



## **Student Development**

### **I. OBJECTIVES**

- a.1 To address affairs pertaining to students' overall conduct, well-being and development including the facilitation of academic-related activities and the dissemination of pertinent academic updates.*
- a.2 To support and enhance the overall mission of the school by promoting academic and students' personal and social development.*
- a.3 To provide counseling services (routine, special, intensive) to students in meeting their academic, career and personal-social development needs.*

### **II. POLICY STATEMENT**

**B.1** The Student Development Coordinator's responsibilities are:

- B.1.1 To provide direct services to individual students to assist them in keeping track with their academic and professional goal of becoming a filmmaker or an actor.*
- B.1.2 To facilitate regular meetings and consultations with students in coordination with program advisers to ensure and maintain open communication lines between IAFT and its student body.*
- B.1.3 To conduct Student Orientations to let new students become familiar and be facilitated in their adjustments to their new environment.*
- B.1.4 To conduct Student Reorientation Program to continuing and returning students for them to be refreshed with the rules and regulations of the school so as to lessen violations of the said rules.*
- B.1.5 To provide information to students for them to be aware and updated with the latest school news, program changes, external activities, relevant resources on personality and career development.*
- B.1.6 To make sure that the student who incurred an absence had a valid reason for his/her absence. Also, to ensure that students comply with the number of allowable absences as provided in the Attendance Guidelines in the Student Handbook.*

B.1.7 *To implement and enforce existing school policies, rules and regulations that includes complaints, conducting investigations and rendering decisions or recommendations.*

B.1.8 *To respond to immediate student needs necessitated by critical life events, situations and conditions of students who are experiencing interpersonal crisis or stressful events.*

B.2 The students' responsibilities are:

B.2.1 *To faithfully observe high standards of personal and scholarly conduct.*

B.2.2 *To act as mature individuals at all times, whether on or off campus by showing respect for proper authority, for the rights of fellow students and for the good name of IAFT.*

B.2.3 *To internalize the school vision, mission, goals, rules and regulations.*

B.2.4 *To exercise their rights with due regard for the rights of others.*

B.2.5 *To maintain and sustain the academic standards of the Academy.*

B.2.6 *To contribute to the realization of the vision and mission of the Academy.*

B.2.7 *To contribute to the on-going formation of the Academy.*

B.2.8 *To conduct themselves in a way that would help them develop as authentic human persons.*

B.2.9 *To ensure that the academic environment of IAFT is conducive to learning.*

B.2.10 *To respect school policies, properties and environment*

B.2.11 *To be responsible for their incurred absences by notifying the company nurse the day they got sick and presenting medical certificate to SDC for issuance of excuse slip if verified true.*

## **C. PROCEDURES FOR STUDENT DISCIPLINE**

### ***C.1 Student Discipline***

C.1.1 SDO implements and enforces existing policies, rules and regulations of IAFT as articulated in the Student Handbook.

C.1.2 SDO receives complaints, conducts investigations and renders decision(s)/recommendation(s) on issues that concern student discipline.

C.1.3 SDO promotes a conducive learning environment through campaign programs, forums and other activities, which would encourage harmonious relationships among school stakeholders.

- *The moment a student attends a Student Orientation, he/she is given a Student Handbook and he/she is expected to internalize the school vision, mission, goal, rules, regulations and student conduct during his stay in the academy. In the Student Orientation, the school personnel discusses these rules and regulations. This will also be reiterated the following term during the Student Reorientation for continuing students. The students, after internalizing the student handbook, will then tear off the Acknowledgment Form from the Student Handbook, acknowledging that he has read and fully understood the contents. They will then submit this to SDO.*
- *If students commit an infraction basing on the Student Handbook, the Student Development Coordinator who issues call slips for them will call their attention.  
-If the Infraction committed is just a minor infraction, the student will just be given verbal warnings. But if the student commits the infraction more than 3x, the student is then referred to the School Director for appropriate reminders/actions.*

## **C.2 DISCIPLINARY ACTION**

*Should a situation necessitate a disciplinary hearing or investigation, the procedure for such is as follows:*

- C.2.1 *Inquiry is initiated by the SDC regarding the violation of school policy or as referred by school administrators, mentors, IAFT staff or classmates among others,*
- C.2.2 *The SDC forms a Disciplinary Committee composed of the School Director, the Student Development Coordinator, a mentor, a Program Director and a student.*
- C.2.3 *Concerned parties are invited to give their statements regarding the matter.*
- C.2.4 *The committee conducts a dialogue regarding this matter.*
- C.2.5 *The committee deliberates and renders a decision or a recommendation on the issue.*
- C.2.6 *The decision is carried out.*

## **GUIDANCE AND COUNSELING SECTION**

**Individual Inventory.** *A continuous and cooperative process of gathering various data about educational and familial background, test results, and interview notes which are systematically filed in individual folders and updated as necessary to help monitor the student's development.*

**Counseling.** *Assistance is given to the students to facilitate self-understanding and self-understanding through dyadic and small group relationships. The major focus is on personal development and decision-making based on self-understanding. Individual or group sessions for academic, personal, social, emotional, career, and moral concerns are available.*

**Testing.** *The individual strengths and weaknesses of students in the areas of personality, aptitudes, interests, motivation and job skills are assessed through the use of standardized or academy-developed tests or in coordination with partner testing agencies.*

