to being permitted to check out anything. Materials may be checked out for a maximum of 24 hours, at which time the items must be returned, in the same condition in which they were received, and the Equipment Checkout Form initialed by an administrator. If a student has any outstanding or missing equipment that has not been returned in the required timeframe, that student will not be allowed to return to class until said equipment is either returned or paid for.

### Recording Arts and Show Production

Students may check out specified equipment for lab use by requesting through either the front desk or an instructor at the time of their lab. No materials may leave the building.

### Graphic Design and Web Development

Students may check out specified equipment for lab use by requesting through either the front desk or an instructor at the time of their lab. No materials may leave the building.

### All Programs

A student checking out equipment may not utilize any materials not yet trained on during their program.

## SOUNDSTAGE, STUDIO, & LAB USAGE

Students may sign up to utilize the Soundstage, Studio and Lab space during non-class time by booking time at the front desk. Students wanting to book time on the Soundstage must request permission directly through their Program Director. Requests can be made for only two sessions at a time and each session may only be a maximum of 4 hours. Students who have booked Studio/Lab time must arrive, or call, within 15 minutes of their booked time or the Studio/Lab may be released for use by other students. Students may not bring non-students to studio/lab sessions.

Booking computer lab space is less restricted. Students simply check with the front desk regarding the timeframe they were hoping to work to confirm which room will be open for use.

## F.I.R.S.T. ACCESS

F.I.R.S.T. Access is a student-run honors program for F.I.R.S.T. Institute students that are in good Academic, Attendance, and Financial Aid standing. F.I.R.S.T. Access is a 1-month membership, which is renewable for members that maintain the requirements. F.I.R.S.T. Access members will meet to discuss events, internships, and employment opportunities at least once a month. New members are admitted at the beginning of every month and eligible students will receive an acceptance email if they meet the requirements for the honors program. There is no fee for the membership.

# ACADEMIC CALENDAR

F.I.R.S.T. Institute offers morning, afternoon, and evening classes to fit most anyone's schedule. Programs are offered in Monday/Tuesday/Wednesday/Thursday.

Monday-Thursday morning classes are from 8 a.m. to 1 p.m., afternoon classes are from 1 p.m. to 6 p.m., and evening classes are from 6 p.m. to 11 p.m.

Due to a dedication to small class sizes, enrollments are on a first come, first served basis, and seats are limited. Class dates and times may change at any time. Please contact the institute for up-to-date information.

## PROGRAM START & GRADUATION DATES

All programs have the same Start and Graduation dates. Graduation Ceremonies take place one to two weeks following the program's end date. Contact the institute for the specific date and time of a particular semester's graduation ceremony. IDL students that meet all academic requirements and have completed an IDL program will receive a diploma via mail. If you are in the Orlando area and would like to participate in one of F.I.R.S.T. Institute's graduation ceremonies, please call 407-316-8310.

Semester	Start Date	End Date (Tentative)
January	January 13, 2020	*Approximately* February 2021
March	March 23, 2020	*Approximately* April 2021
June	June 1, 2020	*Approximately* July 2021
August	August 10, 2020	*Approximately* September 2021
October	October 12, 2020	*Approximately* November 2022

## HOLIDAYS

The institute and/or classes will be closed on the following holidays:

Martin Luther King, Jr. Day  
Independence Day  
New Year's Eve & Day

Presidents' Day  
Labor Day  
Thanksgiving Day (+ Fri. & Sat.)

Memorial Day  
Christmas Eve & Day  
Winter Break

\*Additional holidays may be added at the discretion of the Director.

\*\*Please see website for full calendar.

# ADMINISTRATIVE & FACULTY PROFILES

## ADMINISTRATIVE PROFILES

### **Donney Smith: Director**

Donney Smith has worked in the audio industry for over 15 years. His love and passion for the audio world has led him to become a successful engineer and producer in his field. Donney not only has years of teaching experience himself in the field, but he has also worked with many corporations and major industry clients. His knowledge of working with many types of students has played an important role in making F.I.R.S.T. Institute a reality. Donney's reputation and name have had a large impact in the industry. Donney has made it a priority to ensure the education and business office departments are operating at the highest standards at F.I.R.S.T. Institute.

## FACULTY PROFILES

### **Earl Hoback: Director of Education**

Earl Hoback has worked in the Digital Media industry as an audio engineer, musician, and instrument technician for over 10 years. He has recorded and mixed indie rock groups as well as reinforced them in a live sound environment. Hoback has helped fabricate the audio systems for several theme parks, including the Rip Ride Rocket for Universal Studios Orlando Resort. He also has been the front of house engineer and musical instrument technician for Blue Man Group Orlando since 2007. Most recently, he assisted with Blue Man's appearance at the Latin Grammys in Las Vegas. Hoback graduated from Full Sail with an AS in Recording Arts at the age of 19.

