

## Writing and Technology Division Studio Handbook

**This document details the studio procedures and policies common to the WTD Division.**

*Note that your department may have additional policies that apply to their respective facilities. Those policies should be covered in your department's Facilities Orientation and Facilities Handbook.*

### **Studio Orientation**

Every eligible student must complete both the WTD Scheduling Orientation and their department's Facilities orientation before they will be allowed to book or use a studio. Information on the WTD Scheduling orientations is sent via email to eligible students. Departmental Facilities Orientations will generally follow WTD Scheduling orientations.

### **Studio Operations Infractions**

Studio Operations has policies in place designed to facilitate creative, productive, respectful, and timely studio sessions. Failure to follow these policies outlined in this document will result in a violation. In the case of a studio violation, your faculty member may be informed.

Your first violation will result in a 1 week suspension from studio practice time.  
Your second violation will result in a 2 week suspension from studio practice time.  
Your third violation will result in a 3 week suspension from studio practice time.  
Your fourth violation will result in an indefinite suspension from studio practice time until a meeting with the Chair of your department, with consequences to be determined.

If you are suspended, you will not be able to use studio practice time or walk in time. The suspension begins on the day after the violation. *Studio project time is unaffected by a studio suspension.*

### **Policies**

- You must arrive no later than 10 minutes after the scheduled start of your session. Arriving more than 10 minutes late will result in the loss of your booked session and a violation.
- Project time can be cancelled only by emailing [wtdstudiobooking@berklee.edu](mailto:wtdstudiobooking@berklee.edu) no later than 48 hours before the start of your scheduled session start time. Any cancellation email *must* include "WTD Studio Cancellation" in the subject line. Failure to cancel project time with 48 hours notice and not showing up for that session will result in a warning. Two warnings will result in a one week suspension.
- Practice time *cannot* be cancelled because it is booked only 24 hours in advance. Cancellation of practice time will result in a warning. Two warnings will result in a one week suspension.
- You must return the studio key and any borrowed equipment by the end of your studio session. Returning late *by any amount* is a violation. *If you return so late that it affects the following session, an additional 1 week suspension will be added to your violation.*
- You may not have food or drink in the studio. Bringing food or drink into the studio is a violation.

## Writing and Technology Division Studio Handbook

- You must behave in a respectful and professional manner at all times. Unprofessional behavior towards staff or fellow students will not be tolerated and will result in a violation and a meeting with Studio Operations management.
- Room-specific equipment must remain in its assigned studio at all times. Removing room-specific equipment from a studio will result in a violation.

**The following infractions will result in a warning upon first offense. Subsequent offenses will result in a violation and one week suspension from studio practice time.**

- You must return your studio to its “Normalled” pre-session state prior to the end of your session. Failure to Normal the studio will result in a warning.
- You are responsible for the security of your studio. Leaving a studio door open and unattended will result in a warning.
- Canceling a Project Time less than 48 hours prior to the scheduled start time will result in a warning.
- Canceling Practice Time will result in a warning.

**The following infractions are considered very serious, and failure to follow these rules will result in severe consequences.**

- Altering the configuration or wiring of any studio will result in immediate ejection from the studio and a 4 week suspension.
- Consuming Alcohol or illegal substances in any studio will result in immediate ejection from the studio, a 4 week suspension, and a meeting with the chair of your department.
- Selling or transferring studio time to other students or outside clients will result in immediate ejection from the studio, a 4 week suspension, and a meeting with the chair of your department with further consequences to be determined.
- Theft, damage, or potentially illegal activity will be reviewed by the Director and Department Chair with consequences to be determined.

### **Walk-in time and session extensions**

If a studio is not booked, it can be used for walk-in time. Walk in time can be reserved in person at the booking office starting 30 minutes prior to the unbooked session time and does not count as practice time.

If you are currently using a studio that is not booked for the following session time, and would like to extend your time, you may do so 30 minutes prior to the end of your session by calling your department’s studio supervisor.

## **Writing and Technology Division Studio Handbook**

In the case that walk-in time and a session extension request happen simultaneously, preference will go to walk-in time (the student not currently in the studio will be given the following unbooked session time).

### **WTD Hold Time Policy (MP&E Only):**

When there are not classes being held, the MP&E Studios are reserved during the weekdays for faculty, tech, and staff. If the time goes unclaimed, a student may use the room.

- You may use one two-hour block of WTD Hold Time per day.
- You may not extend WTD Hold Time.
- You must wait at the WTD Booking Office until the start of the session you're waiting for.
- WTD Hold Time is first-come, first-served.
- You may not book WTD Hold Time in advance.