**Placement Services/Industrial Coordination Internship.** *The office receives information regarding job openings or OJT or internship requests, release directory of IAFT graduates which companies they may want to avail of, and updates them on job fairs in coordination with the other IAFT Film, Acting, & Crazy Filmmaker Programs.*

**Tracer Studies.** *The objective of this service is to determine the employment profile of IAFT graduates and to aid IAFT in evaluating its programs. Tracer/Follow-up Studies are conducted in coordination with other IAFT staff.*

**Information.** *Materials about school updates, programs, and linkages as provided and coordinated by other offices as well as relevant resources on personality and career development may be available for the students.*

**Orientation Program** *is one of the core services that SDO offers to disseminate information to IAFT students especially their parents or guardians. IAFT holds an orientation program to familiarize and facilitate the adjustment of the new student to his/her new environment.*

### **Policies & Procedures**

#### **Individual Inventory**

1. *Student accomplishes the Student's Profile Form.*
2. *SDO files the document.*
3. *Student updates SDO of his/her personal information, academic status, medical record and other pertinent information when there are status changes.*

4. SDO updates student records or files document to student folder for future reference.

### **Counseling**

1. Student requests or is referred for counseling and logs in transaction.
2. SDO conducts counseling.
3. SDO takes note of the date, time, and place of appointment.
4. Student undergoes counseling.
5. SDO updates student's record.

### **Placement Services & Industrial Coordination**

*For job openings/OJT/internship requests*

1. SDO receives request from a requesting company or industry partner.
2. SDO provides a copy to IAFT Industry Coordinator and the concerned department(s)/offices.
3. SDO posts job openings/OJT/internship requests in the bulletin board.
4. SDO receives inquiries and refers interested students to the IAFT Industry Coordinator.

### **Scholarships Section**

*Scholars' Program. Assistance in the adjustment of the scholar in complying with the continuing requirements (behavioral and academic) of the scholarship grant he/she is enjoying and placement of the scholar after graduation at Bigfoot Entertainment or Fashion TV is available to the scholars.*

### **Policies & Procedures**

*Scholars' Program*

1. Scholar receives referral or call slip regarding behavioral/academic concern or scholar walks into the SDO regarding the concern.
2. Student logs in transaction.
3. Student discusses the concern with SDO.
4. Student may opt to undergo counseling.
5. SDO updates student's record and carries out pertinent action on the matter.

*For Placement*

1. Student requests for placement after or a month prior to graduation.
2. SDO reviews student's record and coordinates with other concerned offices in the review process.

3. *SDO coordinates request with HR.*
4. *Student processes requirements as requested by HR.*
5. *Student is endorsed to HR upon clearance.*

## **STUDENT DEVELOPMENT SECTION**

- *Orientation program for new students in coordination with the various IAFB departments.*
- *Implements the policies and guidelines and initiates policies to be integrated in the Student Handbook.*
- *Coordinates with IAFB and other Bigfoot Entertainment offices concerning student affairs.*

### ***Student Development***

1. *Organizes programs and activities for students.*
2. *Coordinates, implements, monitors and evaluates student activities.*
3. *Conducts regular meetings/consultations with the students.*
4. *Establishes linkages with external agencies and professional organizations, which may be partners in student formation and development.*

## **Policies & Procedures**

### ***Shooting Permit (Off- and On-Campus)***

1. *Student accomplishes and signs Student's Location Approval Form.*
2. *Student attaches all the required papers for processing. (For On-Campus shoot: approved gear requisition form and script. For Off-Campus shoot: approved location permit, gear request form, script, storyboard, signed list of cast and crew, and signed location approval form)*
3. *Student forwards application to offices concerned for signature/clearance (refer to Appendix: List of Areas for Student Shoot).*
4. *SDC checks the papers and countersigns.*
5. *SDC keeps document for the record.*

### ***Excuse Slip***

1. *Student goes to the Company Nurse to ask for medical certificate the day that he/she gets sick.*
2. *Student, upon presenting the Medical certificate to the SDO, requests for Excuse Slip.*
3. *Student signs the logbook and accomplishes the Excuse Slip with the necessary attachments.*

4. *Student discusses the reason for his/her absence.*
5. *SDC signs the Excuse Slip.*
6. *SDC updates student's record.*

### ***Leave of Absence***

1. *Student goes to the Registrar and applies for LOA.*
2. *Student accomplishes the Withdrawal and the LOA Form and complies with the other required documents for submission.*
3. *Student accomplishes clearance form.*
4. *SDC checks student's record before signing clearance.*
5. *SDC endorses student to Registrar to finish processing of application.*

### ***Use of Students' Center***

1. *Student maintains the cleanliness and orderliness of the center.*
2. *Student is accountable to all the damage(s) or loss (es) on equipment or facility due to improper use or negligence while using the lounge.*
3. *Student is not allowed to take out anything from the Students' Center.*
4. *Student immediately reports to SDO all the damage(s) or loss(es) to properties inside the lounge.*
5. *Student caught not observing the policies and procedures in using the Students' Center would merit disciplinary action.*

### ***Student Clearance***

1. *Student presents Clearance Form.*
2. *SDO checks records of the student.*
3. *If there is no pending case, SDO signs clearance.*

***Alumni Affairs.*** *Still in its early stage, this alumni service is planning to conduct linkages with alumni especially those who have already achieved their own laurels. Alumni do not only serve as ambassadors of good will for IAFT but also serve as models for those who are still trying to make a difference in their careers as filmmakers.*