### **John LaRosa: Program Director of Recording Arts and Show Production**

John LaRosa started his audio engineering career after graduating from A.R.T.I. in early 2000. He began as a voiceover editor, which led him to manage an audio department that produced books on tape for publishing companies, such as Harcourt, Inc., and Holt, Rinehart and Winston. LaRosa later changed his career path to strictly work in the music industry as a recording and mixing engineer for genres including: Gospel, Blues, Rock, Pop, RnB, and Rap. LaRosa works at Hard Rock Live Orlando as a stagehand and monitor engineer. He has also been an instructor at F.I.R.S.T. Institute in Orlando and mentor for students since 2004. He enjoys teaching and knowing he is affecting students' lives in a positive way.

### **Michelle Hill: Program Director of Digital Filmmaking and Video Production**

Michelle Hill has worked in the professional Film, Video, and Digital Media industries as a Project and Production Manager for over 17 years. During her tenure, she has managed film and television projects for clients such as Walt Disney World, Universal Studios, and Nickelodeon, as well as a plethora of commercial clients. She has also project managed many ventures within the area of Digital Media and serviced many business clients with the management of websites and marketing collateral. While working within the industry, Hill developed a passion for education and the passing on of knowledge to the next generation. She has spent well over 8 years educating students in the areas of new business development and presentation as it pertains to the entertainment industry. Hill graduated from Florida State University with a Bachelor of Fine Arts in Film Production with an emphasis in Business.

### **Alfonso Alvarez: Director of Student Services**

Alfonso J. Alvarez began his career in the entertainment industry over 20 years ago. He became the go-to person for marketing artists and obtaining airplay on radio stations throughout South Florida. Alfonso has assisted in marketing campaigns for artists such as 50 Cent, Ice Cube and Eminem. Recently he has negotiated deals with companies such as MTV, Lionsgate Television, and Seven Bucks Productions. As Director of Student Services at F.I.R.S.T. Institute, Alfonso is dedicated to teaching students useful techniques he has acquired through his experience in the entertainment industry, showing each student that through determination and perseverance, they can accomplish whatever they set their mind to.

## ADVISORY BOARD MEMBERS

### Recording Arts & Show Production

**Ethan Curtis** (Plush Studios)  
**Steve Ossenheimer** (PSAV)  
**Jesus Tossas** (River Bear Studios)  
**Gareth Prosser** (Tin Pig Music)  
**Chris Bianchet** (Herman Integration)

### Digital Filmmaking & Video Production

**Chris Ranung** (IATSE)  
**Nancy McBride** (Disney)  
**Dale Metz** (Freelance Video Production)  
**Tim Bartlett** (Adrenaline Films)  
**Gene Culver** (Orlando Music & Film Placement Conference)  
**Jim Mitchell** (Longshot Pictures)

### Graphic Design & Web Development

**Ben Gardner** (OrlandoBands.com)  
**Ed Hernandez** (Orange County Government Graphic Designer)  
**Dave Thompson** (The Baker Press)  
**Natalie Bednarz** (City of Orlando Digital Communications)



# GENERAL INFORMATION

## STATEMENT OF LEGAL CONTROL

The Florida Institute of Recording, Sound, and Technology, Inc. is a corporation formed under the laws of the State of Florida. Owners/Directors are George Forbes and Donney Smith.

## FLORIDA LICENSURE

F.I.R.S.T. Institute is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 or toll-free at (888) 224-6684; License #3250.

## STATEMENT OF ACCREDITATION

F.I.R.S.T. Institute is accredited by the Accrediting Council for Continuing Education & Training (ACCET). ACCET is located at 1722 N Street NW, Washington, D.C. 20036, (202) 955-1113. ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency: [www.accet.org](http://www.accet.org). Refer to ACCET Document 30- Policies on Recruiting, Advertising, and Promotional Practices.

## HOURS OF OPERATION

In addition to class times, the institute's business office is open 9 a.m. to 6 p.m. EST, Monday-Friday.

## DESCRIPTION OF COURSE NUMBERING SYSTEM

The course numbering system reflects which program is taken and in what order. Courses are not designed to be taken independently. They are designed to be taken in order as numbered. For example, course number 101 would be taken prior to course number 102.

Course Prefix	Program of Study
RASP	Recording Arts and Show Production
DFVP	Digital Filmmaking and Video Production
GDWD	Graphic Design and Web Development

## DEFINITION OF A CLOCK HOUR

A clock hour represents 50 minutes of class instruction and a 10 minute break.

# HEALTH & SAFETY



## STUDENT ID

The first day of class, students receive a student photo I.D. at no charge. Student I.D.s are to be worn at all times while in the building. Any student not wearing an I.D. will be asked to put on a temporary name badge while in the building. If a student does not have their I.D. for two (2) consecutive classes they will be required to purchase a replacement for \$15.00.

## HEALTH SERVICES

F.I.R.S.T. Institute does not provide health services, emergency or otherwise. In case of an emergency, call 911.

## SECURITY & FIRE SAFETY

A comprehensive look at the institute's security resources, safety policies and procedures, crime statistics, and fire safety information may be found on the institute website in the Downloads section.

## INCLEMENT WEATHER

When weather conditions make it necessary to delay opening, cancel classes, or close the institute, a notice will be provided by F.I.R.S.T. Institute via voicemail message on the individual program department phone extensions.

## LOCKDOWN & EVACUATION PROCEDURES

Lockdown procedures and Evacuation routes are reviewed at the beginning of every program with incoming students.

## FACILITY SECURITY

All visitors to the campus must check in at the front desk to be issued a guest name tag for the duration of their visit. If the visitor is a guest of a student, the student will be retrieved in order to escort their guest to the proper area of the campus. Visitors will not be permitted to roam the halls without a name tag and escort. Students are not to bring guests to the campus without prior approval from their instructor and/or Program Director. No guests of students will be permitted on campus during class time.

Front door access to the institute is open to the public from 9 a.m. to 6 p.m., Monday through Thursday, while classes are in session. After 6 p.m. and before 9 a.m. the front door is locked.

In addition, F.I.R.S.T. Institute utilizes a security camera system which monitors all critical areas of the campus.

## DRUG/ALCOHOL POLICY & PREVENTION

A comprehensive look at the institute's standards of conduct, outline of federal, state, and local laws regarding drug and alcohol violations, as well as health risks associated with drug and alcohol abuse may be found on the institute website in the Downloads section.

### Treatment Facilities

Alcoholism	Central Florida Intergroup	www.cflintergroup.org	(407) 260-5408
Drug Abuse	Bridges of America	Orlando	(407) 926-8134
Medical Treatment	Urgent Care Facility	Winter Park	(407) 629-9281
Mental Health	Beachway Therapy Center	Delray Beach	(800) 206-8809
Pregnancy	Planned Parenthood	Orlando	(407) 246-1788
Social Services	Social Bridges	Winter Park	(407) 539-2450

# INSTITUTE POLICIES

## GRIEVANCE PROCEDURE

F.I.R.S.T. Institute has an open-door policy. Any concern or complaint a student has should be brought to the immediate attention of the instructor. If the concern or situation is not satisfactorily resolved, an appointment can be scheduled to speak with the Program Director. Extreme circumstances will be referred to the Director of Education or Director of the institute.

Any student wishing to appeal academic or disciplinary actions may do so in writing which must be submitted directly to the Director. Refer to the Appeal Process for additional information regarding this process.

Students with unresolved complaints can contact:

Commission for Independent Education  
325 W Gaines Street, Suite 1414  
Tallahassee, FL 32399  
[wwwfldoeorgcie](http://wwwfldoeorgcie) (website)  
(888) 224-6684 (toll free)

OR

ACCET  
1722 N Street NW. 20036  
Washington, D.C. 20036  
[wwwaccetorg](http://wwwaccetorg)  
(202) 955-1113  
[complaints@accet.org](mailto:complaints@accet.org)  
Utilize Document 49.1

## GRADING

Due to the creative nature of the programs offered, the institute maintains a certain amount of flexibility in its grading of students. Instructors will test students in a variety of ways including quizzes, tests, and projects.

Quizzes are given frequently to monitor class comprehension of curriculum objectives. Quizzes and tests may be multiple choice, fill in the blank, short answer, or performance evaluation based. Tests are administered at the end of each course within the program.

Performance and project evaluations are assessed in the presence of an instructor who grades according to an established rubric. Rubric criteria are based upon punctuality, participation, and level of completion of a given task or required skill.

Students will be graded on the following scale for tests, quizzes, performance evaluations, and project evaluations:

**A** 100 - 90%      **B** 89 - 80%      **C** 79 - 70%      **F** 69% or below

All course grades are averaged for the final program grade.

Each course must be completed with a 70% or higher in order to advance to the next course in the program. Final course tests, either written or evaluation based, can be retaken at the expense of the student. The fee to retake a final test proctored by an instructor is \$75 and can be paid at the front desk. This courtesy is only offered once per course. If the test can not be passed with a score of 70% or above on the second attempt, then the student will have to pay to retake the entire course. The fee for retaking a course is outlined in the Retaking Courses section of the school catalog.

### IDL Submission of Assignments

Student assignments are submitted inside of Canvas via an upload. In some special circumstances a OneDrive (cloud storage) account, Teams, or email will be used as an alternative submission method if needed.

### IDL Course Test-Outs

At the end of every course in an IDL program students will take a proctored examination. These tests are proctored through a third party service. Students will need to set-up an account with this service to be able to access this exams. Explanations of how to access these tests are given through a short video provided by the third party embedded in Canvas. Only proctored exams will be accepted.

### Student Verification

Verification is done at the beginning of a student's first course in their instructor introduction conferences. Students are required to hold their government issued ID card or license up during the conference via their webcam. Instructors confirm the identity of the

student by matching the info and picture on the ID to the person in the webcam. Students are also given their own unique login and password to participate in the program through Canvas.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress (S.A.P.) is calculated based on course completion (credits earned) and periods of attendance at F.I.R.S.T. Institute. Student progress is measured by grade and attendance percentage. Students must maintain a GPA of 2.0 or higher and an attendance percentage above 80% to complete a course. This is applied consistently and reported to students at the end of every course or set of courses. Students will be notified by their Program Director at the end of their course as to their current S.A.P. status. If a student does not meet the GPA and attendance standard at the end of a course, the student will have the option to retake the course or be withdrawn from the program. A student is only allowed to retake each course one time. All program requirements must be met within a maximum timeframe of 150% the normal program length. If a course retake would lead to exceeding the maximum timeframe, the student will instead be withdrawn. In order for students to have Satisfactory Academic Progress and meet completion to obtain a diploma, attendance of no less than 80% and an average GPA of 2.0 or higher is required in all courses within a program.

## SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

In order for students to have Satisfactory Academic Progress and obtain a diploma, an average grade of 70% or higher is required. If a student is not meeting SAP at the 50% point of the payment period, they will be issued a Financial Aid Warning.

At the end of the payment period, if the student is still not meeting SAP, they will be placed on Financial Aid Probation. During that timeframe, a student is still eligible for financial aid. If the student fails to meet SAP during the next payment period, then all financial aid will be suspended subject to appeals. See Appeal Process.

## RETAKING COURSES

Students must pass each course before advancing to the next. Please refer to each program's specific table below for reference. In the case where a student is taking multiple courses per day, they are required to pass both before moving on to the next course set. In instances where retaking the final exam would result in a student achieving a passing grade for the course, that student may be given a final attempt to pass the course. This must be done at the Director's discretion, following mandatory paid tutoring sessions within two weeks of the original final exam. Failure to pass the final exam on the second attempt will result in the failing of that course. No student may try to take the same final exam a third time. The student may reenroll to the institute and retake a failed course if they wish to make another attempt to complete the program. There is a \$750.00 charge for any course or course set needing to be retaken.

RASP (Campus)		
RASP 101	Digital Audio Fundamentals	No Prerequisites
RASP 102	Music Production 1	No Prerequisites
CD 101	Career Development 1	No Prerequisites
RASP 103	Recording Arts	RASP 101, RASP 102
RASP 104	Music Production 2	RASP 101, RASP 102
RASP 105	Mixing Techniques	RASP 101, RASP 102, RASP 103, RASP 104
RASP 106	Advanced Audio Theories and Applications	RASP 101, RASP 102, RASP 103, RASP 104
CD 201	Career Development 2	CD 101
RASP 107	Location Sound	RASP 101, RASP 102, RASP 103, RASP 104, RASP 105, RASP 106
RASP 108	Sound for Visual Media	RASP 101, RASP 102, RASP 103, RASP 104, RASP 105, RASP 106

RASP 109	Audio Visual Event Production	RASP 101, RASP 102, RASP 103, RASP 104, RASP 105, RASP 106, RASP 107, RASP 108
RASP 110	Show Production	RASP 101, RASP 102, RASP 103, RASP 104, RASP 105, RASP 106, RASP 107, RASP 108
<b>RASP - IDL</b>		
RASP 101IDL	Digital Audio Fundamentals	No Prerequisites
RASP 102IDL	Music Production 1	No Prerequisites
CD 101IDL2	Career Development 1	No Prerequisites
RASP 103IDL	Recording Arts	RASP 101IDL, RASP 102IDL
RASP 104IDL	Music Production 2	RASP 101IDL, RASP 102IDL
RASP 105IDL	Mixing Techniques	RASP 101IDL, RASP 102IDL, RASP 103IDL, RASP 104IDL
RASP 106IDL	Advanced Audio Theories and Applications	RASP 101IDL, RASP 102IDL, RASP 103IDL, RASP 104IDL
CD 201IDL2	Career Development 2	CD 101IDL2
RASP 107IDL	Location Sound	RASP 101IDL, RASP 102IDL, RASP 103IDL, RASP 104IDL, RASP 105IDL, RASP 106IDL
RASP 108IDL	Sound for Visual Media	RASP 101IDL, RASP 102IDL, RASP 103IDL, RASP 104IDL, RASP 105IDL, RASP 106IDL
RASP 109IDL	Audio Visual Event Production	RASP 101IDL, RASP 102IDL, RASP 103IDL, RASP 104IDL, RASP 105IDL, RASP 106IDL, RASP 107IDL, RASP 108IDL
RASP 110IDL	Show Production	RASP 101IDL, RASP 102IDL, RASP 103IDL, RASP 104IDL, RASP 105IDL, RASP 106IDL, RASP 107IDL, RASP 108IDL
<b>DFVP (Campus)</b>		
DFVP 101	Storytelling	No Prerequisites
DFVP 102	Video Technology	No Prerequisites
CD 101	Career Development 1	No Prerequisites
DFVP 103	Digital Video Editing	DFVP 101, DFVP 102
DFVP 104	Digital Video Effects	DFVP 101, DFVP 102
DFVP 105	New Media Production 1	DFVP 101, DFVP 102, DFVP 103, DFVP 104
DFVP 106	New Media Production 2	DFVP 101, DFVP 102, DFVP 103, DFVP 104, DFVP 105, DFVP 105
DFVP 107	Live Video Production 1	DFVP 101, DFVP 102, DFVP 103, DFVP 104, DFVP 105, DFVP 106
CD 201	Career Development 2	CD 101
DFVP 108	Live Video Production 2	DFVP 101, DFVP 102, DFVP 103, DFVP 104, DFVP 105, DFVP 106, DFVP 107
<b>DFVP - IDL</b>		
DFVP 101IDL	Storytelling	No Prerequisites
DFVP 102IDL	Video Technology	No Prerequisites
CD 101IDL2	Career Development 1	No Prerequisites
DFVP 103IDL	Digital Video Editing	DFVP 101IDL, DFVP 102IDL
DFVP 104IDL	Digital Video Effects	DFVP 101IDL, DFVP 102IDL

DFVP 105IDL	New Media Production 1	DFVP 101IDL, DFVP 102IDL, DFVP 103IDL, DFVP 104IDL
DFVP 106IDL	New Media Production 2	DFVP 101IDL, DFVP 102IDL, DFVP 103IDL, DFVP 104IDL, DFVP 105IDL
DFVP 107IDL	Digital Video Color Correction 1	DFVP 101IDL, DFVP 102IDL, DFVP 103IDL, DFVP 104IDL, DFVP 105IDL, DFVP 106IDL
DFVP 108IDL	Digital Audio Post Production 1	DFVP 101IDL, DFVP 102IDL, DFVP 103IDL, DFVP 104IDL, DFVP 105IDL, DFVP 106IDL
CD 201IDL2	Career Development 2	CD 101IDL2
DFVP 109IDL	Digital Video Color Correction 2	DFVP 101IDL, DFVP 102IDL, DFVP 103IDL, DFVP 104IDL, DFVP 105IDL, DFVP 106IDL, DFVP 107IDL, DFVP 108IDL
DFVP 110IDL	Digital Audio Post Production 2	DFVP 101IDL, DFVP 102IDL, DFVP 103IDL, DFVP 104IDL, DFVP 105IDL, DFVP 106IDL, DFVP 107IDL, DFVP 108IDL

#### **GDWD (Campus)**

GDWD 101	Graphic Design Principles	No Prerequisites
GDWD 102	Digital Illustration	No Prerequisites
GDWD 103	Digital Photography and Layout Design	GDWD 101, GDWD 102
GDWD 104	Photoshop	GDWD 101, GDWD 102
CD 101	Career Development 1	No Prerequisites
GDWD 105	Front End Web Design	GDWD 101, GDWD 102, GDWD 103, GDWD 104
GDWD 106	Motion Graphics	GDWD 101, GDWD 102, GDWD 103, GDWD 104
GDWD 107	Web Development	GDWD 101, GDWD 102, GDWD 103, GDWD 104, GDWD 105, GDWD 106
GDWD 108	Content Management Systems	GDWD 101, GDWD 102, GDWD 103, GDWD 104, GDWD 105, GDWD 106, GDWD 107
CD 201	Career Development 2	CD 101
GDWD 109	Web and Graphics Portfolio	GDWD 101, GDWD 102, GDWD 103, GDWD 104, GDWD 105, GDWD 106, GDWD 107, GDWD 108

#### **GDWD - IDL**

GDWD 101IDL	Graphic Design Principles	No Prerequisites
GDWD 102IDL	Digital Illustration	No Prerequisites
GDWD 103IDL	Digital Photography and Layout Design	GDWD 101IDL, GDWD 102IDL
GDWD 104IDL	Photoshop	GDWD 101IDL, GDWD 102IDL
CD 101IDL2	Career Development 1	No Prerequisites
GDWD 105IDL	Front End Web Design	GDWD 101IDL, GDWD 102IDL, GDWD 103IDL, GDWD 104IDL
GDWD 106IDL	Motion Graphics	GDWD 101IDL, GDWD 102IDL, GDWD 103IDL, GDWD 104IDL
GDWD 107IDL	Web Development	GDWD 101IDL, GDWD 102IDL, GDWD 103IDL, GDWD 104IDL, GDWD 105IDL, GDWD 106IDL
GDWD 108IDL	Content Management Systems	GDWD 101IDL, GDWD 102IDL, GDWD 103IDL, GDWD 104IDL, GDWD 105IDL, GDWD 106IDL, GDWD 107IDL
CD 201IDL2	Career Development 2	CD 101IDL2

GDWD 109IDL	Web and Graphics Portfolio	GDWD 101IDL, GDWD 102IDL, GDWD 103IDL, GDWD 104IDL, GDWD 105IDL, GDWD 106IDL, GDWD 107IDL, GDWD 108IDL
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## CANCELLATION & REFUND

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

- Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
- All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
- Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid (not to exceed \$150.00).
- Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
- Cancellation after completing 50% of the program will result in no refund.
- Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
- Refunds will be made within thirty (30) days of termination of students' enrollment or receipt of Cancellation Notice from student.

### Cancelled Courses or Programs

In the event that F.I.R.S.T. Institute cancels a program or course, the student will be placed in another class or program, or the student will have the option to withdraw from the institution if no means of course fulfillment can be found. Those students will be entitled to a full refund.

### Refund for Title IV Aid

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government, or the lending institution, by the institute and/or student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws without completing the payment period. The R2T4 formula does not apply for anyone who does not begin training.

The federal formula requires a Return of Title IV calculation if the student received, or could have received, federal financial assistance and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time.

The percentage of the payment period completed is calculated by the hours completed in the payment period, as of the withdrawal date, divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was, or could have been, disbursed as of the withdrawal date. If a student receives less Title IV funds than the amount earned, the institute will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal, which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell Grant funds first, if eligible. If there are current educational costs still due to the institute at the time of withdrawal, a Pell Grant post withdrawal disbursement will be credited to the student's account. Any Pell Grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the institute must receive the student's permission before crediting their account.

### Refund Due Dates

If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made thirty (30) calendar days from the first scheduled day of class, or date of cancellation, whichever is first.

For an enrolled student, the refund due will be calculated using the last day of attendance and be paid within thirty (30) calendar days from the documented date of determination. The date of determination is the date the student gives written or verbal notice of

withdrawal to F.I.R.S.T. Institute, or the date F.I.R.S.T. Institute terminates the student by applying F.I.R.S.T. Institute's attendance, conduct, or Satisfactory Academic Progress policy.

## APPEAL PROCESS

A student may submit a written appeal to the Director within three (3) calendar days of their disciplinary action. The appeal should outline the circumstances preventing Satisfactory Academic Progress or appropriate student conduct. Only extraordinary circumstances will be considered for appeal, such as death or severe illness in the immediate family. The Director will determine whether the student may be permitted to continue in the program and the student will be notified in writing within ten (10) days of the initial appeal. The decision of the Director is final. If they are reinstated, it will be on the basis of a viable written academic plan for the student.

## GRADUATION REQUIREMENTS

To successfully receive a diploma from F.I.R.S.T. Institute, students must:

- Obtain a 70% or higher grade percentage and complete all required courses, assignments, tests, and evaluations. This includes all Career Development materials such as 40 hours of approved internship.
- Attend at least 80% of the 1140 clock hours.
- Fulfill all monetary obligations to the institute prior to graduation.

Students will not be permitted to walk at graduation or receive their transcript until they fulfill all three of these requirements. If, following graduation, a student falls into delinquency, additional copies of their transcript will be withheld.

Students receive a diploma and transcript upon successful completion of their program at no cost. Reprints of diplomas after graduation may be obtained for a fee of \$40.00 and copies of official transcripts may be obtained for a fee of \$15.00.

## STUDENT RECORDS

Student records are permanently retained by the institute and are available to students upon individual request. Student records are made available to potential employers only after the student has submitted a written request to the institute office. Institute officials needing access to student records will only be given data relevant to their purpose.

Under FERPA, any student who is 18 years of age or older or who attends a post secondary institution will be able to have access to their educational records. They also have the opportunity to have records amended. Under no circumstance will the institute release educational records to any party without the student's consent. Students will have the opportunity to sign a waiver releasing specific information: Academic, Attendance, and/or Financial, to persons of their choice.

## RULES AND REGULATIONS

F.I.R.S.T. Institute enforces Rules and Regulations to provide the utmost professional and educational working environment for everyone. The Rules and Regulations will prepare students for the digital media industry. The institution's policy on student conduct and academic conduct are defined below. Failure to follow these rules and regulations set forth in this catalog will result in disciplinary actions.

### **Disciplinary Policy**

Violating any of the policies outlined below will result in F.I.R.S.T. Institute providing one (1) verbal warning. Thereafter, the student will be dismissed from class which will result in an Unexcused Absence. Should a student's attendance fall below Satisfactory Academic Progress standards at the halfway point in their program, they will be placed on Academic Probation and face potential withdrawal from F.I.R.S.T. Institute.

Immediate dismissal from F.I.R.S.T. Institute is at the discretion of the Director.

### **Attendance**

Attendance is tracked and input by the course instructor. Students are required to attend at least eighty percent (80%) of each course. This percentage ensures students are in class a sufficient amount of time to adequately absorb the knowledge and skills necessary to

reach the program objective. IDL students must be visible live in their webcam during the entire duration of the class time to maintain attendance. Malfunctioning technology will not be considered an excuse.

\*Veteran students must maintain 80% attendance per calendar month to continue to receive their VA benefits. Students will not receive their benefits again until they meet this attendance requirement for an entire calendar month. After such time, the student may be re-certified for VA education benefits. Student's attendance records will be retained in veteran's file. See Make-Up Time.

### **Tardiness/Early Departures**

Any student who is not in the classroom, and ready to work, under the following circumstances or any combination will be deemed tardy:

- Arriving ten (10) minutes after class is scheduled to begin
- Arriving ten (10) minutes after a scheduled break
- Leaving ten (10) minutes early prior to a scheduled break
- Leaving ten (10) minutes early prior to a course dismissal for the day

Students who have missed more than 50% of the course for the day will be deemed absent. See Excused Absences and Unexcused Absences. Five (5) tardies per course equals one unexcused absence.

### **Veteran Students**

Veteran students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be re-certified for VA education benefits. Student's attendance records will be retained in veteran's file.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

### **Class Schedules**

Students wishing to change their class schedule time must make a request through the Student Success Coordinator and their Program Director. The student must provide proof as to why their schedule needs to be changed, such as a letter from employment. Class schedules depend on availability and no class schedule time is guaranteed.

### **Excused Absences**

Excused Absences are still considered absences and will only be issued for extenuating circumstances of illness, family bereavement, military duty, court summons, or jury duty with acceptable documentation for validation. If a student accrues excused absences they are granted the use of make-up time to complete their make-up work. The only formal documentation that will be accepted is an official doctor's note, funeral home note, military note, court summons, or day of jury note. Documentation must be received by the Student Success Coordinator and turned in before the end of the course or the excuse will not be accepted. Phone calls and emails will not be accepted as validated documentation.

Tests and quizzes given on days of Excused Absences must be made up upon return to class. Make-up hours for Excused Absences must be scheduled with the Student Success Coordinator and completed before the end of the course. Makeup hours for IDL students are done through an additional assignment via Canvas. IDL student must receive a 70% or higher on this assignment to receive credit for the day missed in that course.

### **Unexcused Absences**

If a student is absent and does not provide valid documentation for an Excused Absence, it is considered an Unexcused Absence. Unexcused absences do not grant a student make-up time, but they are still responsible for any work missed during their absences.

Any graded material, excluding tests and quizzes, that is due on a day that a student has an Unexcused Absence, will incur a 10-point penalty per class day until it is turned in.

Tests and quizzes given on days of Unexcused Absences must be made up within one (1) week of absence.

### **Make-Up Work**

Following any absence, it is the student's responsibility to obtain missed coursework from their instructor. Any make-up work not turned in by the end of the deadline given by the instructor will result in a failing grade for that assignment.

### **Make-Up Time**

If a student has submitted proper documentation that yields an excused absence, they are eligible for make-up time. Make-up time is scheduled with the Student Success Coordinator. Make-up time must be completed prior to the completion of a course.

### **Consecutive Absences**

A student with eight (8) consecutive Unexcused Absences will be automatically withdrawn from the program and deemed a withdrawal.

### **Leave of Absence**

If a student requires an extended period of absence, they may apply for a Leave of Absence through the Student Services Department. Keep in mind that leaves are issued for extenuating circumstances, such as medical leave, financial difficulty, employment, child care, or transportation. This will postpone the continuation of their education and graduation date until the same program is offered again. These leaves are approved by the Director of Education.

A leave may not be taken in the first 9 weeks of any program offered by F.I.R.S.T. Institute. Also, no institute resources may be utilized during the requested leave. The total of all leaves of absence may not exceed 180 days for campus programs. There is no guarantee that there will be an open seat (re-enrollment may be the only option to continue) and there may be a need to change the class schedule upon return. Extensions of an initial leave are at the discretion of the Director of Education, provided they do not exceed the maximum timeframe.

Students will not incur any additional tuition charges during any leave of absence. In the event a student does not return from a leave of absence, any refunds due will be made to the appropriate financial aid programs within 30 days of the date the student is scheduled to return. The official date of withdrawal for campus students will be the last date of attendance. The student will be counseled on repayment obligations if they fail to return within the allotted timeframe. For Federal loan borrowers: if you do not return from your leave, your payment grace period will be reduced.

### **Re-Entry Requirements**

A student who has cancelled and desires to re-enter the program must notify the institute and follow the required admissions procedures. However, if a student failed to meet their Satisfactory Academic Progress, they will not be eligible for re-entry into the program. A student that was dismissed must have an interview with the Director to determine if the student qualifies for reinstatement. All reinstatement decisions are final.

### **Academics**

Academic grades are tracked by the course instructor and input by the Program Director. Students are required to maintain at least a seventy percent (70%) in the program.

### **Conduct**

As representatives of F.I.R.S.T. Institute, students are expected to conduct themselves in a professional manner at all times. The primary responsibility for managing the classroom environment rests with the faculty.

### **Dress Code**

Students may not wear derogatory or explicit graphics on clothing. Due to safety concerns, students are not allowed to wear hoodies or hats of any nature. Absolutely no undergarments are to be seen. Pants, shorts, or skirts are to be worn at the waist. No miniskirts, cutoff shorts, sleeveless shirts, or tank tops. No open-toed shoes or flip-flops.

### **Profanity**

No profanity is to be used at any time. This includes in classrooms, hallways, the break room, or any other location on campus. A student using profanity can be asked to leave by a faculty member which will result in an Unexcused Absence.

### **Falsifying Information**

Intentionally furnishing oral or written false information to the institute's faculty and/or staff via forgery, deliberate misrepresentation, unauthorized alteration, or unauthorized use of any institute document or identification including, but not limited to, photo I.D.s, excused absence documentation, traffic decals, etc. or submitting form(s) that one knows, or has reason to believe, have been forged,

altered, or modified will result in immediate dismissal from the program. A meeting must be scheduled with the Director to determine if and when re-admittance would be permitted.

This includes intentionally initiating or causing any false report regarding an emergency on the premises (i.e. fire).

### **Smoking**

F.I.R.S.T. Institute has a “No Smoking” policy. Smoking, use of smokeless tobacco or portable vaporizers, or other tobacco products are prohibited at the institute. Students may not smoke in front of, within, or behind the building, or in the parking lots.

### **Break Room**

A break room is provided for students’ leisure to eat and socialize. This room is where all food and drinks must be kept. No food or drinks are to be taken into classrooms, labs, studios, or left in hallways. The only exception is water in a capped container. Students are required to clean up after themselves, including trash, wiping table areas, cleaning microwaves, etc.

### **Technology**

Computers owned by the institute shall be used only for official F.I.R.S.T. Institute business, including academic pursuits.

### **Internet Usage**

Students are to restrict internet usage to project research and email access for academic purposes only.

### **Social Media**

As a representative of F.I.R.S.T. Institute, it is expected of students to promote themselves and their lifestyle in a professional manner on all social media that is made available for public viewing. Posting negative or harmful comments about the institute, its programs, or other students or faculty is prohibited. Posting of activities, verbiage, photos, etc. that are illegal and violate state laws can result in immediate dismissal from the institute.

Students are not to access social media sites, such as Facebook and Twitter, on F.I.R.S.T. Institute computers unless doing so for networking and personal marketing purposes.

### **Electronic Devices in Class**

Personal electronic devices are not to be used in any manner during class which creates a distraction for the instructor and/or other students. This includes, but is not limited to, smartphones, music players, games, laptops, tablets, etc. Any student who violates this policy will be removed from the classroom and issued an Unexcused Absence.

### **Protection of Confidential/Sensitive Information**

Students are required to protect confidential and sensitive information stored electronically at the institute and distributed for educational purposes. This policy applies to all network services operated by the institute including computer systems and data against misuse and loss as well as any and all users of the institute’s computer systems. This includes accidental or unauthorized destruction, disclosure, or modification of hardware, programs, data, and documents.

### **Institute Property**

Students must utilize the utmost care with regards to institute property, including but not limited to, console boards, microphones, cameras, lights, computers, etc. Students who cause damage due to negligence will be subject to disciplinary action up to and including withdrawal.

### **Copyright Laws**

Students are encouraged to do their research with regards to what is acceptable use of copyright content for use in mash-ups, reports, films, and so on. In addition, unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. By violating the rights secured by a copyright, students are looking at legal penalties that range from paying the actual dollar amount of damages and profits, paying for all attorney fees and court costs, and/or jail time based on the level of infraction. Any student engaging in illegal downloading or unauthorized distribution of copyrighted materials using the institute’s information technology system will be subject to immediate dismissal from their program. The United States Copyright Office hosts [www.copyright.gov](http://www.copyright.gov) which outlines all laws regulating copyright.

### **Public Law**

All students are required to obey Federal, State, and local laws while on campus. Below is a list of activities deemed illegal according to public law. For more detailed information regarding a particular offense, refer to the institute’s Drug and Alcohol Abuse Policy and Prevention manual as well as the Security and Fire Safety manual.

### **Alcohol and Illegal Substances**

Possession, use, suspected use, sale, or manufacture of any substance declared illegal by Florida State Statutes. Also, aiding and abetting the possession and/or consumption of alcoholic beverages by a person under the age of 21, driving under the influence, using, selling, or manufacturing alcoholic beverages while on property or attending class.

**Fireworks**

Possession or unauthorized use of any explosive device on the premises (i.e. firecrackers, dynamite, etc.).

**Harassment**

Verbal or physical, directed toward particular person(s) that is unwelcome, severe, pervasive, or violates criminal/civil rights law.

**Stolen Property**

Receiving or possessing property known, or with reason to believe, is stolen. This includes unlawful taking or use of institute property such as use of telephones, use of computers, copying of software, violation of copyright laws, theft, duplication of institute keys, etc.

**Trespassing**

Unauthorized entry into the building, an office, room, or other restricted areas.

**Vandalism/Defacement of Property**

Destroying, damaging, or defacing institute property, or the property of any person(s) on the premises.

**Weapons**

Unauthorized use, possession, or storage of any weapon on premises. "Weapon" includes gun, rifle, pistol, bomb, grenade, bowie knife, dagger, nun chucks, slingshot, switch-blade knife, brass knuckles, stun gun, mace, pepper spray, blade of five or more inches in length, etc.

**Sexual Harassment**

Includes behavior such as sexual advances, requests for sexual favors, and other verbal/physical conduct of a sexual nature directed towards an employee, student, or applicant. Particularly when submission to such conduct is made a condition of an individual's employment or education. Any student or employee who has a complaint of sexual harassment should notify the Director as soon as possible. The institution complies with the Title IX rule effective August 14, 2020.

**Sexual Misconduct**

Rape, or other sexual offenses, and sexual assault including forcing someone to have intercourse, engage in sexual acts, etc. without the individual's full and free consent. The institution complies with the Title IX rule effective August 14, 2020.

Florida Department of Law Enforcement (FDLE) sexual predator and sexual offender registry website and toll free telephone number.

FDLE website - <https://offender.fdle.state.fl.us/offender/sops/home.jsp>

FDLE toll-free number - 1-888-357-7332 for TTY Accessibility choose option 711



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